

Individual Decision



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The attached report will be taken as Individual Portfolio Member Decision on:

Friday 18 October 2024

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Proposed Allocation of the Household Support Fund October 2024- March 2025

Committee considering report:	Individual Executive Member Decisions
Date of Committee:	18 October 2024
Portfolio Member:	Councillor Denise Gaines
Report Author:	Nick Caprara
Forward Plan Ref:	ID4596

1 Purpose of the Report

- 1.1 In March 2024 the government announced that there would be a further allocation of the Household Support Fund to local authorities. Nationally £421M was to be distributed to support vulnerable households. In the case of West Berkshire the allocation was £694,849 to cover the period 1st April 2024 to 1st October 2024.
- 1.2 On 24 September the government released embargoed information to local authorities confirming details on the funding allocation for the latest round of Household Support fund which is operational form 1st October 2024 to 31st March 2025.
- 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 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 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 period 1 October to 31 March 2025 . 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 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 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 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:				

<p>A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?</p>	X			See Appendix A
<p>B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>	X			See Appendix A
<p>Environmental Impact:</p>	X			Funding to purchase white goods and other energy saving initiatives will assist with reducing energy use longer term for applicants.
<p>Health Impact:</p>	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.
<p>ICT Impact:</p>		X		The HSF has been facilitated by ICT in the past and will continue to be a largely online application process.
<p>Digital Services Impact:</p>		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"> • Ensure our vulnerable children and adults achieve better outcomes • Support 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 West Berkshire Council has 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 funding runs from April until 1st October 2024. It is not known if there will be another round of funding at this stage.
- 4.2 By way of background, the guidance 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. This funding is 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) and to promote or undertake activity that prevents households facing similar hardship in future.”

- 4.3 When administering The Fund, Authorities are encouraged to adopt the following principles:
- *use the funding for the period of 1 October 2024 to 31 March 2025 to meet immediate needs and help those who are struggling to afford household essentials including energy and water bills, food, and wider essentials. Authorities can also use funding to support households with housing costs where existing housing support does not meet this need and to supplement provision with signposting, advice and preventative support.*
- 4.4 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’.*
- 4.5 In terms of communications the government must follow the requirements of the ‘funded by government communications manual’.
- 4.6 The purpose of this report is to set out allocations of funding from the 2024/25 grant allocation.
- 4.6 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 1st October 2024 to 31st March 2025.

2024 Performance to date

- 5.3 1,340 direct applications to the Council for support and assistance were received during the period 1st April – 30 September 2024; of which 1081 were approved. This represents a significant increase in uptake on this grant from the previous year. For the same period (April – September 2023) 1054 applications were made, 602 of which were approved.

Working with the Voluntary Sector

- 5.4 West Berkshire Council continues to have 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.
- 5.5 Regular meetings are taking place with the voluntary sector, and particularly those organisations most associated with assisting those who are facing financial pressures. Whilst some of these factors such as inflation have fallen many residents face distinct financial challenges. It is worth noting that the energy bill cap is predicted to rise by 10% in October 2024 which will lead to an anticipated rationing of energy use amongst almost half British adults (*source: YouGov survey September 2024*)
- 5.6 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, and food provision for food charities .
 - 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-to-day 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.
 - Concern around the impact of the removal of the winter fuel payments affecting in the region of 600 residents in the district
- 5.7 The Community Resource Project and the Foodbank have previously reported that the biggest single source of referrals was West Berkshire Council.
- 5.8 Targeting assistance to pensioners has been a priority for delivery of the fund in previous schemes. In the period April to September 2024 only 18 applications were supported with financial assistance through the fund. As a result additional engagement and promotional mechanisms will be implemented in order to increase up take and access to these funds.
- 5.9 It is a known problem that those moving into settled accommodation often move into properties without curtains and carpets. This makes keeping properties warm and draught proof difficult and also impacts 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:

Proposed Allocation of the Household Support Fund October 2024- March 2025

Scheme	Detail	Indicative Allocation
Assistance for Food and Energy	<p>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.</p> <p>The advantage is it will be available a lot quicker than a payment arranged by WBC. It will also be available out of hours.</p>	£40,000
Essential Household Goods Scheme	<p>Additional funding to support the provision of white goods, cookers, beds, furniture, utensils and more.</p> <p>The scheme is provided by Newbury Community Resource Centre.</p>	£40,000
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 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.	£20,000
School Holiday Meal Provision	It is proposed to allocate £3 per child per day for 3 weeks holiday provision. Based on 4200 young people eligible this amounts to £189K	£189,000
Targeted support for Pensioners	Working with a number of charities This money will be used to provide targeted support including subsidised hot meals,	£45,000

Proposed Allocation of the Household Support Fund October 2024- March 2025

	support with energy costs, boiler and other repairs, provision of microwave cookers etc. Priority access will be provided to those households who are no longer eligible for winter fuel payments.	
Support for Young Carers and those leaving care	<p>200 children are identified as carers by the Council (with more unidentified). No national funding is available for young carers.</p> <p>In addition, those leaving care also face a number of challenges.</p> <p>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</p>	£30,000
Main Fund	<p>This is the fund for allocation following application to the Council based on the following criteria:</p> <ul style="list-style-type: none"> • Only one grant per household per funding period • Maximum claim per family - £300 • Maximum claim per individual - £150 <p>Priority to be given to households who did not receive payment in previous funding round</p>	£255,000
Administration of the fund	This will cover the assessment of grant applications to the Council along with any signposting and management oversight.	£65,849
Total		£694,849

6.2 Increases are proposed to support food and energy provision; delivery of household goods through voluntary sector partners

6.3 Targeting assistance to pensioners through a ring-fenced element of the fund remains a priority. The grant will be used to support pensioners who may be adversely impacted by the loss of the Winter Fuel Payment to those who are not in receipt of pension credit or other means tested benefits. Additional engagement and promotional mechanisms will be implemented in order to increase up take and access to these funds for this cohort.

- 6.4 The previous grant allocation provided funds to Greenham Trust which were match funded. These funds currently stand at 80K available for charities to apply to Greenham it is not proposed to provide additional funding for this purpose from this tranche.
- 6.5 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 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.
- 8.2 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 the most cost effective, solution. By empowering our partners we can ensure we continue to support the most vulnerable members in our communities.
- 8.3 The scheme over the last 18 months has 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 seek to 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"/>

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 1 st October 2024 to 31 st March 2025.
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?		
<i>(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)</i>		
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: 2/10/24

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 & Housing
Team:	Housing
Lead Officer:	Nick Caprara
Title of Project/System:	Household Support Fund
Date of Assessment:	2/10/2024

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"/>
<small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small>		

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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Household Support Fund Grant Determination 2024 No 31/7466

The Secretary of State for Work and Pensions (“the Secretary of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following Determination:

Citation

1) This Determination may be cited as the Household Support Fund Grant Determination 2024 No 31/7466.

Purpose of the grant

2) 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. This funding is 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) and to promote or undertake activity that prevents households facing similar hardship in future.

Determination

3) The Secretary of State determines as set out in Annex A, the authorities to which grant is to be paid and the amount of grant to be paid.

Grant conditions

4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid in respect of the period 1st October 2024 to 31st March 2025 and subject to the conditions in Annex B.

Treasury consent

5) Before making this Determination in relation to the upper tier local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Work and Pensions

James Wolfe

A senior civil servant within the Department for Work and Pensions

24 September 2024

ANNEX A

Household Support Fund 2024 Grant FINAL Funding Allocations per County Councils/Unitary Authorities for the period 1st October 2024 to 31st March 2025

County Councils and Unitary Authorities	Total Funding Allocation
Barking and Dagenham	£2,162,051.52
Barnet	£2,455,182.90
Barnsley	£2,351,263.96
Bath and North East Somerset	£966,860.28
Bedford	£1,201,485.00
Bexley	£1,542,309.65
Birmingham	£12,791,135.04
Blackburn with Darwen	£1,618,526.59
Blackpool	£1,745,857.53
Bolton	£2,780,316.57
Bournemouth, Christchurch and Poole Council	£2,653,367.04
Bracknell Forest	£555,468.03
Bradford	£5,694,487.83
Brent	£2,781,222.28
Brighton and Hove	£2,140,360.89
Bristol, City of	£4,039,965.11
Bromley	£1,867,882.58
Buckinghamshire	£2,399,190.54
Bury	£1,534,200.05
Calderdale	£1,833,003.46
Cambridgeshire	£3,581,424.56
Camden	£2,006,931.89
Central Bedfordshire	£1,483,073.82
Cheshire East	£2,203,892.10
Cheshire West and Chester	£2,290,047.45
City of London	£63,080.28
Cornwall	£4,528,569.87
Coventry	£3,224,222.30
Croydon	£3,013,689.49
Cumberland	£2,167,439.16
Darlington	£913,853.75
Derby	£2,224,711.41
Derbyshire	£5,404,080.90
Devon	£5,064,876.12
Doncaster	£2,989,273.08
Dorset	£2,294,941.45
Dudley	£2,625,519.07
Durham	£4,676,099.65

Ealing	£2,658,804.97
East Riding of Yorkshire	£2,061,832.61
East Sussex	£3,896,783.88
Enfield	£2,847,994.64
Essex	£9,436,542.83
Gateshead	£1,836,629.95
Gloucestershire	£3,692,483.14
Greenwich	£2,378,692.91
Hackney	£2,822,258.58
Halton	£1,297,880.42
Hammersmith and Fulham	£1,414,374.97
Hampshire	£7,124,127.25
Haringey	£2,406,671.72
Harrow	£1,476,707.18
Hartlepool	£993,021.25
Havering	£1,648,150.98
Herefordshire	£1,329,601.78
Hertfordshire	£6,172,064.84
Hillingdon	£2,069,342.07
Hounslow	£2,042,396.17
Isle of Wight	£1,131,576.08
Isles of Scilly	£11,130.10
Islington	£2,218,159.62
Kensington and Chelsea	£1,180,369.12
Kent	£11,065,380.80
Kingston upon Hull, City of	£3,038,293.68
Kingston upon Thames	£862,867.15
Kirklees	£3,702,823.27
Knowsley	£1,862,188.67
Lambeth	£2,720,637.01
Lancashire	£9,678,235.22
Leeds	£7,098,648.16
Leicester	£3,429,353.16
Leicestershire	£3,620,038.89
Lewisham	£2,668,537.62
Lincolnshire	£5,464,685.20
Liverpool	£6,054,020.20
Luton	£1,829,274.04
Manchester	£6,453,163.20
Medway	£2,262,463.11
Merton	£1,186,607.26
Middlesbrough	£1,653,614.95
Milton Keynes	£1,792,516.52
Newcastle upon Tyne	£2,898,403.85
Newham	£3,339,194.75

Norfolk	£6,696,806.23
North East Lincolnshire	£1,559,664.65
North Lincolnshire	£1,323,892.77
North Northamptonshire	£2,599,628.73
North Somerset	£1,307,847.79
North Tyneside	£1,609,998.05
North Yorkshire	£3,537,549.92
Northumberland	£2,480,330.00
Nottingham	£3,556,933.83
Nottinghamshire	£5,646,450.03
Oldham	£2,419,369.23
Oxfordshire	£3,361,256.14
Peterborough	£1,824,636.27
Plymouth	£2,294,796.82
Portsmouth	£1,888,214.70
Reading	£1,130,648.94
Redbridge	£1,965,979.20
Redcar and Cleveland	£1,296,381.17
Richmond upon Thames	£836,356.66
Rochdale	£2,337,383.85
Rotherham	£2,489,029.87
Rutland	£157,371.07
Salford	£2,733,899.11
Sandwell	£3,471,442.28
Sefton	£2,435,111.24
Sheffield	£5,203,825.56
Shropshire	£2,088,795.13
Slough	£1,177,691.53
Solihull	£1,408,359.07
Somerset	£3,820,415.56
South Gloucestershire	£1,410,016.31
South Tyneside	£1,484,854.01
Southampton	£2,222,676.23
Southend-on-Sea	£1,413,078.83
Southwark	£2,734,366.02
St. Helens	£1,779,580.89
Staffordshire	£5,506,547.99
Stockport	£2,163,129.71
Stockton-on-Tees	£1,685,873.97
Stoke-on-Trent	£2,686,721.90
Suffolk	£5,106,030.02
Sunderland	£2,673,561.91
Surrey	£5,290,829.72
Sutton	£1,155,788.99
Swindon	£1,515,345.60

Tameside	£2,224,686.33
Telford and Wrekin	£1,514,547.04
Thurrock	£1,295,040.81
Torbay	£1,235,356.81
Tower Hamlets	£2,996,279.40
Trafford	£1,458,074.48
Wakefield	£3,124,926.90
Walsall	£2,819,810.19
Waltham Forest	£2,327,527.60
Wandsworth	£2,069,485.13
Warrington	£1,440,750.42
Warwickshire	£3,472,997.02
West Berkshire	£694,849.63
West Northamptonshire	£2,465,491.77
West Sussex	£4,870,362.11
Westminster	£1,951,507.12
Westmorland and Furness	£1,522,795.52
Wigan	£2,818,234.30
Wiltshire	£2,728,656.41
Windsor and Maidenhead	£587,905.21
Wirral	£3,049,345.09
Wokingham	£525,573.35
Wolverhampton	£2,631,877.25
Worcestershire	£3,949,139.19
York	£1,037,906.47
Total	£421,000,000

ANNEX B

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) and to promote or undertake activity that prevents households facing similar hardship in future;

“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

(<https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/>)”

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, 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 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;
- e) the Authority may, in accordance with the Scheme guidance, allocate a limited portion of the grant to fund activity that will improve, beyond the Grant Period, the financial resilience of households, including those households who are not struggling to meet their immediate essential living costs.

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 monies for purposes other than those for which they were 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 monies were 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 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.