

Public Document Pack



NOTICE OF MEETING

Meeting	Executive Member for Policy and Resources Decision Day
Date and Time	Wednesday, 19th May, 2021 at 3.00 pm
Place	Virtual MS Teams meeting
Enquiries to	members.services@hants.gov.uk

John Coughlan CBE
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting is being held remotely and will be recorded and broadcast live via the County Council's website.

AGENDA

DEPUTATIONS

To receive any deputations notified under Standing Order 12.

KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

None

NON KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

1. COVID LOCAL SUPPORT GRANTS (Pages 3 - 34)

To consider a report of the Director of Children's Services seeking approval to spend and grant funding to organisations in support of vulnerable households.

KEY DECISIONS (EXEMPT/CONFIDENTIAL)

None

NON KEY DECISIONS (EXEMPT/CONFIDENTIAL)

None

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to observe the public sessions of the meeting via the webcast.

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Leader of the County Council/ Executive Member for Policy and Resources
Date:	19 May 2021
Title:	COVID Local Support Grants
Report From:	Director of Children's Services

Contact name: Suzanne Smith, Assistant Director, Children's Services

Tel: 07793 759047

Email: Suzanne.smith2@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to outline the proposed approach to distributing £682,047 in Covid related funding from the Department for Work and Pensions under the Covid Local Support Grant scheme.
2. This report seeks approval from the Leader of Hampshire County Council for spend and grant funding to organisations in support of vulnerable households.

Recommendations

3. It is recommended that the Leader approves the grant of £561,030 funding to schools, colleges and early years settings for them to purchase and provide one £15 food voucher per child for the one-week May half term school holiday, in accordance with the grant criteria set out in paragraph 10. Vouchers will be available for all children eligible for free school meals and additionally all children with a social worker, all children open to early help, 16-18 year olds previously eligible for FSM, all 2-4 year olds accessing childcare and eligible for Early Years Pupil Premium, as described in paragraph 16 of the report.
4. It is recommended that the Leader approves the purchase of one £15 food or fuel voucher for each care leaver not forming part of the extended FSM cohort identified in paragraph 16, to the total value of up to £5,000.

5. It is recommended that a grant of up to £3,000 to be made to the Hampshire Young Carers Alliance such that vouchers and/or gifts and/or food can be provided to young carers not in receipt of vouchers through the free school meal voucher offer. Such grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria set out in paragraph 10.
6. It is recommended that the Leader delegates authority to the Director of Children's Services to approve community grant awards to organisations delivering services that meet the criteria of the grant (as set out in paragraph 10) for targeted financial support for those in need in consultation with the Leader up to the total value of £112,000.
7. It is recommended that the Leader delegates approval to the Director of Children's Services to approve the reallocation of any COVID Winter Grants remaining or underspent funds to organisations delivering services that meet the criteria of the grant set out in paragraph 10 in consultation with the Leader.

Contextual Information

8. On 17 April 2021, the Government announced an extension to the COVID grant support for vulnerable families. A further £40 million of support has been made available to local authorities to support those most in need across England with the cost of food, energy and water bills and other associated costs.
9. This funding builds on the previous Covid Winter Grant administered by the Department for Work and Pension, and Hampshire County Council's funding under this grant totals £682,047, to be spent by 20 June 2021.
10. The conditions of the COVID Local Support Grant are the same as those that applied to the Covid Winter grant, i.e.:
 - at least 80% of the total funding will be ring-fenced to support families with children, with up to 20% of the total funding allocated for other types of households, including individuals.
 - at least 80% of the total funding will be ring-fenced to provide support with food, energy and water bills (including sewerage), with up to 20% made available for other essential items.

Hampshire's Approach

11. Following Hampshire County Council's successful connect4communities programme, funded by the DWP Covid Winter Grant, there is evidence of successful engagement with the community and voluntary sector as well as education settings.
12. Allocation of funding is therefore proposed to replicate some of the initiatives previously funded by the Covid Winter Grant. This approach will allow rapid distribution of funding to those can make best use of it, supported by evidence of successful outcomes between December 2020 and April 2021.

Free school meal vouchers

13. It is recommended that the Leader approves the grant of £561,030 funding to schools, colleges and early years setting for them to purchase and provide one £15 voucher per child for the one-week May half term school holiday, in accordance with the grant criteria set out in paragraph 10. An estimated 37,402 children will be able to access vouchers as a result of this initiative.
14. Under the Covid Winter grant scheme, schools, colleges and early years settings successfully distributed grant funding in this way for the December 2020 school holidays as well as the February 2021 half term and the Easter 2021 school holidays.
15. DWP has indicated that the Covid Winter Grant is not specifically targeted at free school meals families. Therefore, local authorities are obligated to target a wide range of vulnerable households. However, utilising free school meal eligibility as an indicator of potential vulnerability, and providing education settings with the means to supply vouchers, the County Council can ensure that timely financial support for food bills will be in place prior to the May half term holiday for a large cohort of vulnerable families.
16. To ensure support is delivered to the wider range of vulnerable households, it is recommended that the cohort of children and families receiving vouchers is expanded to include:
 - All children with a social worker
 - All children open to early help services
 - 16-18 year olds previously eligible for FSM
 - All 2-4 year olds accessing childcare and eligible for Early Years Pupil Premium.
17. Schools, colleges and early years settings will be given flexibility to choose the voucher provider best suited to the need and systems within their establishment, with guidance and support offered from the County Council. Funding allocations to schools have been calculated based on the January

school census data, the January Early Years headcount and from social care data from May 2021. It is acknowledged that there will be changes to the number of children open to early help and social workers, and potential changes to the number of children with FSM eligibility from the time of the autumn census. A process will be established with schools whereby any increase in the number of children eligible for the vouchers under this programme can be accommodated and additional funding passed to schools, colleges and early years providers where required.

Care Leavers

18. It is recommended that the Leader approves the purchase of a £15 food or fuel voucher for each care leaver not forming part of the extended FSM cohort identified in paragraph 16, to the value of £5,000. An estimated 320 care leavers will receive these vouchers.

Young Carers

19. Many young carers and their families will receive a voucher under the extended FSM criteria outlined in paragraph 16. However, there are an estimated 389 young carers who may not be picked up within this offer. It is therefore recommended that a grant of up to £3,000 is made to the Hampshire Young Carers Alliance such that vouchers, activities and/or food can be provided to these families.

Community grants

20. There are a significant number of agencies, notably voluntary and charitable sector providers and after school clubs, supporting vulnerable families, households, and individuals. There are also a number of organisations who wish to support their local community with food and fuel poverty, particularly in rural areas. It is proposed that a countywide grant fund is established where such organisations can apply for funding to expand or deliver support and services. Any funded support must meet the DWP grant criteria, as set out in paragraph 10, but use of such a grant fund will enable a flexible and responsive approach to addressing local needs as and when they are identified.
21. Education settings will also be able to apply to this grant fund to secure funds to support vulnerable families who do not necessarily meet the criteria for the free school meal vouchers.
22. Furthermore, applications for funding will be invited from holiday activity providers who may wish to provide not only a hot meal for vulnerable children, but also fun and educational activities too over the May half term

holiday. These schemes must be accessible by children eligible for FSM (over 20,000 children in Hampshire) and, where possible, the wider eligible cohort identified for meal vouchers in this programme.

23. Subject to confirmation from DWP, it is recommended that the Leader delegates authority to the Director of Children's Services to approve grant awards to organisations delivering services that meet the criteria of the grant (as set out in paragraph 13) for targeted financial support for those in need over winter in consultation with the Leader up to the value of £112,000.

Administration Costs

24. The COVID Local Support Grant funding allocation includes reasonable administration costs to enable local authorities to deliver the scheme and it is therefore permitted for Hampshire County Council (and partners) to deduct estimated administration costs from the total allocation to determine the amount remaining. Administration costs for each local authority will be published on www.gov.uk alongside detail of all spend related to this scheme.
25. Hampshire County Council is seeking to minimise administration costs and £1,000 has been set aside as a contribution to the staffing costs associated with allocating funding, grant agreements and oversight.

Finance

26. A summary of the proposed funding across the initiatives to be delivered with the DWP Covid Local Support Grant is set out in table 1:

Table 1

Connect4Communities – Hampshire’s Covid Local Support Grant Scheme	
Component	Funding Allocation
Meal Vouchers £15 per child per week for: All FSM eligible children; plus All children open to a social worker; plus All children open to early help; plus All post 16 students previously eligible for FSM; plus All 2-4 year olds accessing childcare and eligible for Early Years pupil premium children.	£561,030
Care Leavers Vouchers	£5,000
Young Carers Grant	£3,000
Community Grants	£112,000
Administration of the Grant	£1,000
Total	£682,030
Grant available	£682,047

Performance

27. All funding granted to third party organisations (including schools, colleges and early years providers) will be supported by a grant agreement setting out the conditions of the funding as well as reporting requirements.
28. Third party organisations will be required to report to the County Council on how they have spent the funding provided, in line with the DWP grant criteria set out in paragraph 10.
29. Allocation of funding across the grant criteria set out in paragraph 10 will be monitored to ensure spend remains compliant with the terms of the grant.

Consultation and Equalities

30. Consultation and engagement have been undertaken as part of developing and delivering the Covid Winter Grants programme.
31. School and colleges have previously been consulted regarding their preferred method of supporting children with food by way of a questionnaire.

32. An Equalities Impact Assessment has been completed and is included as Appendix 1 to this report.

Conclusions and Recommendations

33. It is recommended that the Leader approves the grant of £561,030 funding to schools, colleges and early years settings for them to purchase and provide one £15 voucher per child for the one week May half term school holiday, in accordance with the grant criteria set out in paragraph 10. Vouchers will be available for all children eligible for free school meals and additionally all children with a social worker, all children open to early help, 16-18 year olds previously eligible for FSM, all 2-4 year olds accessing childcare and eligible for Early Years Pupil Premium, as described in paragraph 16 of the report. An estimated 37,402 children will be able to access vouchers as a result of this initiative.
34. It is recommended that the Leader approves the purchase of one £15 food or fuel voucher for each care leaver not forming part of the extended FSM cohort identified in paragraph 16, to the total value of up to £5,000.
35. It is recommended that a grant of up to £3,000 to be made to the Hampshire Young Carers Alliance such that vouchers and/or gifts and/or food can be provided to young carers not in receipt of vouchers through the free school meal voucher offer. Such grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria set out in paragraph 10.
36. It is recommended that the Leader delegates authority to the Director of Children's Services to approve community grant awards to organisations delivering services that meet the criteria of the grant (as set out in paragraph 10) for targeted financial support for those in need in consultation with the Leader up to the total value of £112,000.
37. It is recommended that the Leader delegates approval to the Director of Children's Services to approve the reallocation of any COVID Winter Grants remaining or underspent funds to organisations delivering services that meet the criteria of the grant set out in paragraph 10 in consultation with the Leader.

Climate Change

38. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C

temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

39. The decision is essentially strategic/administrative in nature and does not have any climate change considerations.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	Yes
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	no
People in Hampshire enjoy being part of strong, inclusive communities:	Yes
OR	

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

Equalities Impact Assessments have been completed for each project.

Appendix 1 – Copy of Equalities Impact Assessment

Name of project or proposal (required): COVID Winter Grants Scheme to be known in Hampshire as the Connect4Communities Programme – Further Initiatives

Is this project a Transformation project? (required): Neither

Name of accountable officer (required): Suzanne Smith

Email (required): suzanne.smith2@hants.gov.uk

Department (required): Children's Services

Date of assessment (required): 10/05/2021

Is this a detailed or overview EIA? (required): Overview

Describe the current service or policy:

The DWP COVID Local Support Grant will provide £682,030 of funding to HCC to support those most in need, with costs of food, energy, water bills and essentials. The grant conditions state at least 80% must be used for food and fuel, and no more than 20% on other items. Also 80% of the fund must be spent on families with children and up to 20% on other households including individuals. A variety of initiatives have been identified working with education establishments and local community partners to ensure households who are most vulnerable have access to food and fuel this winter.

Geographical impact (required): All Hampshire

Describe the proposed change:

The COVID Local Support Grant is aimed at vulnerable families, particularly those with children and will offer financial support with food and energy bills. Working with schools, colleges and early years providers, the proposed programme will deliver food vouchers and other financial support to a wide range of vulnerable families for school holiday period between 17 April and 20 June 2021. Through grant funding, the programme will also support the development and delivery of a range of other community led projects and holiday activity and food schemes to meet local needs across Hampshire.

Who does this impact assessment cover? (required): Service users

Has engagement or consultation been carried out? (required): Yes

Describe the consultation or engagement you have performed or are intending to perform:

After notification, a task group formed with representatives from major stakeholder groups including the voluntary and charitable sector, Connect4Summer leads, Adult Health & Care, Local Children's Partnerships, Supporting Families, Children's Social Care, Early Years and Wraparound Childcare, County Supplies

&HC3S and Communications. A variety of other stakeholders have been consulted so existing local provision and need could be identified and minimise risks in respect of funding duplication. Other consulted groups include head teacher groups, faith groups and local resilience centres/hubs. The engagement created the offers under a programme name of 'Connect4Communities'.

Age (required): Positive

Impact (required): Children, families and individuals who are vulnerable (eligible for benefits, allocated a social worker or in a low income setting) or find themselves in hardship due to the impact of COVID 19, this programme, with signposting from agencies, will help to identify and help those people to ensure they have access to food and heating this winter, as well as other basics which may be identified such as cooking facilities, bedding or other essentials.

Disability (required): Positive

Impact (required):

Children, families and individuals with disabilities and who are vulnerable (eligible for benefits, allocated a social worker or in a low income setting) or find themselves in hardship due to the impact of COVID 19, this programme, with signposting from agencies, will help to identify and help those people to ensure they have access to food and heating this winter, as well as other basics which may be identified such as cooking facilities, bedding or other essentials.

Sexual orientation (required): Neutral

Race (required): Neutral

Religion or belief (required): Neutral

Gender reassignment (required): Neutral

Gender (required): Neutral

Marriage or civil partnership (required): Neutral

Pregnancy and maternity (required): Neutral

Poverty (required): Positive

Impact (required): Additional funding will be distributed to help those children, families and individuals who live in poverty or are in need of food, energy and other basic items, should have more access to help.

Rurality (required): Neutral

Any other brief information which you feel is pertinent to this assessment (optional):

Please confirm that the accountable officer has agreed the contents of this form (required): Yes

Appendix 2 – COVID Local Support Grant Guidance

COVID Local Support Grant: – Guidance for County Councils and Unitary Authorities in England

Introduction

1. The £40 million COVID Local Support Grant (CLSG) will be made available to cover the period 17 April 2021 to 20 June 2021 inclusive to support those most in need across England with the cost of food, energy (heating, cooking, lighting), water bills (including sewerage) and other essentials.
2. 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 vulnerable families with children and other vulnerable households, particularly affected by the pandemic. County Councils and Unitary Authorities in England have a statutory duty for childcare and have the ability to deliver the scheme through a variety of routes including issuing grants to third parties, providing vouchers to households or making direct provision of food, for example. County Councils are encouraged to work together with District Councils to provide support and ensure the funding meets its objectives. **Note: County Councils and Unitary Authorities will be referred to as ‘Authorities’ throughout the remainder of this guidance.**
3. This guidance sets out the required collaboration between DWP, Authorities, including their delivery partners, such as District Councils and charitable organisations etc., to successfully meet the policy intentions within the agreed framework. It also provides any constraints that we need to work within and the distribution of funding and reporting arrangements.
4. The aim is to give vulnerable households peace of mind as COVID restrictions are eased by helping those who need it to have food on the table and other essentials.
5. Authorities have the local ties and knowledge, making them best placed to identify and help those children, families and individuals most in need. It is important to stress this covers a wide range of vulnerable households including children of pre-school age too. Targeting this money effectively will ease the burden faced by a wide range of vulnerable households across the country worrying about paying the next utility bill or the next food shop due to the pandemic.
6. Rather than focus on one specific vulnerable group Authorities should try and use the wide range of data and sources of information at their disposal to identify and provide support to a broad cross section of vulnerable households in their area. Authorities have access to a variety of different benefit information through DWP’s Searchlight portal which provides information on individual citizen’s entitlement to (and confirms receipt of) DWP welfare benefits. However, support is not restricted to vulnerable households in receipt of benefits. Therefore, Authorities should try, where possible, to identify vulnerable households using other sources of information, such as social workers, troubled families’ advisors and utility companies.
7. We are also planning to provide LAs with information relating to Universal Credit claims with limited capability for work or, earnings below the free school meals and

free prescription thresholds in your area in May. We will confirm this nearer the time as you may find this information useful in identifying vulnerable families impacted by the pandemic.

8. Due to the current period of national mourning following the death of His Royal Highness, the Prince Philip, Duke of Edinburgh, DWP will not be formally announcing this grant. Local Authorities should give due regard to the mourning period and subsequent pre-election period guidance when considering how and when to communicate about the scheme with potential beneficiaries
9. This guidance applies to Authorities in England only and should be read in conjunction with the COVID Local Support Grant Determination issued with this guidance.

Objective and key principles

10. The objective of the COVID Local Support Grant is to provide support to vulnerable households and families with children particularly affected by the pandemic where alternative sources of assistance may be unavailable.
11. When administering this scheme, you are encouraged to adopt the following principles:
 - use discretion on how to identify and support those most in need
 - use the funding from 17 April 2021 up to the 20 June 2021 to meet immediate needs and help those who are struggling to afford food and utility bills (heating, cooking, lighting) and water for household purposes (including drinking, washing, cooking, central heating, sewerage and sanitary purposes), or other related essentials. This includes payments made, or committed to, by the Authority or any person acting on behalf of the Authority, from 17 April 2021 to 20 June 2021. For example, this would allow food vouchers issued before the end of the funding period to be redeemed later in June 2021. All authorities are encouraged to ensure that any vouchers issued are redeemed before the end of the scheme, or shortly thereafter, or consider recycling unused vouchers.
 - work together with District Councils including, where necessary and appropriate, other local services, such as social and care workers to help identify and support households within the scope of the scheme.
 - Funds should be spent or committed before 20 June 2021 and not held over for future usage.
12. When deciding how to help people, you should consider:
 - how you plan to provide support to vulnerable households, in other words, paying into bank accounts, use of cash and vouchers
 - any risks associated with these payment methods – see section Managing the risk of fraud.

Communication

13. The Authority must, as appropriate and practical, reference that the grant is funded by the Department in any publicity material, including online channels and media releases.

Access to data

14. The COVID Local Support Grant is being classified as Local Welfare Provision (LWP) and local authorities (LAs) who have signed and returned the relevant section (Annex C) of the DWP/LA Memorandum of Understanding (MoU) have legal permission to access DWP's Searchlight portal. This portal provides information on individual citizen's entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help Authorities identify those families and individuals to whom to target this support.
15. Staff accessing Searchlight will need to be registered with the Employee Authentication System (EAS). Further information on Searchlight can be found in the local authority Searchlight Training Pack available in the Searchlight folder on Glasscubes (the LA/DWP online collaboration tool). If your Authority needs to discuss access to Glasscubes, contact DWP at lawelfare.lasupport@dwp.gov.uk and we will arrange for this to be provided.
16. Authorities do not have permission for the purposes of this scheme to access the 'Income' data provided on Searchlight for the Test and Trace Support Payment Scheme.
17. Searchlight can only be used to verify a specific individual's DWP benefit information. Therefore, if an Authority identified a group of potential customers who may be eligible for the scheme from their own records, they can access Searchlight to verify each claimant's DWP benefit entitlement (although benefit entitlement is not a condition of support).
18. We intend to provide authorities with details of UC claimants in their authority whose income is below the Free School Meal and free prescription thresholds for both individuals and summary level by Ward. Authorities also have access to their own non-DWP data to help identify vulnerable households who may be eligible for support under this scheme.

Working with other organisations

19. Authorities should develop a 'local eligibility framework and approach' to enable them to distribute grant funding that best supports vulnerable families and individuals. The focus is on the provision of food, energy, water and/or associated financial support to vulnerable households with children (see the definition of a child under paragraph 26). A proportion of funding (up to 20%) is also available for vulnerable households without children (including individuals) so that no vulnerable household is excluded.
20. Authorities have flexibility to develop a local delivery approach that best fits the scheme's objective. Where Authorities choose to work with multiple organisations to provide a local delivery network or where Authorities choose to engage with District Councils to deliver this grant on their behalf, detailed arrangements and funding should be made available to those organisations as soon as possible so

that support for vulnerable children and families can be provided as soon as is practically possible.

21. County Councils are encouraged to work collaboratively with District Councils and other organisations in their area who may come into contact with those households who are eligible and would benefit from this grant. Authorities that do not have the mechanisms in place to administer this grant are encouraged to consider whether District Councils are better placed to do so on their behalf. If Authorities decide to engage with District Councils in this way they are encouraged to do so as quickly as possible to ensure roles, responsibilities and effective arrangements are put in place to deliver the scheme promptly and efficiently. Where Authorities are working with Third Party Organisations (TPOs), this should be done on an objectively fair, transparent and non-discriminatory basis, having regard to the time available to deliver the scheme.
22. DWP Jobcentre Plus staff have been made aware of the scheme extension and will aim to connect their local partners to raise awareness and support Authorities with the delivery of the scheme to ensure it is making a real difference at a local level.

Establishing eligibility

23. Authorities have the flexibility within the scheme to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility. Authorities can request applications for support or can proactively identify households who may benefit, or can take a mixture of the two approaches. There is no requirement for Authorities to undertake a means test or conduct a benefit check unless this specifically forms part of the Authority's local eligibility criteria. In accordance with their general legal duties, Authorities must have a clear rationale or documented policy/framework outlining their approach including how they are defining eligibility and how households access the scheme.
24. Awards must be based on the following framework:
- at least 80% of the total funding will be ring-fenced to support households with children, with up to 20% of the total funding to other households experiencing, or at risk of experiencing, poverty during the pandemic. This may include households not currently in receipt of DWP welfare benefits.
 - at least 80% of the total funding will be ring-fenced to provide support with food, energy and water bills for household purposes (including drinking, washing, cooking, central heating, and sanitary purposes) and sewerage. Within this condition there is flexibility about the proportion of support allocated to food and to bills.
 - up to 20% of the total funding can be used to provide support with other essentials clearly linked to the scheme conditions (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water.

- the scheme is not intended to cover payment of rent or other housing costs because these are not directly related to food or utility bills and other benefits and support is available to cover these costs. Nor is it intended to be used for the provision of general advice on managing debt and/or financial hardship.
- it is important that Authorities develop overall policies appropriate for their areas, and proportionate procedures, for the allocation of the grant monies by reference to the above criteria.

Funding overlap

25. Authorities should consider the household circumstances when making a decision to spend this grant. Households may be receiving other forms of support and this should be taken into account to avoid duplicating provision where possible. However, families receiving other forms of assistance are not excluded from receiving support through this grant. For example, a household may:

- have additional wider needs in terms of food
- need support with provision for cooking, lighting, heating and/or water (including sewerage)
- require other essential supplies

Definitions

26. For the purpose of this grant (and without prejudice to other schemes):

- The definition of a child is any person:
 - who will be under the age of 19 as at 20 June 2021 or
 - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided; or

27. Where an eligible child lives on his or her own, they are a household that includes a child covered in the 80% allocation for households with children.

28. Vulnerable households which include a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers may still be eligible for grant support however that support falls within the 20% allocation to households without children.

29. The definition of energy includes any form of fuel that is used for the purpose of domestic heating, cooking and lighting, including oil and portable gas cylinders. There is no prescriptive definition of other essentials although these should be related to food, heating, lighting, cooking, water and sewerage needs. Authorities have discretion to assess what is reasonable to assist those experiencing or at risk of poverty during the Covid-19 pandemic. Illustrative examples include: a warm blanket or duvet, heater, essential toiletries such as sanitary products. It is not intended to cover debt advice and general financial hardship support not linked to food, warmth and/or hygiene. Housing costs are expressly excluded.

30. Third party organisations may include but are not limited to:

- Registered charities and voluntary organisations
- Schools
- Food banks
- General Practitioners
- Care organisations

Reporting requirements

31. Authorities are required to make one Statement of Grant Usage and management information (MI) return – **see the Grant Determination**. The deadline for completing this return is shown in the table below. Completed MI returns should be sent to lawelfare.pdt@dwp.gov.uk

32. Authorities should use the standard MI reporting template provided, which incorporates the Statement of Grant Usage. For the purpose of this section:

- **Grant allocation** – refers to the amount of grant allocated to a TPO to distribute to vulnerable households.
- **Grant award or spend refers** to the amount provided or paid to vulnerable households under the remit of this grant.
- Please asterisk or highlight in the tables where estimates have been used instead of actuals.

Reporting period		Deadline for return
17 April 2021	20 June 2021	09 July 2021

33. It is the responsibility of Authorities to provide the MI returns to DWP.

34. The reporting requirements for Authorities (including District Councils that may be asked to support the distribution of the grant in Shire County Councils) are different to the reporting requirements for TPOs for example, charitable or voluntary organisations.

35. The main difference between the reporting requirements for Authorities and TPOs relates to the level of detail regarding spend and volumes relating to:

- families with and without children; and
- food, utility bills and other essentials

36. Where Authorities (including District Councils) issue awards directly to vulnerable households they should either obtain information at source or via information or data they have access to, to complete the split of spend and number of awards across the eligibility criteria, in other words, families with and without children and food, utility bills and other essentials. Where Authorities decide to deliver support to vulnerable households through TPOs they should use whatever information the TPO holds, or other available data, to estimate the level of spend and volume of awards across the eligibility criteria.

37. The different elements of the MI template are shown below together with guidance on how to complete them.

Table 1

Table 1: Governance	Response
Local Authority (full name)	
Section 151 officer (name)	
Section 151 officer (email address)	
Reporting Period	
Approved signed off by	
LA Single Point of Contact	
Date Returned to DWP	

38. Each MI return must include your Section 151 Officer's name and email address to provide assurance on validation of funding spend. If they are the same contact, please input details in both response fields.

39. We also require you to copy your Chief Financial Officer and Section 151 Officer into the email, providing this assurance when you return the MI template to DWP.

Table 2

Table 2: Total Awards	
Item	Spend (£s)
a) Total amount provided to vulnerable households	
b) Administration Costs	
c) Total spend (a+b)	

- **Total Amount provided to vulnerable households** – this is the total amount of the grant fund that has been paid/awarded to vulnerable households. It includes amounts paid by Authorities and by TPOs on behalf of Authorities. It should not include amounts allocated to TPOs that have not been spent during the reporting period.
- **Administration costs** – this includes reasonable costs incurred administering the scheme. These include for example:
 - staff costs
 - advertising and publicity to raise awareness of the scheme
 - web page design
 - printing application forms
 - small IT changes, for example, to facilitate MI production
- **Total Spend** – this is the total of the above. It is the amount that will be used to determine the grant funding payment, from DWP to cover the full cost of administering the grant in your area. A single grant payment will be made in arrears on the receipt of a fully completed and verified MI return.

Table 3

Table 3: Total Value of Awards split by Household Composition				
		a) Families with Children	b) Families without children and Individuals	c) Total (a+b)
Row 1	Authority Spend (£s)			
Row 2	Authority Volumes			
Row 3	TPO Estimated Spend (£s)			
Row 4	TPO Estimated Volumes			

40. Table 3 relates to grant spend and the estimated volume of awards made in relation to families with and without children. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and rows 3 and 4 relate to grant awards to vulnerable households made by TPOs.

41. **Authority Spend (£s)** - this is the amount paid/awarded to vulnerable households within the eligibility criteria. Authorities should make every effort to gather information to establish whether a child resides in the household (including being the only member of the household) in order to complete the template as fully as possible. This information is important for DWP to report to Ministers and evaluate how successful the scheme has been in providing support to households with and without children.

42. Authorities should either gather information or check existing records they hold or have access to, to establish whether the household includes a child (as defined above) and complete columns a and b accordingly. Responsibility for MI reporting rests with Authorities. Where Shire Counties pass grant allocations to District Councils, District Councils should pass the information relating to columns a and b to the County Council/Unitary Authority to collate the information and send one collated template to DWP.

43. **Authority Volumes** - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. For example, where an award is made to a household with multiple children it should be classed as a single award.

44. **TPO Estimated Spend and TPO Estimated Volumes** - we acknowledge that some TPOs, for example, charitable and voluntary organisations such as food banks, have limited or no access to household information and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to estimate, to the best of their ability, the level of spend and the volume of awards across the different eligibility criteria in rows 3 and 4.

45. Authorities should list these TPOs in Table 5 together with the amount of grant allocation they have been provided. More guidance relating to Table 5 is included later in this section.

Table 4

Table 4: Total Value of Awards Split by Category				
		a) Food and Utility Bills	b) Other Essentials	c) Total (a+b)
Row 1	Authority Spend (£s)			
Row 2	Authority Volumes			
Row 3	TPO Estimated Spend (£s)			
Row 4	TPO Estimated Volumes			

46. Table 4 relates to grant spend and the estimated volume of awards made in relation to food, utility bills (in other words, household energy and water) and to other essentials. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and rows 3 and 4 relates to grant awards to vulnerable households made by TPOs.
47. Authority Spend (£s) - this is the amount paid/awarded to vulnerable households in respect of food and utility bills or other essentials.
48. Rows 1 and 2 relate to awards/payments made directly to vulnerable households by Authorities including District Councils. It does not include grant funding spent by TPOs e.g. charitable and voluntary organisations. The value and volume of grant spent by TPOs should be captured in rows 3 and 4.
49. Authority Volumes - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. There is no requirement to distinguish between awards for food and utility bills these are both included in the same category of spend.
50. TPO Estimated Spend and TPO Estimated Volumes - we acknowledge that some TPOs, for example, charitable and voluntary organisations have limited MI and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to estimate, to the best of their ability, the level of spend and the volume of awards across the different eligibility criteria in rows 3 and 4.
51. Total - the total spend in Table 2 row a, Table 3 column c and Table 4 column c should add up to the same amount.
52. When allocating spend and the volume of awards across the eligibility criteria please follow the guidance below.
53. Table 3 and Table 4 ask for spend and award volumes to be recorded against two sets of criteria. Therefore, the details of each award need to be recorded twice once against one set of criteria and then a second time against the other criteria. Shown below is a worked example of how the MI template should be completed.
54. The eligibility criteria set two separate categories of spend, both with (at least) 80% and 20% splits. This is because the categories of spend cover separate subjects. One relates to household composition and one relates to the type of support being provided, for example, food and utility bills or other essentials.
55. Authorities are asked to report and manage spend in relation to both these areas. For example, if a £100 award is made to a family with children for food, you would allocate £100 to the 'family and children' section in Table 3 and £100 to the 'food

and utility bills' section in Table 4. You would also allocate one award in both these sections of Table 3 and Table 4.

56. Each award needs to be allocated twice – one allocation to each of the eligibility category tables so that when you report on the total spent on family composition and the total spent on the type of support, both eligibility criteria categories will total the amount you have paid. The total volume of awards in Table 3 and Table 4 should also be the same.

Additional guidance and examples when working with TPOs

57. Please include, where possible, an estimate of the amount of spend across the following categories:

- families with or without children, and
- food, utility bills, or other essentials.

58. Please estimate this to the best of your ability.

59. For example, if you have allocated:

- grant funding to a food bank to provide food to vulnerable people, establish the amount of that allocation the food bank has spent and enter the full amount spent under food and utility bills as you know that the grant allocation has been spent in respect of food, and estimate the split across families with and without children in accordance with Example 1 below.
- grant funding to a charity that specialises in providing vulnerable children with clothing, establish the amount of that allocation the charity has spent and enter the full amount spent in 'families with children' and the full amount of the grant spent in 'other essentials'. This is because you know that the purpose of the grant is for children and the nature of support is clothing which comes under other essentials. Update Table 5 to provide a more detailed description of 'other essentials' for this TPO in Table 5 column b, something along the lines of 'provision of blankets and warm clothing'.

60. The amount of MI available will vary considerably across each TPO. Please use whatever information is already available or reasonable to collect to be as accurate as possible, although we understand estimates may be provided. Please asterisk or highlight where estimates have been made.

61. Shown below are some examples of how to complete the template.

Example 1

62. A food bank operates on an open basis where anyone can turn up and pick up food and supplies. This is not an award made directly to vulnerable families by an Authority. The cost is picked up by a TPO, for example, the food bank. The MI template should be completed as per guidance below.

63. The total value of grant spent and the volume of awards made by the charity or voluntary organisations providing the food bank should be entered in Table 3 and Table 4. The Authority or food bank provider will need to estimate the split between families with and without children to the best of their ability.

64. If the food bank provider captures this MI and you can make a more accurate estimate of the split between families with and without children, then you should do so. If not, calculate the split between families with and without children based on published data which estimates that 40% of food parcels issued by food banks are made to families with children.

65. Table 5 should contain the total grant allocated to the TPO.

Example 2

66. The Authority directly provides cash/vouchers etc. to vulnerable households. These could be redeemable at a number of food outlets including supermarkets or food banks. Food voucher amounts can vary depending on how many children reside in the family. Authorities are expected to collect or verify information to establish whether the award is made to a family with or without children. The MI template should be completed as follows:

- the value of award should be entered in Table 3 in ‘spend’ row 1 column a and row 1 column b based on the information the Authority has been capturing to split spend across these categories. Where data is not available an estimate can be used.
- the volume of awards should be included in Table 3 ‘volume’ row 2 column a and row 2 column b based on the information the Authority has been capturing to split the volume of awards spend across these categories. Where data is not available an estimate can be used.
- the value of award should be entered in Table 4 row 1 column a because it relates to food
- the award should be entered in Table 4 volume row 2 column a because it relates to food
- nothing should be included in Table 5 because this is a payment made directly from the Authority to the vulnerable household not a payment to a TPO.

Table 5

Table 5: Grant Allocation Details		
Name of Third Party Organisation (TPO)	a) Amount of Grant allocated to TPO (£s)	b) Where the grant allocation covers the category “other essentials” please provide a more detailed description of what it covers.

67. Table 5 is a list of TPOs you have allocated grant funding, to distribute to vulnerable households on your behalf. Do note that this excludes District Councils. Please provide the amount of grant allocated to each TPO in Table 5 column a.

68. This section covers grant allocations **not** the amount of grant awards/spend TPOs have provided to vulnerable families.

69. Please name all the organisations you are working with in your area together with the value of the grant allocation for each organisation. Authorities should have a good idea what the grant allocations made to TPOs will be used for. Where the grant allocation is intended to cover support other than food or utility bills, in other words, the other essential category, please provide a more detailed description in Table 5 column b outlining the nature of that support.

DWP engagement

70. LA relationship managers from DWP's LA Partnership, Engagement and Delivery division will contact Authorities to provide support and gather information throughout the scheme. Examples where LA relationship managers will contact Authorities for initial compliance where:

- the MI templates have not been completed and returned
- the MI templates have not been copied to the Authority's S151 officer or CFO

71. They will also contact Authorities where further clarification is needed in respect of the information provided on the MI reporting template, if for example:

- critical data is missing or the data looks odd, or
- the Authority is reporting a high value of awards where they have not been able to establish the household composition. We may need the Authority to explain why that is the case and provide supporting evidence.
- the Authority is reporting a high value of administration costs. We may need the Authority to explain why that is the case and provide supporting evidence
- there is a significant gap between actual and allocated spend. We may need the Authority to explain why spend was so low.

72. They will look to identify good practice and identify case studies where appropriate.

73. They will also engage with Authorities around completion of the questionnaire issued with this guidance regarding delivery plans for the grant. Please complete and return this questionnaire by the 14 May 2021 and send it to:

LAWELFARE.PDT@DWP.GOV.UK

74. DWP will host an all LA call on 14 April 2021 to enable LAs to ask questions and seek points of clarification.

75. DWP will also continue to engage with Authorities to respond to questions we receive via the designated inbox as quickly as possible

76. Jobcentre Plus may engage with other local stakeholders to gather intelligence on how funding is being used and assess its impact.

77. Where Authorities work with District Councils and TPOs it is the responsibility of Authorities to collect and collate MI and complete one collated MI return and submit to DWP.

DWP funding arrangements

78. This COVID Local Support Grant is ring-fenced. To ensure that the objectives of the fund are being met during the course of the grant and reduce administration costs for all concerned, including the need for DWP to recover underspend, grant payment will be made in arrears. This will enable DWP to adjust the amount of the payment based on the MI returns.
79. Payment of the grant from DWP to Authorities will be paid in arrears at the end of grant period after we have verified the end of scheme MI return in July 2021. If an Authority feels that the payment arrangements will create significant cash flow problems please notify DWP as soon as possible with supporting evidence. The COVID Local Support Grant is an extension to the support offered by the COVID Winter Grant Scheme for the period 1 December 2021 to 16 April 2021 which has its own MI reporting and payment arrangements.
80. MI returns **must be endorsed by the S151** officer in accordance with their statutory assurance responsibility in order for the grant payment to be made by copying your Chief Financial Officer and Section 151 Officer into the email.
81. The guidance for completion is provided on a separate tab within the MI template.
82. The definition of spend includes grant funding that has been provided to vulnerable households, within the scope of the eligibility criteria, and within the period of the scheme 17 April 2021 to 20 June 2021.
83. Spend also includes 'committed spend'. For the purpose of this scheme committed spend relates to grant funding that has been spent and delivered to vulnerable households even though the vulnerable household may not have used their grant funding. An example would be the award of a food voucher on 20 June 2021 to a vulnerable household. It would be unreasonable to expect the family to be restricted to redeem the voucher on the day of receipt. In this example spend has been committed by the Authority, support has been provided to a vulnerable household and, therefore, should be included as eligible grant spend. It would be reasonable to expect the vulnerable household to redeem the food voucher during the first few weeks following the end of the scheme.
84. However, committed spend does not include large volumes of food vouchers, procured quite late in the scheme, which cannot be distributed to vulnerable households within the period of the scheme. We do not expect Authorities to stockpile large quantities of food vouchers for use after the scheme has ended.
85. Authorities that plan to order vouchers in bulk should attempt to be realistic in the volumes ordered to avoid holding large stocks of unused vouchers at the end of the scheme. Alternatively, Authorities may want to consider:
- purchasing vouchers on a sale or return basis, so that they can return any unused vouchers, or
 - if the Authority wants to use the vouchers during 2021-22 they should be funding through other means.
86. The definition of committed spend for the purpose of this scheme does not affect its accounting treatment in accordance with normal rules.

87. The timetable for provision of funding and MI returns is as follows:

Funding:

Payment	Amount (%)	Date	Notes
Total	100%	July/August 2021	Payment made in arrears

Managing the risk of fraud

88. Fraudsters have been targeting COVID-19 support funds.

89. As with any welfare payment to vulnerable recipients there is a risk of fraud, as recipients might appear to be eligible when they are not.

90. To help mitigate this risk, Authorities should involve District Councils and other organisations chosen to administer this scheme to help identify vulnerable families, households and individuals.

91. Authorities wishing to work with TPOs to deliver the scheme **must** carry out suitable due diligence checks to ensure they are viable and able to deliver the support. So, for example, ensuring all charities are registered and taking extra caution if they are new organisations.

92. Authorities are also encouraged to ensure checks are in place to verify the identity of those eligible.

93. Authorities are encouraged to ask neighbouring authorities to work together to help prevent double provision – especially where allocation of provision is by school in one area and by residential address in another.

94. It is for Authorities to decide how payments are made to recipients. However, when making decisions, Authorities should consider the risks involved. Although they still carry fraud risks, vouchers should be used instead of cash where possible as this helps to mitigate the risk of the money being spent by the recipient on things outside of the policy intent.

95. Authorities should ensure that they consider and put in place suitable controls when making use of vouchers as part of this scheme. Authorities may wish to consider restricting access to these vouchers; and also consider restricting usage to ensure that they cannot be spent outside the intended scope of this Scheme.

96. Where possible, any payments made into a bank account should be in the same name of the person that is eligible for that payment. Authorities have access to a range of data sources, and checks can be carried out against this data to verify the identity of the recipient. Authorities are also encouraged to use existing tools at their disposal to verify personal bank accounts.

97. 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.

98. If you suspect fraud, you should notify DWP at hdd.businessplanningteam@dwp.gov.uk of the:
- number of instances
 - total amount lost
99. This will help DWP identify any emerging threats and share them with other Authorities, so they can take steps to prevent and detect any fraud in their schemes.

Individuals with No Recourse to Public Funds

100. Authorities can provide a basic safety net support to an individual, regardless of their immigration status, if there is a genuine care need that does not arise solely from destitution, for example if:
- there are community care needs
 - they have serious health problems
 - there is a risk to a child's wellbeing
101. The rules around immigration status have not changed. Authorities must use their judgement to decide what legal powers and funding can be used to support individuals who are ineligible for public funds or statutory housing assistance.

Complying with Subsidy (previously State Aid) rules

102. The funding is intended to benefit households struggling to afford food and other essential items as a result of COVID-19. The funds should not be used for any economic undertaking.
103. Whichever way you use the funding, including where you work in partnership with others, you should consider all Subsidy rules (previously state aid) issues. Check whether the 'de minimis' regulation exception applies. You should also follow government procurement procedures where relevant.

Administration costs

104. The COVID Local Support Grant funding allocation includes reasonable administration costs to enable Authorities to deliver the scheme. Authorities should deduct their estimated administration costs from the total allocation to determine the amount remaining.
105. In all cases, Authorities should keep administrative costs to a reasonable level.
106. Administration costs for each Authority will be published on www.gov.uk alongside detail of all spend related to this scheme.
107. Examples of administration costs include reasonable:
- staff costs
 - advertising and publicity to raise awareness of the scheme

- web page design
- printing application forms
- small IT changes, for example, to facilitate MI production

Public Sector Equality Duty

108. DWP has undertaken an Equality Impact Assessment and is willing to provide Authorities with advice and support in complying with their duties if required.

109. Under the Equality Act 2010, all public authorities must comply with the Public Sector Equality Duty. For the purposes of this grant, you should consider how any support that helps people facing severe financial hardship impacts those with characteristics protected under the Equality Act.

110. When developing your local delivery frameworks, you should ensure people are not disadvantaged or treated unfairly by this scheme. For example, any application process should be easy to access and to navigate.

Questions and answers

111. Questions and answers can be found at Annex A

Contact

112. If you have any queries about the content of this guidance or use of the funding you can email ddd.businessplanningteam@dwp.gov.uk

Questions and answers

Q1. Why is DWP asking County Councils and Unitary Authorities to administer this instead of District Councils?

A1. County Councils and Unitary Authorities have a statutory duty regarding children. This is not to suggest that District Councils are not capable of delivering support. It reflects the focus of this grant and that support could take many, broad, forms and, therefore, the funding sits better with County Council and Unitary Authorities.

We would encourage County Council and Unitary Authorities to work with their district partners, as well as other organisations, as appropriate, to ensure the most effective support is delivered to as many families as possible.

Q2. Is it acceptable to use the grant funding for Free School Meals?

A2. The COVID Local Support Grant is not intended to replicate or replace Free School Meals and Authorities should avoid duplicating provision where possible and focus support to those most in need.

However, Authorities have discretion over how they use the funding within the grant framework and within the stipulated time period.

Therefore, Authorities may choose to offer COVID Local Support Grant awards to families in receipt of Free School Meals over the entirety of the May half term, if they consider this to be appropriate in their area.

Q3. Can the Scheme be used flexibly for more strategic activity such as advice provision around financial hardship?

A3. COVID Local Support Grant funding must only be used to provide support as defined within the eligibility criteria in this guidance document.

However, Authorities may choose to deliver the COVID Local Support Grant in parallel with other activity that they are already undertaking to address wider financial hardship.

Should Authorities choose to adopt this approach, they must fund the additional activity to address wider financial hardship through means other than the COVID Local Support Grant.

Q4. Can we make multiple awards to the same people or families?

A4. A family or individual can be supported on multiple occasions throughout the life-time of the scheme, should an Authority deem it to be necessary. All awards should be reported separately.

Q5. Can Searchlight information be used by Authorities to help identify suitable recipients for the COVID Local Support Grant funding?

A5. Searchlight can only be used to verify a specific individual's DWP benefit information. Universal Credit award information is available on Searchlight. Therefore, if an Authority identified a group of potential claimants who may be eligible for the scheme from their own records, they can access Searchlight to verify those claimants' DWP benefit details.

Q6. Does there need to be a complaints and appeals process?

A6. The appeals process falls within each Authority's normal complaints and appeals process. Authorities will be responsible for making determinations on eligibility and as such will need to decide how they administer any complaints or appeals.

Q7. Are there any other sources of guidance?

A7. DWP will produce a comprehensive Q&A log based on questions raised by Authorities. This will be reissued in due course.

DRAFT