

Cabinet Agenda



Date: Tuesday, 1 November 2022

Time: 4.00 pm

Venue: The Council Chamber - City Hall, College Green, Bristol, BS1 5TR

Distribution:

Cabinet Members: Mayor Marvin Rees, Donald Alexander, Nicola Beech, Craig Cheney, Asher Craig, Kye Dudd, Helen Holland, Ellie King and Tom Renhard

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Issued by: Sam Wilcock, Democratic Services

City Hall, P O Box 3399, Bristol, BS1 9NE

E-mail: democratic.services@bristol.gov.uk

Date: Monday, 24 October 2022



Agenda

PART A - Standard items of business:

1. Welcome and Safety Information

Members of the public intending to attend the meeting are asked to please note that, in the interests of health, safety and security, bags may be searched on entry to the building. Everyone attending this meeting is also asked please to behave with due courtesy and to conduct themselves in a reasonable way.

Please note: if the alarm sounds during the meeting, everyone should please exit the building via the way they came in, via the main entrance lobby area, and then the front ramp. Please then assemble on the paved area in front of the building on College Green by the flag poles.

If the front entrance cannot be used, alternative exits are available via staircases 2 and 3 to the left and right of the Conference Hall. These exit to the rear of the building. The lifts are not to be used. Then please make your way to the assembly point at the front of the building. Please do not return to the building until instructed to do so by the fire warden(s).

2. Public Forum

Up to one hour is allowed for this item

(Pages 5 - 7)

Any member of the public or Councillor may participate in Public Forum. Petitions, statements and questions received by the deadlines below will be taken at the start of the agenda item to which they relate to.

Petitions and statements (must be about matters on the agenda):

- Members of the public and members of the council, provided they give notice in writing or by e-mail (and include their name, address, and 'details of the wording of the petition, and, in the case of a statement, a copy of the submission) by no later than 12 noon on the working day before the meeting, may present a petition or submit a statement to the Cabinet.
- One statement per member of the public and one statement per member of council shall be admissible.
- A maximum of one minute shall be allowed to present each petition and statement.



- The deadline for receipt of petitions and statements for the 1 November Cabinet is 12 noon on 31 October 2022. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol, BS1 5TR
e-mail: democratic.services@bristol.gov.uk

Questions (must be about matters on the agenda):

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- Questions must identify the member of the Cabinet to whom they are put.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.
- The deadline for receipt of questions for the 1 November Cabinet is 5.00 pm on Weds 26 October. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.
Democratic Services e-mail: democratic.services@bristol.gov.uk

When submitting a question or statement please indicate whether you are planning to attend the meeting to present your statement or receive a verbal reply to your question

3. Apologies for Absence

4. Declarations of Interest

To note any declarations of interest from the Mayor and Councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.

Any declarations of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.



5. Matters referred to the Mayor for reconsideration by a scrutiny commission or by Full Council

(subject to a maximum of three items)

6. Reports from scrutiny commission

7. Chair's Business

To note any announcements from the Chair

PART B - Key Decisions

8. Recommissioning Special Educational Needs and Disabilities Information Advice and Support Services (SENDIASS)

(Pages 8 - 31)

9. Temporary Accommodation Partnership

To follow

10. Bristol Local Plan Local Development Scheme (LDS)

(Pages 32 - 43)

11. Household Support Fund (October 2022 – March 2023)

(Pages 44 - 99)

12. Financial update report - November 2022

(Pages 100 - 129)



Public Information Sheet

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk.

Public meetings

Public meetings including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny will now be held at City Hall.

Members of the press and public who plan to attend City Hall are advised that you may be asked to watch the meeting on a screen in another room should the numbers attending exceed the maximum occupancy of the meeting venue.

COVID-19 Prevention Measures at City Hall (from March 2022)

When attending a meeting at City Hall, the following COVID-19 prevention guidance is advised:

- promotion of good hand hygiene: washing and disinfecting hands frequently
- while face coverings are no longer mandatory, we will continue to recommend their use in venues and workplaces with limited ventilation or large groups of people.
- although legal restrictions have been removed, we should continue to be mindful of others as we navigate this next phase of the pandemic.

COVID-19 Safety Measures for Attendance at Council Meetings (from March 2022)

Government advice remains that anyone testing positive for COVID-19 should self-isolate for 10 days (unless they receive two negative lateral flow tests on consecutive days from day five).

We therefore request that no one attends a Council Meeting if they:

- are suffering from symptoms of COVID-19 or
- have tested positive for COVID-19

Other formats and languages and assistance for those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.



Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to democratic.services@bristol.gov.uk.

The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting**.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, it may be that only the first sheet will be copied and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the Committee and published within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute.**
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- Under our security arrangements, please note that members of the public (and bags) may be searched. This may apply in the interests of helping to ensure a safe meeting environment for all attending.



- As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

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The privacy notice for Democratic Services can be viewed at www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services





Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 01 November 2022

TITLE	SEND Information Advice and Support Service (SENDIASS) contract		
Ward(s)	City Wide		
Author: Gail Rogers	Job title: Head of Service, Children’s Commissioning		
Cabinet lead: Cllr Asher Craig - Deputy Mayor - Children Services, Education and Equalities	Executive Director lead: Hugh Evans – Executive Director, People		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>This report seeks approval for a new contract to deliver the statutory SEND Information Advice and Support Service (SENDIASS). The new contract will be for an initial 2 years from the 1st of April 2023 – 31st of March 2025, with the option to extend a further 12 months up to 31st of March 2026.</p>			
Evidence Base			
<ol style="list-style-type: none"> 1. Bristol City Council has a legislative duty under the Children and Families Act 2014 to provide impartial, confidential, and accessible information, advice and support to the parents of children with special educational needs and/or disability; as well as to young people (age 16+) with special educational needs and/or disability. This includes advice on education, social care and health related topics. This duty is met by the SEND Information Advice and Support Service (SENDIASS) contract 2. Section 2 of the SEND Code of Practice sets out the requirements for Local authorities in providing information, advice and support (IAS). It states that, “Information, advice and support should be provided through a dedicated and easily identifiable service.” 3. The contract will be commissioned in line with the 2019 National Minimum Standards for SEND Information, Advice and Support Services. The Standards are co-produced with the DfE, DHSC, Information Advice and Support Service managers, families, Local Authorities and the chair of the IASP board. The 21 standards prescribe how the service should delivered. 4. The service delivers impartial, confidential, and accessible information, advice and support to the parents of children with special educational needs and/or disability and to young people (age 0-25) with special educational needs and/or disability. 5. Bristol City Council, North Somerset Council, South Gloucestershire Council and Bristol, North Somerset and South Gloucestershire Integrated Care Board (BNSSG ICB) will work in collaboration to jointly commission a regional service. Bristol City Council will be the lead commissioner. 6. The annual budget for the regional service will be £331,492. Bristol’s annual contribution will be £140,000, (ICB contribution of £42,642 included). The combined spending commitment for 3 years is £994,476. Bristol’s spending commitment for 3 years is £420,000. 7. The contract will deliver a year-round a flexible service which is open during normal office hours, including a direct helpline, 24-hour answer machine and call back service and signposting service. The service will have a website and social media presence, with accessible, accurate and impartial information available. The service will work to ensure young people with SEND have equal educational opportunities, provide support to parents, young people and professionals. 8. As of January 2022, there were 63,254 children on roll in Bristol schools and 11,689 pupils with special educational needs (SEN). 3,639 children and young people (0–25-year-olds) in Bristol have an EHCP. Around a third of EHCPs are for young people over the age of 16. The support service offered needs to work directly 			

with these young people, and a suitable offer made available to them.

9. The current contract is performing well. Key Performance Indicators have been met or exceeded:
 - a. Ensure SENDIAS provides a high-quality IAS service to the target audience.
 - b. Accessible branded information, promotional material and website.
 - c. Range of IAS and advocacy support (including through SEND processes and Tribunals) offered.
 - d. Engage young people parent / carers and families and other key stakeholders in service design / delivery.
 - e. Strategic partnership working and ensuring young people with SEND and their families are well represented at strategic levels.
 - f. Implement regional and national learning to improve the service.
10. The service is well regarded amongst parents, carers and young people:
 - a. Of the 1000 telephone service users who agreed to give feedback, 99% said they were satisfied or very satisfied with the service they received. (Target is 80%)
 - b. Of the 710 who agreed to give feedback, 97% said they could access the service when the needed and in the way they wanted. (Target is 90%)
 - c. Of the 111 face to face service users who agreed to give feedback, 100% said they were satisfied or very satisfied with the service they received. (Target is 90%)
11. Feedback from families in the Long Service User Satisfaction Survey (SUSS):
 - a. Over 70% felt more confident and 45% had a better understanding of the Send Code of Practice
 - b. *"I have made a number of calls to your service and received really helpful advice"; "Very friendly and I always leave the call feeling reassured"; "I was very happy and now feel more informed"*
12. The number of young people receiving direct IAS work is increasing and is on track to be above target in the current financial year. The service is undertaking outreach work in diverse communities and the % of BAME service users worked with is above target.
13. The Local Area Joint Commissioning strategy for SEND sets out how we will work together with NHS Bristol, North Somerset and South Gloucestershire Integrated Care Board plan, commission and deliver services in a holistic and joined up way across education, health and care. The SENDIAS Service is a clear example of this. The commissioning strategy commits us to recommission SENDIASS.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorise Executive Director of People in consultation with the Deputy Mayor with responsibility for Children's Services, Education and Equalities, to take all steps required to jointly commission with partner authorities and enter into a regional SEND Information, Advice and Support Service for 2+1 years from the 1st of April 2023.
2. Note the consultation report at Appendix B.

Corporate Strategy alignment:

1. Equality and Inclusion. The service will support children with special education needs to achieve their full potential and further engage them in education.
2. Children and Young People. The service will equip children and young people with the skills and tools to live fulfilling, successful and rewarding lives.
3. Health, Care and Well-being The service will empower children and young people with special education needs to access health services and advocate for themselves.
4. Economy and Skills. The service will help young people to understand their employment rights and will keep them informed to enable them to access education and employment.

City Benefits:

1. This service will improve outcomes for children and young people and their families by supporting them to understand their rights, engage with services and decisions about their care and empower them to challenge services where appropriate.
2. SENDIASS has a strategic function in bringing together other services in the Bristol SEND community. The service also works collaboratively with organisations outside of the city boundaries to improve knowledge and understanding of inclusion.

Consultation Details:

Consultation has taken place with the current provider and the relevant BCC SEND, legal and procurement staff members.

Engagement workshops were run with the children and young people with SEND and with parent carers. A Public consultation has taken place.

Background Documents:

[SEND code of practice](#), [National Minimum Standards](#), [SEND Commissioning Strategy](#)

Revenue Cost	Bristol: £140,000 PA (including £42642 pa contribution from BNSSG ICB) £420,000 total South Glos £86,792 PA £260,376 total North Somerset: £104,700 PA £314,100 total Combined cost over 3 years: £994,476	Source of Revenue Funding	BCC Children, Families and Safer Communities and Education and Skills.
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/> Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>			

Required information to be completed by Financial/Legal/ICT/ HR partners:**1. Finance Advice:**

This report seeks approval to procure and award a new contract to deliver the statutory SEND Information Advice and Support Service (SENDIASS). The new contract will be for an initial 2 years from the 1st of April 2023 – 31st of March 2025, with the option to extend a further 12 months up to 31st of March 2026.

As outlined in the report, Bristol is joining with local partners (North Somerset Council, South Gloucestershire Council and the BNSSG ICB) to commission and fund the contract. The estimated value of the contract and partner contributions are as follows:

Table 1 Estimated Cost and Funding Contributions

	Year 1	Year 2	Year 3 (potential extension)	TOTAL
	2023/24	2024/2025	2025/2026	
Estimated Value	£331,492	£331,492	£331,492	£994,476
Partner Contributions				
Bristol City Council	£97,358	£97,358	£97,358	£292,074
BNSSG ICB	£42,642	£42,642	£42,642	£127,926
South	£86,792	£86,792	£86,792	£260,376

Gloucestershire				
North Somerset	£104,700	£104,700	£104,700	£314,100
TOTAL	£331,492	£331,492	£331,492	£994,476

The Bristol City Council annual cost of £97,358 is fully funded and will be met from general fund by a £42,642 contribution from Children, Family and Communities and £54,716 from Education budgets. The procurement will need to be met from within this budget envelope.

Finance Business Partner: Denise Hunt, 12 October 2022

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements. The consultation responses must be conscientiously taken into account in finalising the decision. There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before taking its decision.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor Legal, 19 October 2022

3. Implications on IT: I can see no implications on IT in regards to this activity.

IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance, 12 August 2022

4. HR Advice: There are no significant HR issues arising from this report.

HR Partner: Lorna Laing HR Business Partner, 22 August 2022

EDM Sign-off	Hugh Evans	7 September 2022
Cabinet Member sign-off	Cllr Asher Craig	29 September 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	3 rd October 2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	YES
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

SEND Information, Advice and Support Service

Results of SENDIASS Consultation Report

August 2022

Introduction

Between 29th June 2022 and 8th August 2022, Bristol City Council carried out a consultation on the draft [commissioning strategy](#) for the SEND Information, Advice and Support Service.

Bristol City Council, North Somerset Council and South Gloucestershire Council have a statutory duty to fund impartial, confidential, and accessible information, advice and support to the parents of children with special educational needs and/or disability (SEND); as well as to young people (age 16+) with special educational needs and/or disability. This includes advice on education, social care and health related topics. This service is called the SEND Information, Advice and Support Service (SENDIAS Service). The three neighbouring local authorities currently commission their SENDIAS Services separately from one another.

The council is not seeking to make any significant changes to the current services. However, we have updated our commissioning strategy to propose that the three neighbouring councils work in partnership to contract a single SENDIAS Service that would be delivered across the area. This should provide a streamlined service across the region.

In addition to consulting on this proposal, the consultation looked at how young people and families find out about services, how they want to contact them and how they best access information.

This document summaries the feedback received and Bristol City Council's response to the key issues raised during the consultation.

Promotion

The intended audience for the consultation was the parents and carers of children with Special Educational Needs and/or Disabilities and young people with Special Educational Needs and/or Disabilities and the current provider.

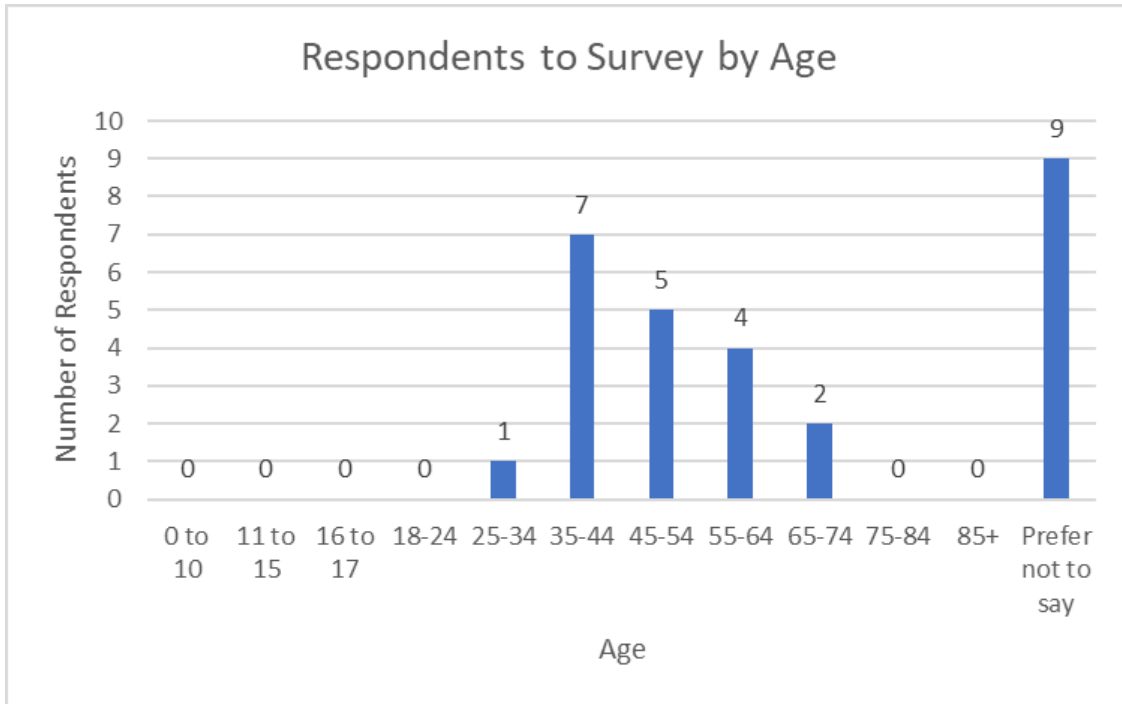
The consultation was promoted through channels including School distribution lists, the Local Offer website, The SEND Community of Groups, Bristol Autism Team professionals, Bristol Parent Carer Forum, Bristol's SEND Local Offer Facebook page, Director's Bulletin for Headteachers & Academy Principals, ASK Bristol newsletter, Youth Council and the Listening Partnership.

Who responded?

Consultation Survey:

28 responses were received, with most responses either not stating their age or being over the age of 35. Responses were recorded from across the region.

Figure 1 – Respondents to Survey by Age



Despite promotion through multiple channels, young people’s engagement with the online survey was limited, although some responses may include parents or carers and answering the questions on behalf of a child or young person.

Alongside the survey, a consultation event took place with a group of 12 young people with Special Educational Needs from the Listening Partnership. Additionally, consultation took place with the youth voice conference and 2 events were held with parent/carers. These views are included below.

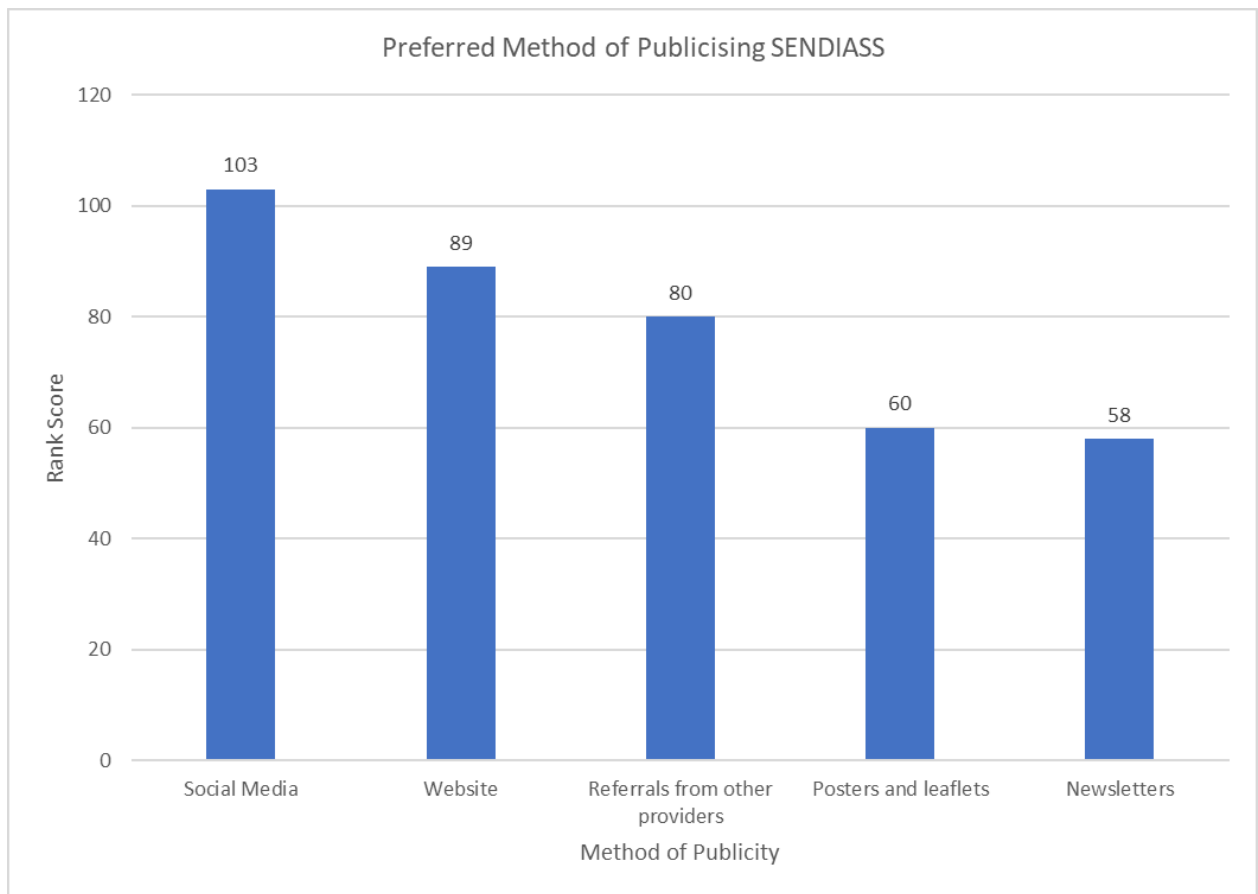
Results

Visibility of Service:

The consultation firstly sought views on the visibility of the SEND Information, Advice and Support Service (SENDIAS Service). Respondents were asked to rank which method of publicising the Service is most effective (from 1 being most effective to 5 least effective). 26 people responded to this question.

Each method of publicising SENDIAS was given a rank score. Items ranked first are valued higher than the following ranks, the score is a sum of all weighted rank counts. Figure 2 shows that Social Media and the Website were ranked highest, and Newsletters were ranked as least effective.

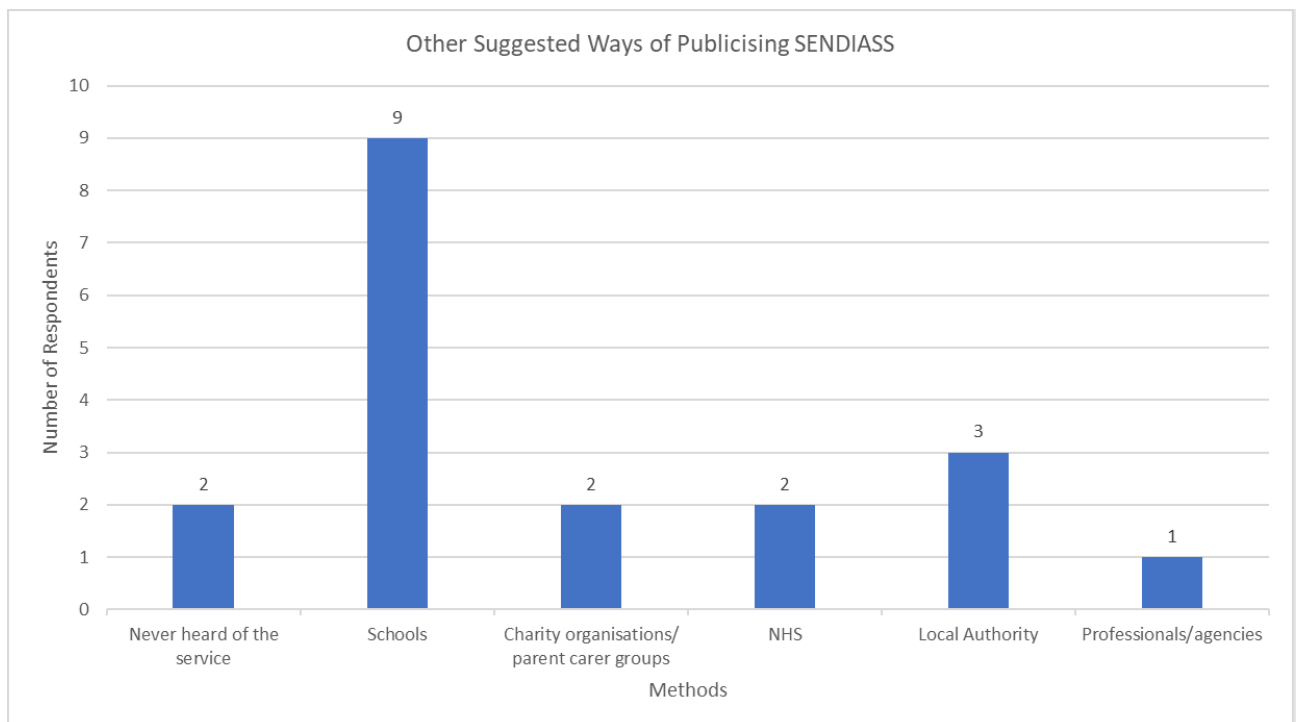
Figure 2 – Rank score to Question 1



Respondents were then asked to suggest other ways of increasing the visibility of the service and several suggested this is best done through schools.

15 respondents provided further comments to this question. The main comments received in response are summarised in the below chart:

Figure 3 – Additional comments on question 1.



In addition to this, 92.3% of respondents said they were more likely to contact the SENDIAS Service if their child’s school put them in touch with the service. 7.7% said they were less likely to contact the SENDIAS Service if their child’s school put them in touch with the service.

Listening Partnership:

The group of young people from the Listening Partnership suggested the following ways of receiving information about the SENDIAS Service:

- Parents
- Schools/college, SENDCO
- Mentor/tutor/therapist
- Word of mouth
- Friends

It was also suggested that young people felt supported at primary school and at college but had struggled most in secondary school where they felt unknown. This suggests more outreach work needs to be done for this age group so young people can understand their rights and advocate for themselves.

Youth Voice Conference:

Children and young suggested more promotion – for example, in school assemblies and taster sessions, mainstream marketing such as advertising on buses, social media (FB, Tik Tock, Instagram). They also suggested there should be stronger links between schools and community organisations.

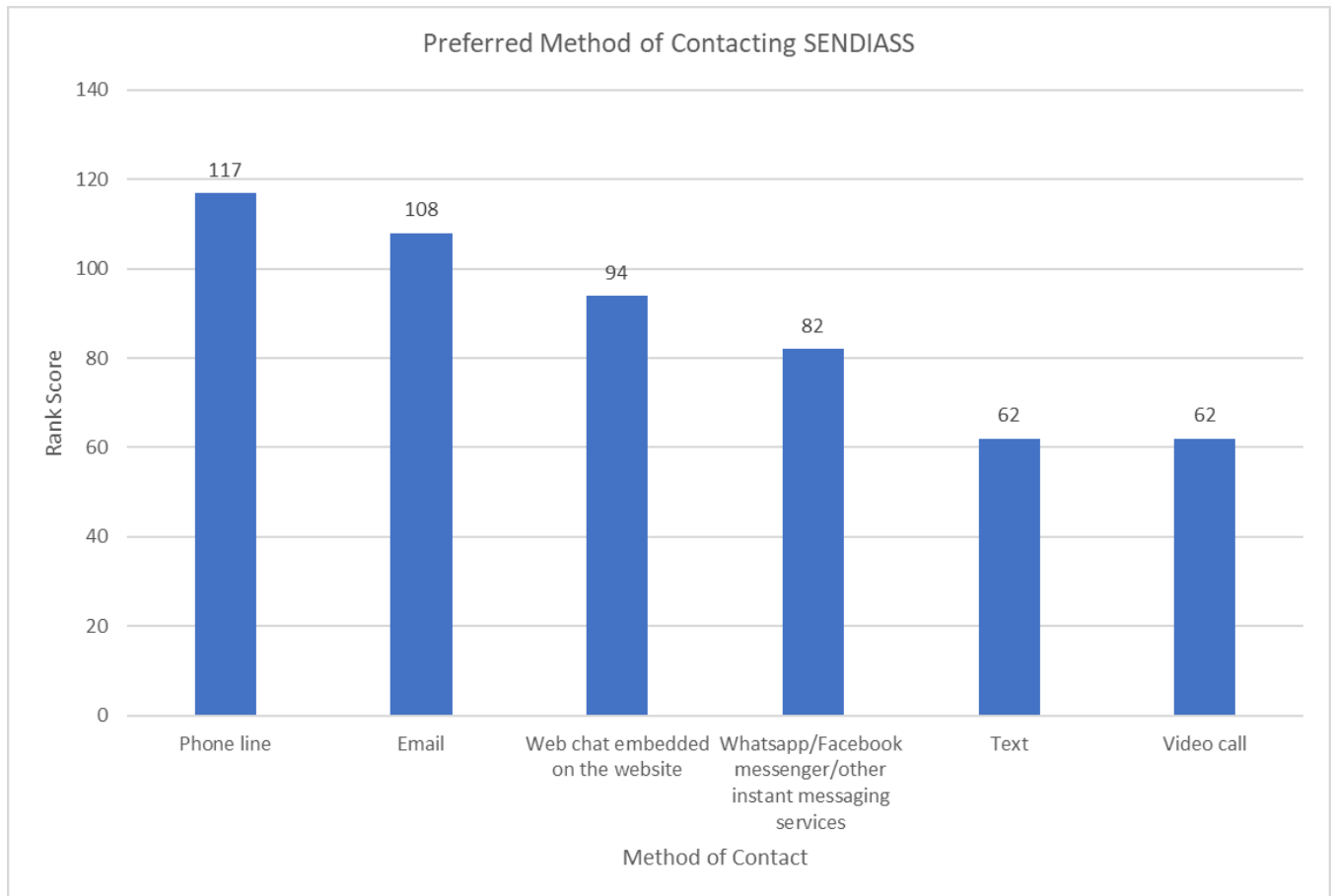
You Said	Our Response
<p>More likely to use SENDIAS Service if promoted or referred through school:</p> <p>Young Person commenting on experience of Secondary School Support: “they didn’t know me which made it hard.”</p> <p>Parent: “I’ve never been signposted to the service through schools – there should be some sort of governance to ensure SENCOS advertise local offer and SENDIASS service”.</p> <p>Parent: “People unaware that they offer early support.”</p>	<p>Outreach work to be done in school – particularly Secondary Schools.</p> <p>The Local Authorities will offer more support to ensure that schools are fully informed about SENDIASS, that they are sharing info on their websites and that they are putting families in touch with the SENDIAS Service.</p> <p>The Service will be required to pro-actively engage with partnership building opportunities such as SENDCo briefings.</p>
<p>Promote service for young people at college:</p> <p>Parent: “Where are they seeing this information? – notice board on college? QR code? WhatsApp number that is memorable”</p>	<p>The Local Authorities will support more in raising awareness of the service in colleges – supporting the provider to work closely with colleges and promoting on college forums.</p>
<p>Promotion through live event:</p> <p>Parent: “Event twice a year with all organisations in SEND where all services come together to promote their services like a freshers fair”</p>	<p>This is something that is currently provided in North Somerset – joint commissioning will provide opportunities to share ideas across the region and increase partnership working.</p>
<p>Raise awareness through multiple reports given to parents:</p> <p>Parent: “Is there room on reports (diagnosis reports) to signpost to SENDIASS service? – “where to go for education support””</p>	<p>The local authorities will work with our health partners and the provider to improve communication regarding education support.</p>

Contacting the SENDIAS Service:

During consultation, views were sought on how respondents would best access the SENDIAS service. Respondents were asked to rank which method of contacting the Service is most useful (from 1 being most useful to 5 least useful). 25 people responded to this question.

Each method of contacting the service was given a rank score. Items ranked first are valued higher than the following ranks, the score is a sum of all weighted rank counts. Figure 4 shows that phone line and email were ranked highest, and video calling was ranked as least useful.

Figure 4 – Rank score to Question 2



However, young people at the Listening Partnership stated that they would not call up an advice line and would rather meet face to face.

One parent also highlighted the importance of having different methods of contact available as some parents and young people may not have easy access to technology.

The Youth Voice Conference:

- Children and young people are supported by a trusted adult where self-referral isn't available.
- Focused support should be available at specific times such as transitional times or in a crisis.

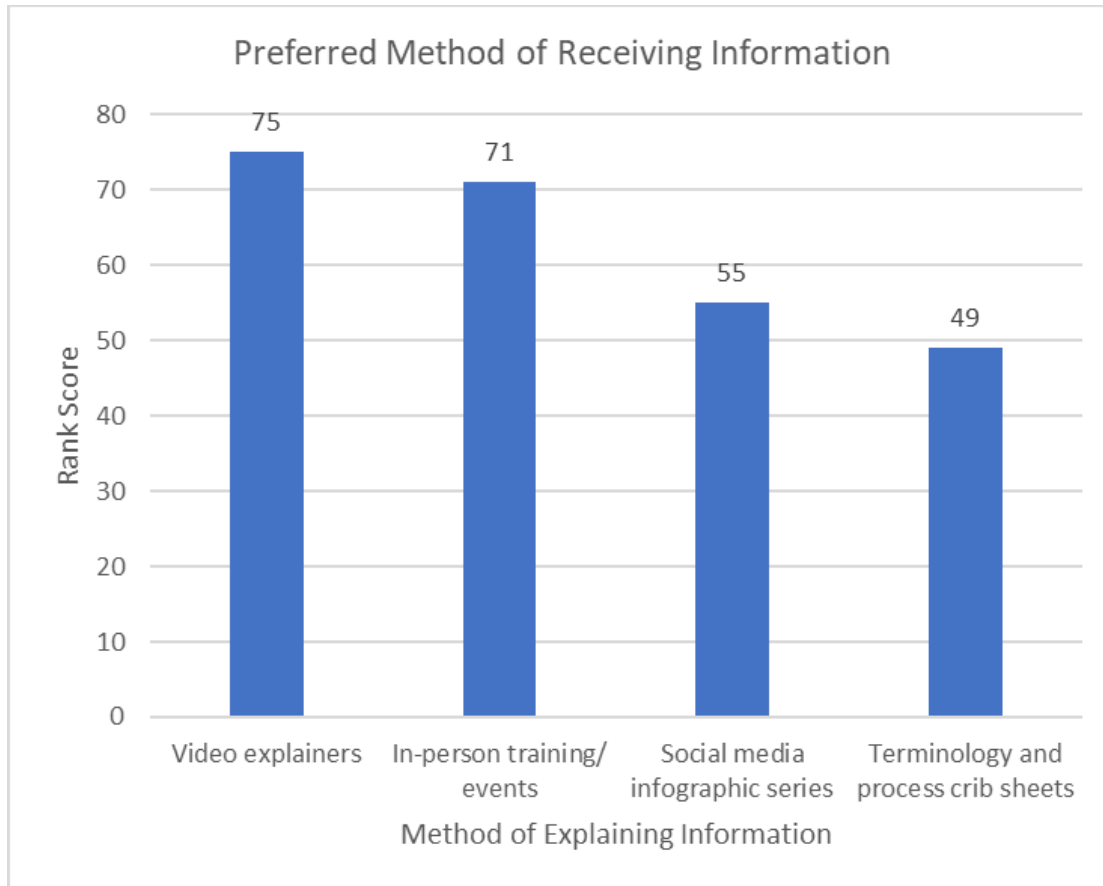
Information Provided:

The consultation sought views on how families and young people preferred receiving advice and information.

Respondents were asked to rank which method of explaining information is most useful (from 1 being most useful to 5 least useful). 25 people responded to this question.

Each method was given a rank score. Items ranked first are valued higher than the following ranks, the score is a sum of all weighted rank counts. Figure 5 shows that video explainers and in-person training were ranked highest, whereas crib sheets were ranked lowest.

Figure 5 – Rank score to Question 4



The Youth Voice Conference:

- Staff able to signpost to appropriate support / advice if can't offer it themselves
- Children and young people should have a choice – a range of offer of targeted support.
- Access to services should be available locally.
- Children and young people feel they will not be judged if they ask for help
- Children and young people should be signposted to relevant specialist services and seen within 1 month

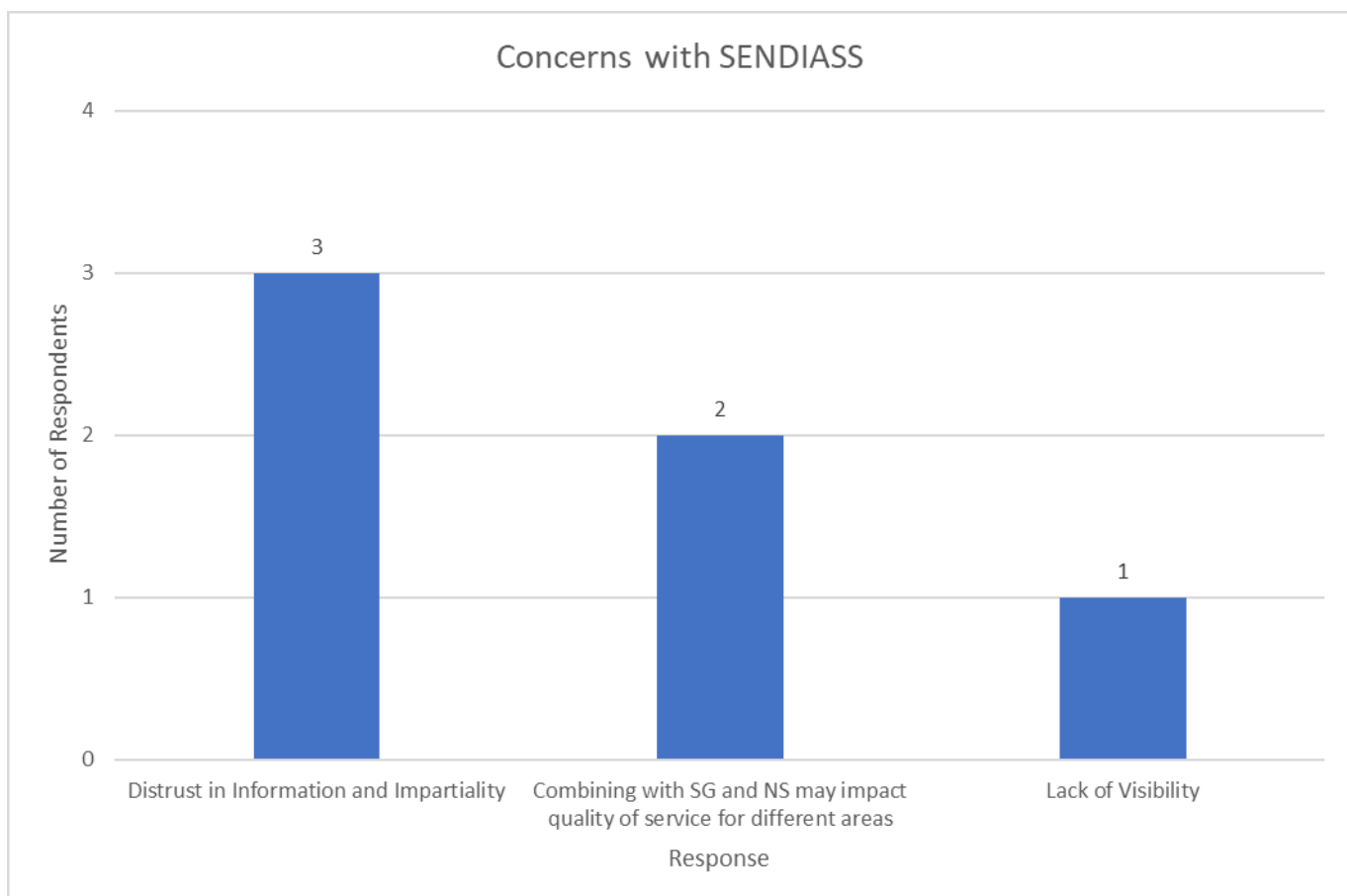
You Said	Our Response
<p>Importance of face-to-face meetings:</p> <p>Young people from the Listening Partnership mostly valued in-person meetings, highlighting that face to face training:</p> <ul style="list-style-type: none"> • Needs to be delivered “in a quiet space” • Needs to be “delivered by someone who knows them” • Could be given by “other young people with lived experience.” <p>To overcome barriers in accessing a face to face meeting:</p> <ul style="list-style-type: none"> • They would “go along with someone else” • Need a “clear schedule to know what to expect ahead of time” • Need to meet in a “comfortable, familiar environment”. 	<p>As part of the new contract, SENDIASS will be required to extend their current offer to work more in schools and colleges and offer more face-to-face workshops in these settings.</p> <p>The provider will be required to develop video explainers and run in person events.</p>
<p>Service that provides instant feedback:</p> <p>Parent: “Instant contact is important – if my son doesn’t get an answer quickly – will forget and not check – maybe an automatic reply while they wait?”</p>	<p>The provider is required to respond to all calls and emails it receives.</p> <p>The provider will be required to put in place an automated response, with high quality information, links to resources and signposting to other services.</p> <p>Automatic bounce back could include signposting information.</p>

Other Concerns:

As part of the consultation, families and young people were asked to raise any other opinions they had on the SENDIAS Service. A number of parents mentioned that they distrust some information given and the impartiality of the service. This viewpoint was also echoed in the voice of young people who felt they would only use a service if they could trust the information and who they were talking to. One parent was concerned about visibility and a number of parents stated that they had never heard of the service.

The proposal of commissioning the SENDIAS Service across three local authorities raised concerns about whether the service would be tailored to each individual area and whether resources would be distributed across the region fairly.

Figure 6 – Additional comments on the draft commissioning strategy



You Said	Our Response
<p>Fair distribution of resources across the three Local Authorities:</p> <p>Parent: “I would like to see a service provided across the 3 LAs but with local presence that works in partnership with local related groups, has an effective network and is actively promoted where relevant. The different needs of each LA need to influence and tailor the service but the economies of scale should enhance the responsiveness. The commissioning process must ensure that local schools, health services (eg CAMHS) and others effectively promote and work in partnership with the SENDIAS service.”</p>	<p>The Joint SEND Commissioning Strategy commits all agencies in to work together. The provider will be required to contribute to resource sharing and will share resources with each Local Authority and other professionals.</p> <p>Jointly commissioning the service will offer more purchasing power.</p> <p>As part of the commissioning process, each local authority has analysed the needs of their populations. This information has been used to inform our commissioning strategy and will be fundamental to the design of the service.</p> <p>The provider will be required to deliver an equitable service across the 3 local authority areas. Regular joint monitoring of the service will facilitate this.</p>

<p>Trust was a prominent theme of the consultation:</p> <p>Young Person: “We don't trust or have faith that schools are acting in our interest.”</p> <p>Young Person: “People don’t understand my needs”</p> <p>Parent: “Parents don’t feel like they get all information or whole truth – not aware that judicial review was a process or aware of charities there to help”</p> <p>Parent: “</p>	<p>The provider is required to offer impartial and confidential advice. This is one of the Key Performance Indicators which will be monitored during quarterly contract reports and meetings.</p> <p>Contract Specification requires all advice and support providing staff successfully complete all online IPSEA legal training levels within 12 months of joining the service. Volunteers who provide advice should complete IPSEAs Level 1 online training within 12 months.</p> <p>Contract monitoring information is statistical, with any qualitative information anonymised and not shared beyond the contract manager.</p>
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Next steps

Following this consultation, the Final Commissioning Plan will be published in October. Market Engagement will take place, and providers will be invited to submit their bids. The contract will be awarded in January, followed by the Implementation period before the new contract begins on 31st March 2023.

Equality Impact Assessment [version 2.9]



Title: SEND Information, Advice and Support Service	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Children’s Services	Lead Officer name: Gail Rodgers
Service Area: Commissioning	Lead Officer role: Head of Children’s Commissioning

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Bristol City Council has a legislative duty under The Children Act 2014 to provide impartial, confidential and accessible information, advice and support to the parents of children with special educational needs and/or disability, as well as to young people (age 16+) with special educational needs and/or disability. This includes advice on education, social care and health related topics.

The Minimum Standards for SEND Information, Advice and Support Services was implemented in 2019 by the DfE, DHSC, IASS managers, parents, Local Authority representatives and the chair of the IASP board. They are based on the law, the SEND Code of Practice and the IASS Quality Standards. There are 21 standards which prescribe how the service is commissioned and delivered. The standards require IASS to be “jointly commissioned by education, health and social care in accordance with the Children and Families Act 2014.” Furthermore “the IASS is, and is seen by service users to be, an arm’s length, confidential, dedicated and easily identifiable service, separate from the LA, Clinical Commissioning Group and/or host organisation.”

The existing SENDIASS was commissioned in line with the standards and the key performance indicators have been designed to ensure the service meets the requirements.

The current service, provided by SEND and You (previously Supportive Parents), was commissioned in 2018/19 with the contract running from 1st April 2019 – 31st March 2022.

Proposal:

The council is not seeking to make any significant changes to the current services. However, we have updated our commissioning strategy to propose that the three neighbouring councils (Bristol, North Somerset and South Gloucestershire) work in partnership to contract a single SENDIAS Service that would be delivered across the area. This should provide a streamlined service across the region.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?


Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success> .

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
BCC Insight, Performance and Intelligence (2021). The Population of Bristol September 2021	<p>Bristol Population: The mid-2020 population of Bristol is estimated to be 465,900 with children making up 85,700 of this total (18.4% of the total population). This means almost 1 in every five people living in Bristol is under the age of 16, with the age profile by ward varying significantly. There are 167,035 children and young people</p>

	aged 0-25 in Bristol. Based on the figures above, this is over a third of the total Bristol population.												
Office for National Statistics (ONS) 2018: based population projections	Between 2010 and 2020 the number of children living in Bristol increased by 8,900 (11.6%), higher than the England and Wales increase of 8.6%. The increase has been largely amongst primary school aged children, with the number of 5 - 11-year-olds increasing by 25% over the decade. The trends reflect the substantial increase in numbers of births in Bristol in recent years, although the number of births is now falling.												
Bristol JSNA Spotlight Report	Population of Bristol and SEND: In Bristol, 11,364 children and young people have SEND which is equivalent to 6.8% of the City's total 0-25 population. Of these 11,364 children and young people, 3,124 have an EHCP.												
Bristol SEN2 data 2021	In Bristol, requests for EHCPs have been continually rising.  <p>Education Health and Care Plans (EHCPs) have risen 16% in the last year against a 10% national increase and 6% for statistical neighbours.</p>												
Special Educational Needs (School Census) Analysis July 2020	The biggest categories of SEND primary need for school-aged children and young people are Social, Emotional and Mental Health needs, Speech and Language and Communication needs and specific learning difficulties. Additional therapies required have included Speech and Language Therapy, Occupational Therapy, Music Therapy.												
Special Educational Needs (School Census) Analysis July 2020	SEND and gender: In Bristol, there are more boys with SEN or an EHCP than girls reflecting a more male dominated population than within the overall age group which is more evenly split. In January 2020, 15.2% of school-aged boys received SEN support compared to 8.7% of girls, and 4.8% of boys had an EHC plan compared to 1.8% of girls.												
Bristol SEN2 data 2021	SEND and age: The table below shows the age distribution of these children and young people with EHCPs. <table border="1" data-bbox="858 1512 1481 1769"> <thead> <tr> <th>Age (years)</th> <th>Number with EHCP in Bristol</th> </tr> </thead> <tbody> <tr> <td>0-4</td> <td>99</td> </tr> <tr> <td>5-10</td> <td>913</td> </tr> <tr> <td>11-15</td> <td>1090</td> </tr> <tr> <td>16-19</td> <td>746</td> </tr> <tr> <td>20-25</td> <td>276</td> </tr> </tbody> </table> <p>The majority of those with EHCPs are school aged with the largest number attending secondary school. 1022 of those with an EHCP are aged 16 to 25. The number of primary school aged pupils with EHCPs has increased more rapidly than other age group.</p>	Age (years)	Number with EHCP in Bristol	0-4	99	5-10	913	11-15	1090	16-19	746	20-25	276
Age (years)	Number with EHCP in Bristol												
0-4	99												
5-10	913												
11-15	1090												
16-19	746												
20-25	276												
BCC Insight, Performance and Intelligence (2021). The Population of Bristol September 2021	SEND and ethnicity: Bristol is a diverse city, where there are now at least 45 religions, at least 187 countries of birth and at least 91 main languages spoken. The proportion of the population who												

	are not 'White British' increased from 12% (2001) to 22% (2011), with 6% White Minority Ethnic, 6% Black, 6% Asian, 4% Mixed and 1% Other. Recent data on school pupils shows that the percentage of pupils who are not 'White British' has increased from 31% in 2011 to 38% in 2021.
SEND JSNA Spotlight report July 2019	Local data shows a high proportion of children and young people receiving SEN support are from Gypsy Roma (30%) and traveller communities (33%). Despite these groups making up the smallest number of people in the Bristol population. The next biggest people groups with SEN support are Black Caribbean and White and Black Caribbean.
Deprivation in Bristol 2019	SEND and deprivation: Bristol continues to have deprivation 'hot spots' that are amongst some of the most deprived areas in the country yet are adjacent to some of the least deprived areas in the country. 15% of Bristol's population live in the most deprived 10% of areas in England in 2019 (16% in 2015) including 18,900 children. The rate of pupils who have SEN is greatest in Hartcliffe & Withywood, Filwood and Lawrence Hill, the three most deprived wards in the city. Similarly, certain areas with the least deprivation (Westbury-on-Trym and Clifton) have some of the smallest number of pupils with SEN.
Child population diversity From JSNA Health and Wellbeing Profile 2020/21	Bristol's child population is increasingly ethnically diverse. 28% of Bristol children (under 16) belong to a Black, Asian and minority ethnic/ethnicity group (2011 Census), compared to the wider Bristol population average of 16% Black, Asian and minority ethnic/ethnicity. Using the alternative definition of diversity, 32% of children belong to the non-'White British' population, compared to the Bristol population average of 22%. Ethnic diversity varies considerably across the city; 53% of children under 16 in the Inner City & East are Black, Asian and minority ethnic/ethnicity, compared with 21% in North & West and 13% in South Bristol. By ward, the figure ranges from 4% Black, Asian and minority ethnic/ethnicity in Bishopsworth to 60% in Lawrence Hill.
Additional comments: The proposal does primarily impact children and young people with special education needs and disabilities and their families.	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Datasets

Identifying and ascertaining the size of the population of children and young people with special educational needs and/or a disability is difficult as it involves looking across Education, Health and Social Care datasets. As a result the data is at times based on different population estimates and definitions.

Record keeping

Much of the local data is dependent on good quality data returns from services. The quality of this varies and as a result the data returned is not accurate to the true picture. Where possible the data relied on is nationally returned to enable benchmarking.

Health and Social Care Data

There is limited Health and Social Care data available. The data available does not fully explore children and young people known to these services and could be improved for depth.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

- Two consultation/coproduction events. One with a group of young people with SEND from the Learning Partnership as this was an underrepresented group within current service users and one with parents. We then used feedback from these events to guide the consultation.
- Two consultation events open to members of the public, one virtually and one in person.
- A survey which has been published on social media platforms, on our local offer website and in the Headteachers bulletin, asking the following:
 - How should the service be promoted?
 - What is the most effective way of communicating with the service?
 - How can the service be accessible to diverse communities?
 - What do you think about the visibility of the service?
 - What information is most important to you?
- We have also published consultation events and survey with the Bristol Communication of Groups which is attended by groups representing parents and carers from a diverse range of backgrounds across the city.
- Conversations with current SENDIAS providers including about what the future service should look like.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

The provider will be required to monitor the demographics of service users to ensure the service delivers to underrepresented groups. Where there are gaps, the provider will work to reach out to underrepresented groups. The provider will be required to work in partnership with community organisations to deliver to communities who we have struggled to reach. Quarterly contract monitoring will ensure the provider is meeting these requirements.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
Since there are no proposals to change the service significantly as service delivery is clearly set out by the National Minimum Standards, we have not identified any substantial negative impacts. We do not think that the proposal will have any potentially adverse impact on people with protected characteristics.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is an over-representation of young people who have an EHCP however few are currently using the service.
Mitigations:	The Provider is expected to take action to address any significant differences for particular equality groups. The specification requires the service provider to use this information to inform the delivery and development of the service. Coproduction and consultation events have been focused on hearing from young people on how they would best access the support service to inform future service delivery.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	N/A
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	This service will deliver support that is exclusively delivered to children and young people with Special Educational Needs and their families. Therefore, many users will have a disability. Similarly, the provider will expert in working with children and young people with SEND. Providers that are non-accessible can impact on a child or young person's ability to engage with services, which would be detrimental to their wellbeing and ability to achieve outcomes.
Mitigations:	The service specification requires the service to consider audience needs and provide information and promotional materials in accessible formats including community languages, BSL, braille, audio, Easy-Read etc. Any online information will meet accessibility standards. Printed versions and any translation/interpretation of information will be provided in a timely manner in response to requests.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	

Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Need analysis demonstrates an over-representation of Black British children and young people. Additionally, there is over-representation of Gypsy, Romany and Travelers children and young people.
Mitigations:	The Provider is expected to take action to address any significant differences for particular equality groups. The specification requires the service provider to use this information to inform the delivery and development of the service.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is an over-representation of children and young people living in the most deprived wards who have an EHCP and who will be accessing these services.
Mitigations:	The Provider is expected to take action to address any significant differences for particular equality groups. The specification requires the service provider to use this information to inform the delivery and development of the service.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

This proposal is to jointly commission the SEND IAS service with two other local authorities, which will increase our purchasing power. It will offer a more streamlined service across the region, particularly for those young people who live in one local authority area and go to school in another. This will positively impact the provision available to children, young people and their parents and carers in Bristol bringing benefits for people with protected characteristics.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
We will require equalities monitoring data to be collected by the provider and this will be reviewed in contract management on a quarterly basis. We will also be asking the service provider to analyse the data to identify any under-represented equalities groups and provide evidence of actions taken as a result of this analysis.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
A more streamlined service across the region, particularly for those young people who live in one local authority area and go to school in another.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Improve level of service use by young people	Gail Rodgers	3 years
Improve level of service use by diverse communities including those from Gypsy, Roma Traveller communities	Gail Rodgers	3 years

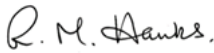
4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

As a commissioned service, the proposal outlined in this document will be subject to contract and performance management which will measure how effectively it is meeting the desired outcomes. This will be reviewed on a regular basis, and in depth as the contract comes to an end and we begin the analyse phase of the commissioning cycle once again.
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Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team.</i>	Director Sign-Off: Richard Hanks 
Date: 04/08/2022	Date: 26/08/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 01 November 2022

TITLE	Bristol Local Plan Local Development Scheme (LDS)		
Ward(s)	All		
Author: Nick Bryant	Job title: Strategic City Planning Manager		
Cabinet lead: Councillor Beech, Cabinet Member for Strategic Planning, Resilience and Floods	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To seek approval for the new Local Development Scheme (LDS). 			
Evidence Base:			
<ol style="list-style-type: none"> 1. There is a procedural and legal requirement for Bristol to make and keep up to date a Local Development Scheme (LDS) setting out the timeline for delivery of the new Local Plan. 2. The new LDS will set out the timeline for the production of the Bristol Local Plan, outlining key milestones, resource requirements and risk. In line with the Planning and Compensation Act, the Local Planning Authority must resolve to bring a LDS or revisions to it into effect. 3. Members of the Local Plan Working Group: a politically representative cross party group have shaped the Local Plan to-date and will continue to do so as the plan is working up towards publication. 4. Implementing the Local Plan in line with the SDS will have no additional resource requirements beyond the filling and creation of 4 x posts within the Strategic City Planning Team. The cost of which is estimated to be approximately £161k. These posts can be filled without drawing on the General Fund. Posts have been considered and approved for recruitment through the G&R Executive Directors Meeting on a fixed term basis as the Local Plan is a priority for the Mayor. It has also been assumed that draw down against the Local Plan Earmarked Reserves can continue to deliver the programme of supporting evidence required to underpin the Local Plan. 			
Cabinet Member / Officer Recommendations:			
That Cabinet:			
<ol style="list-style-type: none"> 1. Approves the Local Development Scheme at Appendix A. 			
Corporate Strategy alignment:			
<ol style="list-style-type: none"> 1. The Local Development Scheme is the project plan for the delivery of the new Local Plan. The Local Plan itself will be a policy vehicle through which Corporate Strategy objectives can be delivered. 			
City Benefits:			
<ol style="list-style-type: none"> 1. The Local Development Scheme is the project plan for the delivery of the new Local Plan. The Local Plan itself will be a policy vehicle through which City Benefits for equalities, health and sustainability and social value can 			

be realised.

Consultation Details:

1. Report to be taken through the Local Plan Working Group
2. There is no requirement to consult widely on the LDS itself, the Local Plan however will be subject to extensive consultation both formally and informally prior to its submission to the Secretary of State and Planning Inspectorate.

Background Documents:

Bristol Local Plan 2019 Consultation Document: [file \(bristol.gov.uk\)](file (bristol.gov.uk))

Revenue Cost	£	Source of Revenue Funding	
Capital Cost	£ NA	Source of Capital Funding	NA
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The report recommends that Cabinet approves the revised plans for a Local Development Scheme. The cost associated with the implementation of these plans are confirmed at £161k. These costs will be funded from the existing Local Plan Reserves (the Neighbourhood Planning post), with the funding for the 3 other posts coming from the Community Infrastructure Levy (CIL - top slice). There is no new cost pressure on the general fund, and the Posts will only be funded until the Local plan is completed.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration, 24th October 2022

2. Legal Advice: s15 of the Planning and Compensation Act 2004 requires that a Local Planning Authority must prepare and maintain a scheme to be known as their Local Development Scheme. The LDS must specify the local development documents which are to be development plan documents. By approving the revised local development scheme as recommended in this report, the Council will be complying with this statutory requirement.

Legal Team Leader: Joanne Mansfield, Team, Leader, 18 October 2022

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance 13th September 2022

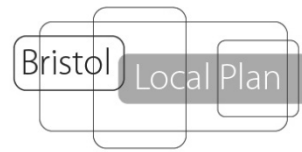
4. HR Advice: There are no HR implications evident.

HR Partner: Celia Williams, HR Business Partner, 18 October 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	13 September 2022
Cabinet Member sign-off	Councillor Beech, Cabinet Member for Strategic Planning, Resilience and Floods	20 September 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	3 October 2022

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO

Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



Bristol Local Development Scheme

2022 to 2024



What is a Local Development Scheme?

The preparation of a local development scheme (LDS) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). The City Council has prepared this LDS to identify which local development documents (LDDs) will be produced, in what order and when. It also provides information regarding the subject matter and the geographical areas the documents will cover.

What period does it cover?

This LDS covers the period 2022 to 2024 and revises and replaces the City Council's previous LDS. This replacement local development scheme came into effect on <add date of resolution>> 2022.

This LDS will be updated to respond to any changes in process or timetabling for the preparation of a local plan for Bristol required by new primary or secondary legislation.

The monitoring report produced by the City Council will review the implementation of the LDS.

The Bristol Local Plan

The Bristol Local Plan currently comprises a set of development plan documents which contain a range of policies to guide future development decisions. Plans are based on evidence which is prepared and kept up to date. The evidence base is available to view on the Council's website:

[Bristol City Council: Planning Policy](#)

The Existing Local Plan

The Bristol Local Plan currently (at November 2022) consists of the following development plan documents:

- **Joint Waste Core Strategy - March 2011**
- **Bristol Core Strategy - June 2011**
- **Site Allocations and Development Management Policies Local Plan – July 2014**
- **Bristol Central Area Plan – March 2015**

A **Policies Map** shows those policies and proposals in the development plan documents that apply to specific geographical locations.

Neighbourhood Development Plans

The following Neighbourhood Development Plans have been ‘made’ part of the Development Plan for Bristol.

- **Old Market Neighbourhood Development Plan 2016**
- **Lawrence Weston Neighbourhood Development Plan 2017**
- **Hengrove and Whitchurch Park Neighbourhood Development Plan 2019**

Local Plan review

The Bristol Local Plan development plan documents (but not the Joint Waste Core Strategy) will be reviewed within the period covered by this Local Development Scheme. The documents which comprise the review are set out in the document profiles further below.

From 2020 until spring 2022 the West of England Combined Authority was preparing a Spatial Development Strategy which was to include a spatial vision, spatial strategy for growth and set high level strategic land use policy for the authorities of the WECA area. The local plan for Bristol was to have been consistent with the SDS. Work on the Spatial Development Strategy (SDS) was halted and is not being progressed by the West of England Combined Authority.

The Bristol Local Plan will now be progressed. Strategic cross boundary matters will be addressed through engagement with neighbouring authorities.

Jointly produced evidence covering the combined authority area and North Somerset will form part of the evidence base for the Bristol Local Plan review.

Profile of each intended Development Plan Document

The timetable for the review of the new Bristol Local Plan is indicative and dependent on any changes in the requirements for preparation of a local plan as set out in primary and secondary legislation.

New Bristol Local Plan

Status of the plan:

Local Plan [see The Town and Country Planning (Local Planning) (England) Regulations 2012 - regulations 5 and 6].

Replaces:

This plan replaces the Core Strategy June 2011, the Site Allocations and Development Management Policies Local Plan July 2014 and the Bristol Central Area Plan March 2015.

Conforms with:

Not applicable. A spatial development strategy for the West of England Combined Authority area is not being progressed.

Subject of the plan:

The existing local plan documents will be subject of a review to create a single Bristol Local Plan (a development plan document). Policies will be revised and updated as required. The plan will cover the period to 2040.

The review process will ensure the new Bristol Local Plan is prepared in accordance with the duty to cooperate so that strategic cross boundary matters will be addressed.

The review will:

- Set out the housing requirement to 2040 with will prepared having regard to the standard method and an alternative approach which also reflects current and future demographic trends and market signals;
- Through a process of cross boundary engagement under the duty cooperate, consider the approach to any unmet need arising from the housing requirement;
- Incorporate approaches to strategic policies as indicated in the NPPF;
- Allocate sites for development to assist in meeting development requirements and designate land for protection or specific planning purposes. Specific needs to be addressed will include new homes, land for workspace, and education;
- Existing development allocations and policy designations will be reviewed. Where they continue to be up-to-date and relevant, consistent with the local plan's overall strategy and are in conformity the National Planning Policy Framework those allocations and policy designations will be retained.

Geographical coverage:

Bristol City Council area

Programme milestones:

[Regulation references taken from the Town and Country Planning (Local Planning) (England) Regulations 2012]

- **Preparation (Regulation 18)**
Draft proposals will be published for consultation:
February 2018 and March 2019 (completed)
- **Further review of draft proposals to address additional matters:**
Autumn 2022.
- **Publication (Regulation 19)**
To be published for formal representations:
Summer 2023.
- **Submission (Regulation 22)**
Autumn 2023.
- **Examination hearings (Regulation 24)**
In accordance with planning inspector’s timetable:
Early 2024.
- **Inspector’s Report (Regulation 25)**
In accordance with planning inspector’s timetable:
Mid 2024.
- **Adoption (Regulation 26)**
Autumn 2024.

Up to date information on the progress of development plan documents is available on the Council’s web site.

Other planning documents

The following documents sit alongside the development plan documents listed above but do not form part of the statutory development plan:

Supplementary Planning Documents and Policy Advice Notes

A series of supplementary planning documents (SPDs) and policy advice notes (PAN) provide greater detail on policies within the Bristol Local Plan and support decisions on planning applications.

Supplementary Planning Documents

- Urban Living SPD
- A Guide for Designing House Alterations and Extensions (SPD2)
- Future of Redcliffe (SPD3)

- Planning Obligations Supplementary Planning Document
- Archaeology and Development (SPD7)
- Nelson Street – Regeneration Framework (SPD8)
- Planning a Sustainable Future for St Pauls (SPD10)
- University of Bristol Strategic Masterplan (SPD11)
- Managing the development of houses in multiple occupation SPD

Policy Advice Notes and other planning guidance

- Bristol Temple Quarter Enterprise Zone Spatial Framework
- City Centre Framework
- Bedminster Green Framework (pdf, 14.48 MB)
- Mead Street Development Brief (PDF)

- Conservation Area Enhancement Statements (PAN2)
- Conservation Area Character Appraisals

- Off-street parking in conservation areas (PAN6)
- Shopfront Guidelines (PAN8)
- Responding to Local Character – A Design Guide (PAN15)
- Nelson Street Public Realm Strategy

Practice Notes

The Council produces practice notes to assist developers in the interpretation and application of policies in the Bristol Local Plan. The practice notes are available on the Council's web site and are continuously reviewed and updated.

Statement of Community Involvement

The Statement of Community Involvement (SCI) sets out the Council's approach to community involvement in planning and development issues affecting Bristol. It is intended to review this once the Levelling Up and Regeneration Bill is enacted.

Community Infrastructure Levy Charging Schedule

The Community Infrastructure Levy (CIL) is a system of developer contributions. The CIL Charging Schedule was adopted in September 2012 with implementation from January 2013.

Authority's Monitoring Report

Local planning authorities are required to prepare and publish monitoring reports on the progress of their development plans. It is anticipated that the City Council will produce a monitoring report every 12 months and that this will be made available to the public on the Council's website.

Revisions to the Local Development Scheme

- The October 2020 version was prepared to reflect the commencement of preparation of the West of England Combined Authority Spatial Development Strategy in June 2020 and the revision of the timetable for review of the Bristol Local Plan to be consistent with this.
- This version replaces the October 2020 LDS and reflects the intention to continue to prepare a local plan and the halting of work on the West of England Combined Authority Spatial Development Strategy.

Equality Impact Assessment [version 2.10]



Title: Local Development Scheme	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Project Plan</i>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration / EoP	Lead Officer name: Nick Bryant
Service Area: Strategic City Planning	Lead Officer role: Strategic City Planning Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Equality and Inclusion Team early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Local Development Scheme sets out the project plan / timeline for the new Local Plan.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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We have not identified any equality impact from this proposal which is limited in scope to the LDS. However the Local Plan will be subject to a comprehensive EqIA in due course setting out how such considerations have informed the development of the plan itself.
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Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  <i>John Smith</i> <i>Director Economy of Place</i>
Date: 29/9/2022	Date: 20/10/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 01 November 2022

TITLE	Household Support Fund (October 2022 – March 2023)		
Ward(s)	All		
Author: Matthew Kendall	Job title: Benefits Technical Manager		
Cabinet lead: Deputy Mayor/Cabinet member for City Economy, Finance and Performance, Cllr Cheney	Executive Director lead: Stephen Peacock		
Proposal origin: Other			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report: To approve the proposed allocation of the Department for Work and Pensions (DWP) £4m Household Support Fund.			
Evidence Base:			
<p>In May 2022, the Chancellor announced that there will be a third round of the Household Support Fund to cover the period from October 2022 to March 2023, with a further £500 million (£421m for England) being released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This is for the period of October 2022 to March 2023.</p> <p>This funding to councils on behalf of the Department for Work and Pensions (DWP) is made under section 31 of the Local Government Act 2003, who will administer the scheme and provide direct assistance to vulnerable households and families with children particularly affected by the increase in the cost of living. Funding has been confirmed at £4,039,965.</p> <p>The period of the grant is from October 2022 to March 2023 and payment is made to the council in arrears, based on two management information (MI) returns in January and April 2023 and the amounts committed at the point of their return. Actual payments will be credited in February/March 2023 and June/July 2023 respectively.</p> <p>The eligibility criteria are contained in 3.2 of the policy in appendix A, but the main difference associated with this third round of funding, is that the grant is no longer ringfenced to any particular cohort of people. This differs to previous grants, where certain percentage spend was linked to households with children and/or pensioners. Any grant should predominately be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/beddings, clothing, baby/sanitary products) and housing costs (in exceptional circumstance).</p> <p>Details regarding how any fund may be implemented are contained within 3.3 of the policy in appendix A as well as proposed/agreed spend under section 4. Note that not all aspects of proposed spend have been included and subsequently there is a 'residual' amount of £185,170 to be agreed by January 2023, in order to potentially add to existing agreed priorities within the policy, and/or other initiatives, if it is believed they have not been identified to date. These will be further agreed by the Director Finance in consultation with the Cabinet Member and Deputy Mayor; City Economy Finance and Performance.</p>			

Due to lack of notice of the final grant award and guidance notes given by government and the impending October school holidays at this time, an officer executive decision was taken on 21st September 2022 to use £331k of the £4m grant, to assist 22,076 Free School Meal/Pupil Premium children during the October half term, by awarding a £15 voucher in respect of each child. The spend accounts for £331,140 of the total allocation, for this week. This commitment is in line with previous support provided to these children for most school holidays since October 2020, by Bristol City Council.

The contract supplier (Hawk Incentives) has been chosen using the CSS framework and is a continuation of an existing and well-established good quality, procurement compliant route.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note the Officer Executive Decision (OED) taken on 21st September to spend £331k of the Household Support Fund in respect of Free School Meals food vouchers for October 2022 school holidays.
2. Approve the Household Support Fund Policy October 2022 – March 2023 and change of budget to reflect this funding.
3. Authorise the Director Finance in consultation with the Cabinet Member and Deputy Mayor; City Economy Finance and Performance to take all steps required to accept and spend (including procuring and awarding contracts over £500k) the remaining £3.7m of the extended allocation of the DWP Household Support Fund as outlined in Household Support Fund Policy October 2022 – March 2023.

Corporate Strategy alignment:

The proposed spend and allocation of the Hardship Support Fund aligns to the corporate strategy in which the vision is for Bristol to be a City;

1. In which everyone benefits from the city’s success and no-one is left behind.
2. Where people have access to decent jobs and to affordable homes.
3. In which services and opportunities are accessible.
4. Where life chances and health are not determined by wealth and background.

This is through providing support to households who are on a low income, so that levels of poverty are reduced with the benefits to health and opportunities that this brings.

City Benefits:

Additional levels of support to households on a low income who have been impacted by the cost of living crisis and those who have suffered a loss of income as a result of the current economic circumstances.

Consultation Details: None at present.

Background Documents:

- [Nearly nine million grants from first round of Household Support Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Household Support Fund 2022 May Cabinet Final.pdf \(bristol.gov.uk\)](https://bristol.gov.uk)
- [Food vouchers OED for Free School Meals children \(October 2022 holidays\)](#)

Revenue Cost	£4,039,965	Source of Revenue Funding	15461 (DWP Funded in full)
Capital Cost	NA	Source of Capital Funding	NA
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:**1. Finance Advice:**

Bristol City Council has been allocated £4.04m under the Household Support Fund Grant to provide support to local authorities in England to provide support to households, particularly those including children and pensioners, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency) to help them with significantly rising living costs.

An emergency decision was taken to assist 22,076 Free School Meal/Pupil Premium children during the October half term, by awarding a £15 voucher in respect of each child. i.e. an expenditure amount of £331k.

This paper sets out the proposals for the spend of the remaining £3.7m, which if agreed to will mean that the full amount of the grant received will have been committed.

This spend is fully met from the grant received and places no additional financial burden on the council.

Finance Business Partner: Olubunmi Kupoluyi, Finance Business Partner (Resources Division), 10 October 2022

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 3 October 2022

3. Implications on IT: I can see no implications on IT in regards to this activity.

IT Team Leader: Alex Simpson – Senior Solution Architect 06/10/2022

4. HR Advice: No HR implications evident

HR Partner: Bryn Williams HR Business Partner 03/10/2022

EDM Sign-off	Graham Clapp (deputising for Denise Murray)	12/10/2022
Cabinet Member sign-off	Deputy Mayor/Cabinet member for City Economy, Finance and Performance, Cllr Cheney	17/10/2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	10/10/2022

Appendix A – Further essential background / detail on the proposal	YES
<ul style="list-style-type: none"> Household Support Fund Policy October 2022 – March 2023 Household Support Fund 01 October 2022 to 31 March 2023 Final allocations, and Household Support Fund (1 April 2022 – 30 September 2022): – DWP Guidance 	
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO

Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

1. Background

In May 2022, the Chancellor announced that there will be a third round of the Household Support Fund to cover the period from October 2022 to March 2023, with a further £500 million (£421m for England) being released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This is for the period of October 2022 to March 2023.

This funding to councils on behalf of the Department for Work and Pensions (DWP) is made under section 31 of the Local Government Act 2003, who will administer the scheme and provide direct assistance to vulnerable households and families with children particularly affected by the increase in the cost of living.

2. Period Covered

This further extension to the Hardship Support Fund will enable Bristol City Council to provide support to vulnerable households and individuals from 01 October 2022 to 30 March 2023.

3. Hardship Support Fund

3.1 Funding available

Bristol City Council will receive a grant of £4,039,965 in arrears and based on two management information (MI) returns in January and April 2023 and the amounts committed at the point of their return. No carry over is allowed from previous funding from April to September 2022.

3.2 Eligibility Criteria

- No monies are no longer ringfenced to any proportion of funding for any particular cohort of people.
- Local authorities need to consider those groups who may not have benefitted from any of the recent cost of living support.
- Can be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/bedding, clothing, baby/sanitary products) and housing costs (in exceptional circumstance)
- No application is needed if households requiring assistance can be determined in advance.
- Every local authority must, at least in part, have an application basis grant provision i.e. residents should have the opportunity to come forward to ask for support
- Individuals, regardless of their immigration status are eligible to ensure a basic safety net of support
- Cannot be used for advice or mortgage related costs.

3.3 Implementation of fund

- Can be used for existing schemes and other support which deliver the same outcomes and where the need is greatest, but need to be mindful of possible funding overlaps
- Can be provided in cash or vouchers.
- Distribution of grants can be made using the voluntary/third sector.

- A proportion of the funds can be used for administration; however these costs should be kept to a minimum, in order to maximise the overarching funds available to support our most vulnerable citizens. Due to the approach being adopted in the deployment of these funds, the administration cost is expected to be in the region of £200,000

3.4 Reporting structure

All public authorities must comply with the Public Sector Equality Duty and MI is required to be kept and maintained by the relevant organisations and provided to the Council to report on delivery of agreed objectives and actual spend.

3.5 Receipt of funds

The grant will be paid in arrears and based on MI returns in January and April 2023. Actual payments will be credited in February/March 2023 and June/July 2023 respectively.

4. Approved /Proposed Spend

The table below shows the proposed amount of monies to be agreed by Cabinet.

Award	Spend Value	Comments
Targeted support for 2 – 16+ who receive Free School Meals and/or Pupil Premium over October 22 school holidays	£330,000	This is for a total of one week at a value of £15 x 22,000 children. This is an extension of the previous FSM reach. Vouchers will be supplied which allows the recipient to choose which supermarket they wish to use or on fuel bills.
Targeted support for 2 – 16+ who receive Free School Meals and/or Pupil Premium over Christmas school holidays	£660,000	This is for a total of two weeks at a value of £15 x 22,000 children. This is an extension of the previous FSM reach. Vouchers will be supplied which allows the recipient to choose which supermarket they wish to use or on fuel bills.
Targeted support for 2 – 16+ who receive Free School Meals and/or Pupil Premium over February 23 school holidays	£330,000	This is for a total of one week at a value of £15 x 22,000 children. This is an extension of the previous FSM reach. Vouchers will be supplied which allows the recipient to choose which supermarket they wish to use or on fuel bills.
Targeted support for 2 – 16+ who receive Free School Meals and/or Pupil Premium over Easter school holidays	£660,000	This is for a total of two weeks at a value of £15 x 22,000 children. This is an extension of the previous FSM reach. Vouchers will be supplied which allows the recipient to choose which supermarket they wish to use or on fuel bills.
Targeted support to assist those with No Resource to Public Funds (including	£100,000	This is being administered by direct award using the existing provisions via Housing Options to the Red Cross.

c500 Syrian/ Afghanistan Refugees and Asylum Seekers households known directly to BCC).		This will assist c250 households at approx. £400 on average, where families are on low incomes and unable to access state benefits and are not being assisted by other existing refugee schemes.
Application based to cover all households not covered by below/above, via the Local Crisis and Prevention Fund	£350,000	Advertised assistance to any low-income household in crisis with food/fuel poverty. Vouchers will be supplied which allows the recipient to choose which supermarket they wish to use or on fuel bills.
Care Leavers and Foster Children payments	£220,000	To assist c100 care leavers and c450 foster children to get vouchers at £400 each, to assist with their food and heating costs. To be administered by Children, Families and Safer Communities Directorate.
Bristol Age UK	£22,000	To provide emergency support to older people who are struggling financially due to the cost-of-living crisis (e.g. high inflation on food, fuel, and housing costs, benefit uprating for 2022 less than half the rate of inflation).
Feeding Bristol	£350,000	Targeted support to assist city wide households in need with food poverty via a variety of solutions. This includes; supporting existing food pantries, increasing food supply (via FareShare), extending food parcels beyond the HAF programme, allowing Community Groups and Organisations and Welcoming Spaces to access funding for the food support, and ensuring funds assist those most vulnerable.
Working Age CTR recipients not in receipt of DWP Cost of Living payment	£394,800	Award of £400 to 987 CTR working age households who will not receive a DWP Cost of Living grant.
Centre for Sustainable Energy	£237,995	Support at least 740 vulnerable households, who are negatively impacted by rising energy costs, who can't afford to heat their homes over the winter, or who need emergency support to install or repair their heating system. Eligible households will be low-incomes and have a clear need for assistance to pay their energy bills and stay warm over the winter.
Residual	£185,170	Spend to be agreed by January 2023 by the Director Finance in consultation with the Cabinet Member and Deputy Mayor; City Economy Finance and Performance, in order to potentially add to existing agree priorities within the policy, and/or other initiatives, if it is believed that may not be identified to date.

Administration, procurement communications, and marketing.	£200,000	This is c5% of the total award and to assist with the cost of administration.
Total	£4,039,965	



Household Support Fund No.3 Grant Determination 2022 No 31/6300

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 No.3 Grant Determination 2022 No 31/6300.

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 to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency), to help them with significantly rising living costs.

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 2022 to 31st March 2023 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

Donna Ward

A senior civil servant within the Department for Work and Pensions

30 September 2022

ANNEX A

Household Support Fund No.2 Grant FINAL Funding Allocations per County Councils/Unitary Authorities for the period 1st October 2022 to 31st March 2023

County Councils and Unitary Authorities	DWP allocation of £421 million
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
Cumbria	£3,690,234.69
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	£2,465,491.77
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	£2,599,628.73
West Sussex	£4,870,362.11
Westminster	£1,951,507.12
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);

“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.

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

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

Eligible expenditure

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

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

a) the Authority is to ensure that the grant is primarily allocated to support with the costs of energy (for heating, lighting and cooking), food, water (for household purposes, including sewerage) and other essential living needs in accordance with the Scheme guidance;

b) in exceptional circumstances of genuine emergency, the Authority may allocate grant funds to support with housing costs as set out in the Scheme guidance;

c) the Authority is to use best endeavours to facilitate applications for assistance under the Scheme from individuals who are eligible for assistance in their area.

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

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

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

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

Payment arrangements

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

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

Statement of Grant Usage

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

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

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

Progress Report and Management Information Return

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

Financial management

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

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

Records to be kept

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

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

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

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

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

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

Breach of Conditions and Recovery of Grant

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

notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

21. The events referred to in paragraph 20 are:

- a) the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,
- b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State,
- c) it appears to the Secretary of State that other circumstances have arisen or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,
- d) the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Grant Period in accordance with the definitions and conditions in this Determination, or
- e) the Authority fails to provide the Statement of Grant Usage and a Progress Report and Management Information Return in accordance with the Grant Conditions.

Communications

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

23. The Authority must publish, either on their website or by 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).

Household Support Fund: Draft Guidance for County Councils and Unitary Authorities in England (1 October 2022 to 31 March 2023)

Contents	Page
Introduction	2
Communication	3
Objective and key principles	4
Working with other organisations	4
Establishing eligibility	5
Types of support	7
Funding overlap	9
Individuals with No Recourse to Public Funds	9
Access to data	9
DWP Searchlight	9
Reporting requirements	11
Additional guidance and examples when working with TPOs	16
Example 1	16
Example 2	17
DWP engagement	18
DWP funding arrangements	18
Managing the risk of fraud	20
Complying with Subsidy (previously State Aid) rules	21
Administration costs	21
Public Sector Equality Duty	22
Contact	22

Introduction

1. £421 million has been made available to County Councils and Unitary Authorities in England to support those most in need to help with global inflationary challenges and the significantly rising cost of living. This funding covers the period 1 October 2022 to 31 March 2023 inclusive. Local authorities (LAs) have discretion on exactly how this funding is used within the scope set out in the accompanying grant determination and this guidance. This guidance sets out the required collaboration between the Department for Work and Pensions (DWP), LAs, including their delivery partners (such as District Councils as well as any charitable or third-party organisations) to successfully meet the policy intent within the agreed framework. It also provides the framework that Authorities need to work within and the arrangements for distribution of funding and reporting.
2. 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 Fund and provide assistance to households most in need. **Note: County Councils and Unitary Authorities will be referred to as ‘Authorities’ and the Household Support Fund will be referred to as ‘The Fund’ throughout the remainder of this guidance.** Authorities must work together with District Councils to ensure the funding meets its objectives by identifying those most in need.
3. The expectation is that The Fund should be used to support households in the most need; particularly those who may not be eligible for the other support government has recently made available but who are nevertheless in need. This includes the Cost of Living Payments set out on 26 May 2022 and the energy support set out on 3 February (enhanced on 26 May 2022), and detailed on [29 July 2022](#) (details on eligibility for these schemes are at **Annex A**). This may include, but is not limited to, people who are entitled to but not claiming qualifying benefits, people who are claiming Housing Benefit (HB) only, people who begin a claim or return to payment of a benefit after the relevant qualifying date as well as people who have fuel costs but who cannot access the £400 of energy support from the Energy Bill Support Scheme or the equivalence package confirmed on 29 July 2022. There may be groups who are vulnerable to rising prices even though they are supported through these schemes, for example large families or single-income families. It is important to stress that The Fund is intended to cover a wide range of low income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people.
4. Energy bills may be of particular concern to low income households during the period of The Fund and LAs should prioritise supporting households with the cost of energy. Support which can make a quick but sustainable impact on energy costs is particularly encouraged; for example, insulation of hot water tanks, fitting draft excluders to a door, or replacing inefficient lightbulbs or white goods. The Fund can also be used to support households with the cost of food and water bills, essential costs related to energy, food and water, and with wider essential costs. In exceptional cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need.
5. Authorities should also consider providing support to disabled people in their area. Disabled people in particular may be facing acute challenges due to the disproportionate impact that rising costs bring for the additional services they need in order to manage their conditions, remain independent and avoid becoming socially isolated. For example, some disabled people may have increased utility bills due to the usage of equipment, aids or adaptations associated with their disability. They may also have additional heating, water or transport costs. Authorities are therefore encouraged to explore ways in which this group may be supported and must

record the total value of awards granted to disabled people in their management information (MI) returns for this grant (see paragraphs 64-68).

6. Authorities have the ability to deliver the scheme through a variety of routes including providing vouchers to households, making direct provision of food or goods, or issuing grants to third parties (with the exception of grants for advice provision). Every area must operate at least part of their scheme on an application basis. In other words, residents should have the opportunity to come forward to ask for support. There is flexibility on exactly how this can be run, including through third parties rather than directly by the LA.
7. Authorities have access to DWP's Searchlight portal which provides information on individual citizens' entitlement to (and confirms receipt of) DWP welfare benefits. Since June 2021 we have provided Authorities with information relating to Universal Credit (UC) claims with limited capability for work or earnings below the Free School Meals (FSMs) and free prescription thresholds in their area. In April 2022, DWP established a data share covering people receiving the Guarantee Credit and/or Savings Credit elements of Pension Credit, as well as for all claimants on income-related (IR) Employment and Support Allowance (ESA IR). Authorities may find this information useful in identifying those most in need.
8. In October 2022, DWP will also introduce a further data share for those who are only in receipt of HB. This group is not eligible for the means-tested Cost of Living Payments unless they are of State Pension age or eligible for a Disability Cost of Living Payment. LAs should consider how they could use this data to provide support to this group.
9. However, support is not restricted only to vulnerable households in receipt of benefits. Therefore, Authorities should also use other sources of information to identify vulnerable households, including advice from professionals who come into contact with vulnerable households such as social workers and Supporting Families keyworkers and housing workers. As paragraph 5 above, Authorities should also have a process to consider applications for support.
10. This guidance applies to Authorities in England only and when finalised should be read in conjunction with the Household Support Fund Grant Determination issued alongside it.

Communication

11. The Authority must, as appropriate and practical, reference that the grant is funded by the Department for Work and Pensions or the UK Government in any publicity material, including online channels and media releases.
12. LAs must make public their plans for The Fund, for example on their Authority website.

Objective and key principles

13. The objective of The Fund is to provide support to vulnerable households in most need of support to help with significantly rising living costs.
14. Although this is considered an extension to the previous two Household Support Fund schemes, it is a new grant subject to its own grant conditions as is set out in the Grant Determination letter. Any underspends from the previous schemes cannot be carried forward.

15. Funds should be spent or committed before 31 March 2023 and cannot be carried over for future usage. All Authorities are encouraged to ensure, wherever possible, that any vouchers issued are redeemed before the end of The Fund, or shortly thereafter, or consider recycling unused vouchers. However, it is acceptable for vouchers that have been purchased and delivered to households before the end of The Fund to be spent shortly thereafter (see paragraphs 104 to 107 on committed spend).
16. When administering The Fund, Authorities are encouraged to adopt the following principles:
- use discretion on how to identify and support those most in need, taking into account a wide range of information
 - use the funding from 1 October 2022 to 31 March 2023 to meet immediate needs and help those who are struggling to afford energy and water bills, food, and other related essentials. Authorities can also use the funding to support households who are struggling to afford wider essentials
- **Note:** this includes payments made, or committed to, by the Authority or any person acting on behalf of the Authority, from 1 October 2022 to 31 March 2023
 - in exceptional cases of genuine emergency, the funding can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need, subject to the provisions at paragraph 30
 - work together with District Councils and third parties including, where necessary and appropriate, other local services. This may include social workers, housing and family support services and may incorporate intelligence and data from wider children's social care systems to help identify and support individuals, families and households within the scope of The Fund.
17. When deciding how to help people, Authorities should consider:
- how they plan to provide support to vulnerable households, in other words, paying into bank accounts, use of cash and vouchers, provision of goods
 - any risks associated with these payment methods (see section 'Managing the risk of fraud' at paragraph 107 for further information).

Working with other organisations

18. Authorities must work collaboratively with District Councils and other organisations in their area who may come into contact with those households who may benefit from this grant. Authorities that do not have the mechanisms in place to administer this grant should consider whether District Councils are better placed to do so on their behalf. Authorities are encouraged to engage with District Councils as quickly as possible to ensure roles, responsibilities and effective arrangements are put in place to deliver The Fund promptly and efficiently.
19. Third party organisations (TPOs) may include but are not limited to:
- registered charities and voluntary organisations
 - schools
 - food banks
 - general practitioners
 - care organisations
20. Where Authorities are working with TPOs, this should be done on an objectively fair, transparent and non-discriminatory basis whilst having regard to the time available to deliver The Fund. As with District Councils, Authorities should make arrangements with any TPOs as quickly as possible.

Unused funding returned from a TPO

21. Where a TPO returns unused funding after The Fund has ended the Authority can re-issue any returned funding within a reasonable timeframe, but only under the category that the spend was originally reported against. Authorities are able to distribute funding themselves and do not have to go back through the original TPO.
22. For audit purposes, where an Authority re-issues returned TPO funding they must confirm the following by email to lawelfare.pdt@dwp.gov.uk (copying in their Section 151 Officer):
- the amount that has been returned
 - reason for the return (for example TPO underspend)
 - what the original spend was reported against in their **final** management information (MI) return
 - the intention to spend the total unspent amount against the same category of spend for the same group.

Establishing eligibility

23. 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 Fund. We expect Authorities to review any existing approach and to have a strong rationale for their targeting so that funding is available to the households who most need it.
24. Authorities have the flexibility within The Fund to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility. Rather than focus on one specific vulnerable group, Authorities should 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 to prevent escalation of problems. Authorities should ensure that they consider the needs of various households including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people.
25. Authorities should particularly consider how they can support those vulnerable households who are ineligible for other government support with the cost of living, including the:
- Energy Bills Support Scheme and the equivalence package confirmed on 29 July 2022
 - Council Tax Rebate and the associated £144 million Discretionary Fund
 - Cost of Living Payments for those on means tested benefits
 - £150 Disability Cost of Living Payment
 - One-off £300 Pensioner Cost of Living Payment (through the Winter Fuel Payment)
26. The eligibility criteria for the schemes listed in paragraph 24 can be found at **Annex A**. The majority of households in England will receive some form of support from at least one of the above schemes. Authorities should have regard to the fact that receipt of any of the above support should not exclude a resident from receiving support through The Fund in principle and households in receipt of support from these schemes may still be in need. It remains at the discretion of Authorities to establish their local eligibility and identify those most in need in their area.

27. However, the schemes listed in paragraph 24 do not cover everyone and Authorities should consider prioritising those households, who (for example):
- are eligible for but not claiming qualifying benefits
 - become eligible for benefits after the relevant qualifying dates
 - are in receipt of HB only
 - are ordinarily eligible for benefits but who had a nil award in the qualifying period due to, for example, a fluctuation in income
 - have fuel costs but who cannot access the £400 of energy support from the Energy Bill Support Scheme or the equivalence package confirmed on 29 July 2022
- This list is not exhaustive and there may additionally be households that are vulnerable to rising costs despite being in receipt of this government support with the cost of living.
28. Authorities must operate an application-based service for support to ensure those in need have a route to emergency support. This can be delivered directly by the LA or by a TPO on their behalf. Authorities should establish eligibility criteria for their application service and should communicate with residents to ensure that their scheme and the mechanism for applying is clear and accessible. Authorities could make the entirety of their scheme application-based. However, when an LA chooses to use all or part of this funding for an application based process, they must make sure that this support is clearly advertised to residents. Authorities can also proactively identify households who will benefit from support, as with previous schemes.
29. Where Authorities proactively identify households, they should consider how they can ensure that they are focusing on those in the most need to prevent escalation of problems. 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. However, in relation to housing costs, Authorities must establish whether other forms of support are available to the household, such as Discretionary Housing Payments (DHPs).

Types of support

30. Eligible spend includes:
- Energy and water. The Fund should primarily be used to support energy bills for any form of fuel that is used for the purpose of domestic heating, cooking, or lighting, including oil or portable gas cylinders. It can also be used to support water bills including for drinking, washing, cooking, as well as for sanitary purposes and sewerage.
 - Food. The Fund can be used to provide support with food, whether in kind or through vouchers or cash.
 - Essentials linked to energy and water. The Fund can be used to provide support with essentials linked to energy and water (for example period products, warm clothing, soap, blankets, the purchase of equipment such as fridges, freezers, ovens, slow cookers), in recognition that a range of costs may arise which directly affect a household's ability to afford or access energy, food and water. In particular, we encourage LAs to consider supporting households on low incomes to repair or replace white goods and appliances with more energy efficient ones, or to invest in simple energy efficiency measures which will pay back quickly, such as insulating a hot water tank, fitting draft excluders to a front door, or replacing inefficient lightbulbs or white goods. The intention of this is to provide sustainable support which could result in both immediate and long-lasting savings for the household.
 - Wider essentials. The Fund can be used to support wider essential needs not linked to energy and water should Authorities consider this appropriate in their area. These may include, but are not limited to, support with other bills including broadband or phone bills,

clothing, and essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel. This list is not exhaustive.

- Housing costs. In exceptional cases of genuine emergency, where existing housing support schemes do not meet this exceptional need, the Fund can be used to support housing costs. Where eligible, ongoing housing support for rent must be provided through the Housing cost element of UC and HB rather than The Fund. In addition, eligibility for DHPs must first be considered before emergency housing support is offered through The Fund. The Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).
 - In exceptional cases of genuine emergency, households in receipt of HB, UC, or DHPs can still receive housing cost support through The Fund if it is deemed necessary by their Authority. However, The Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies.
 - Individuals in receipt of some other form of housing support could still qualify for the other elements of The Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.
 - The Fund cannot be used to provide mortgage support, though homeowners could still qualify for the other elements of The Fund (such as energy, food, water, essentials linked to energy and water and wider essentials). Where a homeowner is having difficulty with their mortgage payments, they should contact their lender as soon as possible to discuss their circumstances as lenders will have a set procedure to assist.
 - The Fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of UC and HB. This is because these arrears are excluded from the criteria for DHPs. However, support with rent arrears is not the primary intent of the fund and should not be the focus of spend.
- a. Reasonable administrative costs. This includes reasonable costs incurred administering The Fund. These include for example:
- staff costs
 - advertising and publicity to raise awareness of The Fund
 - web page design
 - printing application forms
 - small IT changes, for example, to facilitate MI production
- Eligible spend does not include:
 - advice services including debt advice
 - mortgage costs.

31. It is expected that the focus of support should be on bills and that support for housing costs should only be given in exceptional cases of genuine emergency. Beyond this, Authorities have discretion to determine the most appropriate Fund for their area, based on their understanding of local need and with due regard to equality considerations.

32. There is no prescriptive definition of essentials. Authorities have discretion to assess what is reasonable to assist those in genuine need this winter with regard to the examples above.

33. Individual awards can be whatever type and amount is deemed appropriate by Authorities for the receiving household, bearing in mind the overall spend eligibility priorities listed above and the risk of fraud and error. Awards to any given household can cover several or only one of the spend eligibility categories listed above.
34. Authorities should not make The Fund eligibility conditional on being employed or self-employed, or directly linked to a loss of earnings from employment or self-employment. This will ensure that there is no National Insurance contribution liability payable on any payments by either the citizen, the Authority or employer.

Funding overlap

35. Authorities should consider household circumstances when making a decision on how 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. In particular, LAs should prioritise those who have not already received additional support for the cost of living. However, families receiving other forms of assistance are not excluded from receiving support through The Fund.

Individuals with No Recourse to Public Funds

36. 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
37. 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.

Access to data

38. The Household Support Fund is being classified as Local Welfare Provision (LWP). The provision of DWP data to Authorities is under the terms of the Memorandum of Understanding (MoU) between the 'Department for Work and Pensions and LAs (Access, handling, exchange and protection of DWPss' and HM Revenue and Customs' data)'.
39. Authorities who have signed and returned the relevant section (Annex C) of the current DWP/LA MoU have legal permission to access DWPs Searchlight portal and specific UC, Pension Credit, ESA (IR) and HB only data through a monthly data share for the purpose of The Fund.
40. Authorities will need to ensure they sign future iterations of the MoU and the appropriate Annex to continue to have the legal permission to access the data sources for LWP.
41. Staff accessing Searchlight will need to be registered with the Employee Authentication System. 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

DWP Searchlight

42. This portal provides information on individual citizens' entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help Authorities identify and target those families and individuals to support. Authorities may also wish to establish if other forms of support are available to the household. In relation to housing costs this must include checking whether the household could receive DHPs. The Authority must also first consider if the claimant is at statutory risk of homelessness and, therefore, owed a duty of support through the HPG.
43. Searchlight can only be used to verify a specific individual's DWP benefit information. Therefore, if an Authority identified a group of potential claimants who may be eligible for The Fund 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).

Monthly data share

44. We are providing Authorities with details of UC claimants in their Authority whose income is below the FSM and free prescription thresholds and those with Limited Capability For Work both at individual level and summary level by Ward. We are also providing Authorities with details of those in receipt of Guarantee Credit and/or Savings Credit element of Pension Credit and their appointees if appropriate, as well as for all claimants on ESA (IR). Authorities may find this information useful in identifying those most in need.
45. We are also introducing a further data share for those in receipt of HB only. Individuals in this group are not eligible for a means-tested Cost of Living Payment and so this data share will allow Authorities to identify them and more easily consider their need for support.
46. The UC, Pension Credit, ESA (IR) and HB only data will be provided monthly via Transfer Your File.
47. Authorities will receive two data shares on a monthly basis:
- **File one** - contains individual data of the National Insurance number and names of UC claimants within the Authority area and:
 - income below the thresholds of £7,400 per year for FSMs and income below the free prescription threshold of £935 per month as identified in their last UC assessment period
 - those with a Limited Capability for Work indicator within the last assessment period, and
 - the number of children in the household.
 - those whose award is subject to the benefit cap
 - those in receipt of the Removal of the Spare Room Subsidy and Local Housing Allowance (available from Autumn 2022)
 - the National Insurance number, names, addresses and contact telephone numbers of those in receipt of Guarantee Credit and/or Savings Credit element of Pension Credit and their appointees if appropriate, as well as for all claimants on income-related ESA (IR).
 - the National Insurance number, names, addresses and contact telephone numbers of customers who are in receipt of HB but not in receipt of a means tested benefit (for example: UC, Income based Jobseekers Allowance, ESA (IR), Income Support and Pension Credit)

File two - contains aggregate data showing those UC claimants that are:

- at or below the Free School Meal income threshold
- at or below the free prescription income threshold, and
- in the Limited Capability for Work group.

For a full breakdown of the file contents see **Local Welfare Provision monthly data share field definitions** at **Annex B**.

48. Authorities also have access to their own non-DWP data to help identify vulnerable households who may be eligible for support under The Fund.

Reporting requirements

49. Authorities are required to make two Statements of Grant Usage and MI returns – see the **Grant Determination**.. The deadline for completing these returns is shown in the table below. Completed MI returns should be sent to lawelfare.pdt@dwp.gov.uk

50. An interim MI return is required by 25 January 2023 for spend for the period 1 October 2022 to 31 December 2022. The interim MI return will be used to determine eligible spend to 31 December 2022 and an interim grant payment will be made to your Authority for this period when the information in your return has been verified.

51. A final MI return is required by 28 April 2023 showing total spend from 1 October 2022 to 31 March 2023. The final MI return will be used to determine total eligible spend to 31 March 2023 and a final grant payment will be made to your Authority for this period when the information in your return has been verified.

52. 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.

MI return	Reporting period		Deadline
	From	To	
Interim MI return	1 October 2022	31 December 2022	25 January 2023
Final MI return	1 October 2022	31 March 2023	28 April 2023

53. It is the responsibility of Authorities to provide the MI returns to DWP. Failure to return the MI by the deadline may result in a delayed payment or a payment being refused.

54. 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, in order to complete the split of spend and number of awards across the reporting categories. For example, households with children and pensioners; food, energy bills, essentials linked to food and energy bills, wider essentials and (in exceptional circumstances) housing support. Where Authorities decide to deliver support to vulnerable households through TPOs they should use

whatever information the TPO holds, or other available data, to split the level of spend and volume of awards across the eligibility criteria to the best of their ability.

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

Table 1 Governance

Table 1: Governance	Response
Local Authority (full name)	
Section 151 officer (name)	
Section 151 officer (email address)	
Is the Section 151 officer / CFO copied into the return to DWP? (Y/N)	
Reporting Period	
Approved signed off by	
LA Single Point of Contact	
Date Returned to DWP	

56. Each MI return must include your Section 151 Officer’s name and email address to provide assurance on validation of funding spend. If the Section 151 Officer is also the SPOC (single point of contact) for the scheme, please input details in both response fields.

57. We also require you to copy your Chief Financial Officer/Section 151 Officer into the email, providing this assurance when you return the MI template to DWP. This will be checked against DWP records. By doing this you confirm that the Section 151 Officer has agreed the correctness of spend reported.

58. Please indicate that you have done this in row 4 of the table “Is the section 151 Officer/CFO copied into the return to DWP?” If the MI is incomplete or incorrect it will be returned to the Authority by the DWP for correction and re-submission which must also be copied to your Chief Financial Officer/Section 151 Officer.

59. Table 2: Total Awards

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

60. Total amount provided to vulnerable households – this is the total amount of The Fund that has been paid or 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. This cell will automatically populate from the total in table 3. Note, all cells which automatically populate are shaded grey and are protected.

61. Administration costs – this includes reasonable costs incurred administering The Fund. These include for example:

- a. staff costs
- b. advertising and publicity to raise awareness of The Fund
- c. web page design

- d. printing application forms
- e. small IT changes, for example, to facilitate MI production

62. Total LA 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 an Authority area. A single grant payment will be made in arrears on the receipt of a fully completed and verified MI return. This cell will automatically populate from the figures in rows a and b.

63. Table 3: Total value of awards split by household composition

Table 3: Total Value of Awards Split by Household Composition						
		a) Households with Children	b) Households with Pensioners	c) Households with a Disabled Person	d) Other households	e) Total amount provided to vulnerable households (a+b+c+d)
Row 1	Spend (£s)					£ -
Row 2	Volumes					-
Row 3	Number of Households Helped					-

64. Table 3 relates to grant spend, the volume of awards made, and number of households helped in relation to households with children, pensioners, a disabled person and all other households. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and grant awards to vulnerable households made by TPOs. Row 3 refers to the number of households helped.

65. 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 the household type. For example, for households with children 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 evaluate how successful The Fund has been in providing support to households with children.

66. Authorities should either gather information or check existing records they hold or have access to, in order to establish whether the household includes a child or a pensioner (as defined below) or a disabled person and complete columns a, b and c 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, b and c to the County Council/Unitary Authority to collate the information and send one collated template to DWP.

67. For the purposes of recording spend in the MI template, if an award relates to more than one of 'Households with Children', 'Households with Pensioners' (in other words, pensioners living with children) and 'Households with a Disabled Person' (for example disabled people living with children), Authorities have the flexibility to categorise and record the spend under the household composition(s) which they consider more fitting. In determining this, Authorities should, as far as is possible, consider who the award is principally intended to support.

68. For the purpose of the reporting requirements for this grant (and without prejudice to other schemes):

- The definition of a household with a child is a household containing any person:
 - who will be under the age of 19 at the time of award or,
 - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or FSMs are provided.
- The definition of a household with a pensioner is any household containing any person:
 - who has reached State Pension age at the time of award

- The definition of disability and disabled people aligns with the definition in the Equality Act 2010. Therefore, a disabled person is someone who has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities:
 - 'substantial' is more than minor or trivial, for example it takes much longer than it normally would to complete a daily task like getting dressed;
 - 'long-term' means 12 months or more, for example a breathing condition that develops as a result of a lung infection.

69. For tables 3 to 6

- 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 Fund each award should be counted separately. Where an award is made to a household with multiple children, it should be classed as a single award.
- Number of Households Helped: this is the number of individual households helped by The Fund within the eligibility criteria. There should be only one record for each household helped, even if multiple awards are made to the same household throughout the period of The Fund.
- Reporting TPO Spend and TPO 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 report the actual level of spend and the volume of awards across the different eligibility criteria in rows 1-3 to the best of their ability.

70. Table 4: Total Value of Awards Split by Category

Table 4: Total Value of Awards Split by Category							
	a) Energy and Water	b) Food excluding FSM support in the holidays	c) Free School Meals support in the holidays	d) Essentials linked to Energy and Water	e) Wider Essentials	f) Housing Costs	g) Total amount provided to vulnerable households (a+b+c+d+e+f)
Row 1	Spend (£s)						£ -
Row 2	Volumes						-
Row 3	Number of Households Helped						-

71. Table 4 relates to grant spend, volume of awards made, and households helped in relation to food, energy and water bills, essentials linked to energy and water bills, wider essentials, and (in exceptional circumstances) housing costs.

72. Table 5: Total Value of Awards Split by Types of Support

Table 5: Total Value of Awards Split by Types of Support						
	a) Vouchers	b) Cash Awards	c) Third Party Organisations	d) Tangible Items	e) Other	f) Total amount provided to vulnerable households (a+b+c+d+e)
Row 1	Spend (£s)					£ -
Row 2	Volumes					-
Row 3	Number of Households Helped					-

73. Table 5 relates to grant spend, volume of awards made, and households helped in relation to Vouchers, Cash Awards, Third Party Organisations, Tangible Items and Other.

74. By 'Tangible Items' we mean products that are of a physical nature such as clothing or household items.

75. Table 6: Total Value of Awards Split by Access Routes

Table 6: Total Value of Awards Split by Access Routes					
		a) Application-based Support	b) Proactive Support	c) Other	d) Total amount provided to vulnerable households (a+b+c)
Row 1	Spend (£s)				£ -
Row 2	Volumes				-
Row 3	Number of Households Helped				-

76. Table 6 relates to grant spend, volume of awards made, and households helped in relation to Application-based support, Proactive Support and Other.

77. By application-based support, we mean any awards made through a successful application for support made to the Authority by eligible recipients or through third parties who run self-referral support services on behalf of the Authority.

78. By proactive support we mean any awards made as a result of the Authority proactively identifying recipients.

79. Total - Table 3 Row 1 column g, Table 4 row 1 column g, Table 5 Row 1 column f and Table 6 column row 1 d are protected and will automatically add up spend across the different headings. This figure will automatically populate Table 2 row a.

80. When allocating spend and the volume of awards across the eligibility criteria please follow the guidance below.

- a. Each award needs to be allocated four times – one allocation for each of Tables 3-6 so that when you report on the total spent on:
 - Table 3, award by household composition
 - Table 4 award by category of spend
 - Table 5 type of support
 - Table 6 access route

the total amount you have paid will be the same across the four tables.

81. Tables 3 to 6 ask for spend and award volumes to be recorded against four sets of criteria, one for each table. Therefore, the details of each award need to be recorded four times; once against one set of criteria in Table 3, then a second time for Table 4 and again in Tables 5 and 6. Shown below is a worked example of how the MI template should be completed.

82. Authorities are asked to report and manage spend in relation to all of these areas. For example, if a £100 award of vouchers is made following a successful application for support to a household with children for food, you would allocate £100 to the 'Households with children' section in Table 3, £100 to the 'food' section in Table 4, £100 to the Vouchers section of Table 5 and £100 to the Application-based support of Table 6. You would also allocate one award and one household supported in these sections of Tables 3 to 6.

83. If The Fund payments are paid directly to a vulnerable household's Council Tax Account in lieu of a different payment method: for example for food excluding FSM in the holidays /energy and water; then the amount paid must be recorded under the intended heading, in this case food excluding FSM support in the holiday. If the payment is in relation to both food and energy in equal measures put 50% of the award in each of the two categories.

Additional guidance and examples when working with TPOs

84. Include, where possible, the amount of spend across the following categories:
- households with children, households with pensioners, households with a disabled person, other households, and
 - energy and water bills, essentials linked to energy and water bills, wider essentials, and (in exceptional circumstances) housing costs.
85. 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 in Table 4 the full amount spent under 'food excluding FSM through the school holidays' as you know that the grant allocation has been spent in respect of food in term time and not covering FSMs, and in Table 3 provide the split across household composition to the best of your ability in accordance with the example 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 'households with children' and the full amount of the grant spent in 'wider 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 wider essentials.
 - As this is TPO spend record the full amount of the grant spend under 'Third Party Organisations' in Table 5 and record the full amount of the grant spend under 'Other' in Table 6. For all entries, please add volumes of awards and numbers of households helped when completing the MI.
86. The amount of MI available will vary considerably across each TPO. Use whatever information is already available or reasonable to collect to be as accurate as possible.
87. Shown below are some examples of how to complete the template.

Example 1

88. 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 households 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. The award was not made as a result of an application nor proactive support.
89. The total value of grant spent, the volume of awards made by the charity or voluntary organisations providing the food bank and number of households helped should be entered in Table 3 (The Authority or food bank provider will need to provide the split between household composition to the best of their ability) and column b (Food Excluding FSM support in the holidays) of Table 4. These values should be reported in column c (Third Party Organisations) of Table 5 and column c (Other) of Table 6.

Example 2

90. The Authority directly provides vouchers to vulnerable households as a result of the Authority proactively identifying the recipients. 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 household. Authorities are expected to collect or verify information to establish whether the award is made to a household with children or a household with pensioners or a disabled person. The MI template should be completed as follows:

- the value of awards should be entered in Table 3 in 'spend' row 1 column a (households with children), row 1 column b (households with pensioners), row 1 column c (households with a disabled person) and row 1 column d (other households) based on the information the Authority has been capturing to split spend across these categories.
- the volume of awards should be included in Table 3 row 2 (Volumes) column a and row 2 column b based on the information the Authority has been capturing to split the volume of awards spent across these categories.
- the number of households helped should be included in Table 3 row 3 (number of households helped) column a and row 3 column b based on the information the Authority has been capturing to split the number of households helped across these categories.
- the value of awards should be entered in Table 4 row 1 column b because it relates to food excluding FSM support outside the holidays.
- the volume of awards should be included in Table 4 row 2 column b because it relates to food
- the number of households helped should be included in Table 4 row 3 (number of households helped) column b because it relates to food
- the value of awards should be entered in Table 5 row 1 column a because it relates to vouchers
- the volume of awards should be included in Table 5 row 2 column a because it relates to vouchers
- the number of households helped should be included in Table 5 row 3 column a because it relates to vouchers
- the value of awards should be entered in Table 6 row 1 column b because it relates to proactive support
- the volume of awards should be included in Table 6 row 2 column b because it relates to proactive support
- the number of households helped should be included in Table 6 row 3 column b because it relates to proactive support

DWP engagement

91. LA Performance Relationship Managers (PRMs) from DWPs LA Partnership, Engagement and Delivery (LA-PED) division will contact Authorities to provide support and gather information throughout The Fund. LA-PED will contact Authorities for initial compliance (where necessary) including where:

- the MI templates have not been completed and returned,
- the MI templates have not been copied to the Authority's Section 151 Officer or CFO.
- an incorrect template has been used – MI should only be returned on the MI template provided. No local versions or PDF copies are acceptable.

92. 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.

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

94. Authorities are required to complete a delivery plan to outline their intentions for The Fund and to demonstrate some of the ways in which they intend to allocate their funding. The delivery plan will be due one month after the start of The Fund on 28 October 2022. At the end of the The Fund we will also ask for a summary of spend against the final delivery plan with this due at the same time as the final MI in April 2023.
95. DWP will also continue to engage with Authorities throughout the course of The Fund and will provide opportunities to engage with the department and other Authorities to share good practice and work collaboratively. DWP will continue to respond to questions we receive via the designated inbox as quickly as possible.
96. 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

97. The Fund is ring-fenced to be spent as detailed in this guidance and the accompanying grant determination. 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 upon DWP being satisfied with the MI returns. This will enable DWP to adjust the amount of the payment based on the MI returns.
98. Payment of The Fund from DWP to Authorities will be made in arrears after the interim MI return in January 2023 and the final MI return at the end of grant period in April 2023 after we have verified the MI. If an Authority feels that the payment arrangements will create significant cash flow problems, please notify DWP as soon as possible with supporting evidence. Both an interim and a final MI return will be required and grant payments will be made in respect of the periods 1 October 2022 to 31 December 2022 and 1 October 2022 to 31 March 2023.
99. MI returns **must be endorsed by the Section 151** 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.
100. The guidance for completion is provided on a separate tab within the MI template.
101. 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 Fund 1 October 2022 to 31 March 2023.
102. Spend also includes 'committed spend'. For the purpose of The Fund 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 31 March 2023 to a vulnerable household. It would be unreasonable to expect the household 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 month following the end of The Fund.

103. However, committed spend does not include large volumes of food vouchers, procured quite late in The Fund, which cannot be distributed to vulnerable households within the period of The Fund.
104. 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 Fund. Alternatively, Authorities may want to consider:
- purchasing vouchers on a sale or return basis, so that they can return any unused vouchers, or
 - expired vouchers returned to an Authority after The Fund has ended can be recycled and re-issued within a reasonable timeframe but must be done so under the same categories of spend as originally reported and under the same terms as The Fund they were issued under.
105. For audit purposes where an Authority recycles and reuses expired vouchers the Authority must confirm by email to lawelfare.pdt@dwp.gov.uk, copying in the Section 151 Officer:
- the amount that has been returned
 - reason for the return (for example, expired voucher)
 - what the original spend was reported against in their **FINAL MI** return
 - confirm they intend to spend the total unspent amount against the same category of spend for the same group.
106. The definition of committed spend for the purpose of The Fund does not affect its accounting treatment in accordance with normal rules.

107. The timetable for provision of funding is as follows:

Funding:

Payment	Amount (%)	Date	Notes
Interim	Actual grant spend up to 100% of grant allocation*	February/March 2023	Payment made in arrears
Final	Actual grant spend up to 100% of grant allocation*	June/July 2023	Payment made in arrears

*Subject to eligible spend criteria

Managing the risk of fraud

108. Fraudsters can target funds of this type.
109. 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.
110. To help mitigate this risk, Authorities should involve District Councils and other organisations chosen to administer The Fund to help identify vulnerable families, households and individuals.

111. Authorities wishing to work with TPOs to deliver The Fund 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.
112. Authorities are also encouraged to ensure checks are in place to verify the identity of those eligible.
113. Authorities are encouraged to ask neighbouring Authorities to work together to help prevent double provision and/or no provision – especially where allocation of provision is by school in one area and by residential address in another.
114. 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.
115. Authorities should ensure that they consider and put in place suitable controls when making use of vouchers as part of The Fund. 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 The Fund.
116. It is important to be vigilant to fraud and error risks in relation to housing costs, and to assure yourself that the appropriate checks are in place. Authorities should take appropriate steps to ensure they take into consideration household income and rent liability which may be requested and reviewed as set out in the grant determination. We expect Authorities to work with district councils to ensure support is going to those with genuine need and to help minimise the risk of fraud on housing support.
117. 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.
118. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify DWP immediately, explain what steps are being taken to investigate the suspicion and keep DWP 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.
119. If you suspect fraud, you should notify DWP of the:
- number of instances
 - total amount lost
120. 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 Fund.

Complying with Subsidy (previously State Aid) rules

121. The funding is intended to benefit households most in need of support with energy bills, food, related essentials, wider essentials and (exceptionally) housing costs, in order to help with global inflationary challenges and the significantly rising cost of living. The funds should not be used for any economic undertaking.

122. 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

123. The Household Support Fund funding allocation includes reasonable administration costs to enable Authorities to deliver The Fund. Authorities should deduct their administration costs from the total allocation to determine the amount remaining.

124. In all cases, Authorities should keep administrative costs to a reasonable level.

125. Administration costs for each Authority will be published on www.gov.uk alongside detail of all spend and volumes related to The Fund.

Public Sector Equality Duty

126. In accordance with the public sector equality duty, DWP has had due regard for the potential equalities impacts of this grant.

127. 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.

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

Contact

129. If you have any queries about the content of this guidance or use of the funding, you can contact lawelfare.pdt@dwp.gov.uk

Eligibility for cost of living and energy support

Detailed eligibility requirements for the Cost of Living Payments can be found at:

[Cost of Living Payment - GOV.UK \(www.gov.uk\)](https://www.gov.uk/cost-of-living-payment)

Further details on the Energy Bills Support Scheme can be found at:

[Energy Bills Support Scheme explainer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/energy-bills-support-scheme-explainer)

Eligibility requirements for the Council Tax Rebate and information on the associated £144m Discretionary Fund can be found at:

[The council tax rebate 2022-23 – billing authority guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/council-tax-rebate-2022-23-billing-authority-guidance)

Local Welfare Provision monthly data share field definitions

The definitions will be updated to include information regarding the additional data share of those who are in receipt of HB only when the details are confirmed.

File 1 – The list of individuals:

Field Name	Description
claimant1_nino	The national insurance number (NINO) of the lead UC claimant
claimant1_surname	The surname of the lead UC claimant in the Household
claimant1_forename1	The forename of the lead UC claimant in the Household
claimant2_nino	If applicable the NINO of the UC partner in the household. In some cases this may be the same as the UC claimant NINO, usually where the partner NINO data is not available.
claimant2_surname	The surname of the UC partner if Claimant 2 NINO provided
claimant2_forename_1	The forename of the UC partner if Claimant 2 NINO provided
ap_start_date	The start date of the household's UC assessment period (AP)
ap_end_month	This will always be the month of the extract.
has_children_latest_ap	Set to 1 if the UC Household is recorded to have children in the AP used for the extract 1= children 0 = no children
total_children	The number of children recorded in the UC Household for the AP used in the extract, null = no children, the field HAS_CHILDREN_LATEST_AP will also be 0 if there are no children
has_lcw_latest_ap	Set to 1 if a member of the UC Household is in the UC limited capability for work group
eligible_prescription_latest_ap	Set to 1 if the UC Household is below the Free Prescription threshold
earnings_below_fsm_threshold	Set to 1 if the UC Household is below the Free School Meal threshold
country_name	England Scotland Wales
local_authority_name	Your LA name
local_authority_code	the standard lookup code for your authority

tyf_la_id_code	the LA ID code as registered on Transfer Your File for your authority
postcode_outward_code	Postcode sector in the ward
ward_name	Name of the ward
ward_code	Code of the ward
cap_applied	True, False or Null
spare_room_subsidy_removal	True, False or Null
local_housing_allowance_applied	True, False or Null
BENEFIT_TYPE	Will show one of the following: UC PC GC SC SC/GC ESA-IR HB
PC/ESA-IR/HB_NINO	The NINO of the PC/ESA-IR/HB customer
PC/ESA-IR/HB_SURNAME	The surname of the PC/ESA-IR/HB customer
PC/ESA-IR/HB_FORENAME_1	The first name of the PC/ESA-IR/HB customer
PC/ESA-IR/HB_ADDRESS_LINE_1	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_ADDRESS_LINE_2	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_ADDRESS_LINE_3	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_ADDRESS_LINE_4	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_POSTCODE	The postcode as recorded on the PC/ESA-IR/HB customer claim
PC/ESA-IR/HB_TELEPHONE_NO1	The telephone number of the PC/ESA-IR/HB customer as reported on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_TELEPHONE_NO2	The second telephone number (if applicable) of the PC/ESA-IR/HB customer as reported on the PC/ESA-IR/HB claim
PC_APPOINTEE_SURNAME	If appropriate the surname of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_FORENAME_1	If appropriate the forename of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_ADDRESS_LINE_1	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_ADDRESS_LINE_2	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_ADDRESS_LINE_3	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim

PC_APPOINTEE_ADDRESS_LINE_4	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_POSTCODE	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_TELEPHONE_NO1	If appropriate the telephone number of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_TELEPHONE_NO2	If appropriate the second telephone number of the Personal/Corporate Acting Body as reported on the PC claim

File 2 – The Aggregate file

This shows for your Authority:

Country (England, Scotland or Wales)
 Local Authority (the name of your Authority)
 LOCAL_AUTHORITY_CODE (the standard lookup code for your authority)
 TYF_LA_ID_CODE (the Transfer Your File code for your authority)

For each postcode sector (POSTCODE_OUTWARD_CODE) in a ward (WARD_NAME),
 (WARD_CODE)

Number of Households in the ward with UC Limited Capability to Work group
 (HAS_LCW_LATEST_AP)

Number of UC households in the Authority without children (HHS_NO_CHILDREN_IN_LA)
 Number of UC households in the Authority with children (HHS_WITH_CHILDREN_IN_LA)
 Number of children in the Authority in UC households with children (NO_OF_CHILDREN_IN_LA)
 Number of UC households without children in the postcode sector that are below the Free School Meal income threshold and free prescription threshold (HHS_NO_CHILDREN_PRESC_OR_FSM)
 Number of UC households without children in the postcode sector that are below the Free Prescription income threshold (HHS_NO_CHILDREN_PRESC)
 Number of UC households without children in the postcode sector that are below the Free School meal income threshold (HHS_NO_CHILDREN_FSM)

Number of UC households with children in the postcode sector that are below the Free School Meal income threshold and free prescription threshold
 (HHS_WITH_CHILDREN_PRESC_OR_FSM)
 Number of UC households with children in the postcode sector that are below the Free Prescription income threshold (HHS_WITH_CHILDREN_PRESC)
 Number of UC households with children in the postcode sector that are below the Free School meal income threshold (HHS_WITH_CHILDREN_FSM)

Number of children in UC households in the postcode sector that are below the Free School Meal income threshold and free prescription threshold (CHILDREN_PRESCRIPTIONS_OR_FSM)
 Number of children in UC households in the postcode sector that are below the Free Prescription income threshold (CHILDREN_PRESCRIPTION)
 Number of children in UC households in the postcode sector that are below the Free School meal income threshold (CHILDREN_FSM)

Household Support Fund Oct 2022 - March 2023_Risk Register

1st November 2017

Negative Risks that offer a threat to Council Tax Reduction and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk Ek	Risk Tolerance			Actions to be undertaken (Include dates as appropriate)	Resp. Officer	Escalation			Portfolio Flag	Audit Trail										
									Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating			Date	Escalated to: DRR/CRR	Escalated by:		Date	Date risk identified	Directorate Flag	Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:				
1	Poor quality data/ modelling of households in need	Poor quality data/ issue of data sources	Under estimation or incorrect identification of households in need.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	Results are sample tested back against real life data and other data sets within the Benefits Service	➔	1	3	3	NK																				
2	Incorrect identification of those households in need within statutory equalities groups	Poor quality data/issue of data sources and/or poor matching to known equalities data sources	Households that should benefit from such awards within certain equalities groups, do not.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	Full EqIA completed and close working with Equalities Team	➔	1	3	3	NK																				
4	Award mechanism not in place by required deadlines	Procurement timescales not aligning to those needed within the project/political request for distribution. Poor quality advise	Award mechanism not being in place and households therefore not receiving additional financial assistance. Legal challenge to procurement process.	Open	Legal Financial Reputational	Graham Clapp	Close joint working with colleagues in Procurement Support/weekly update meeting/senior sign off of any decisions made.	➔	1	1	1	NK																				
5	Award mechanism not fit for purpose	Market research not being conducted fully/testing of product.	Award mechanism not being in place in time. Contact by those affected to resolve issues. Reputational damage.	Open	Service Provision Communities Financial Reputational	Graham Clapp	Product put forward has been fully tested and used in Free School Meals vouchers exercise on numerous occasion and with same supplier.	➔	1	1	1	NK																				

Positive Risks that offer an opportunity to Council Tax Reduction and its Aims (Aim - Increase Level of Risk / Opportunity)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk Ek	Risk Tolerance			Actions to be undertaken (Include dates as appropriate)	Resp. Officer	Escalation			Portfolio Flag	Audit Trail										
									Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating			Date	Escalated to: DRR/CRR	Escalated by:		Date	Date risk identified	Directorate Flag	Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:				
1	Increase assistance to low income households facing fuel/food poverty.	Additional grant of £4m by DWP to enable increased financial assistance	Reduce further financial pressures on low income families, especially following welfare reform and cost of living crisis impacts and withdraw of associated support	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	NA	➔	3	3	9	4,000																				

Equality Impact Assessment [version 2.9]



Title: Household Support Fund (October 2022 – March 2023)	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Finance	Lead Officer name: Denise Murray
Service Area: Benefits Service	Lead Officer role: Service Director – Finance

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

In May 2022, the Chancellor announced that there will be a third round of the Household Support Fund to cover the period from October 2022 to March 2023, with a further £500 million being released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This is for the period of October 2022 to March 2023 and funding has been confirmed at £4,039,965.

Eligibility criteria are contained in 3.2 of the policy in appendix A of the Cabinet papers, but the main difference associated with this round is that the grant is no longer ringfenced to any particular cohort of people. Any grant should predominately be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/beddings, clothing, baby/sanitary products) and housing costs (in exceptional circumstance).

Details regarding how any fund may be implemented are contained within 3.3 of the policy in appendix A as well as proposed/agreed spend under section 4.

Due to lack of notice given by government and the impending October half term holidays, the Council has already used a proportion of the new estimated £4m grant, to assist 22,000 Free School Meal/Pupil Premium children during the half term period, by awarding a £15 voucher in respect of each child. The spend accounts for £331k of this estimated allocation for this week. This commitment is in line with previous support provided to these children for most school holidays since October 2020, by Bristol City Council.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

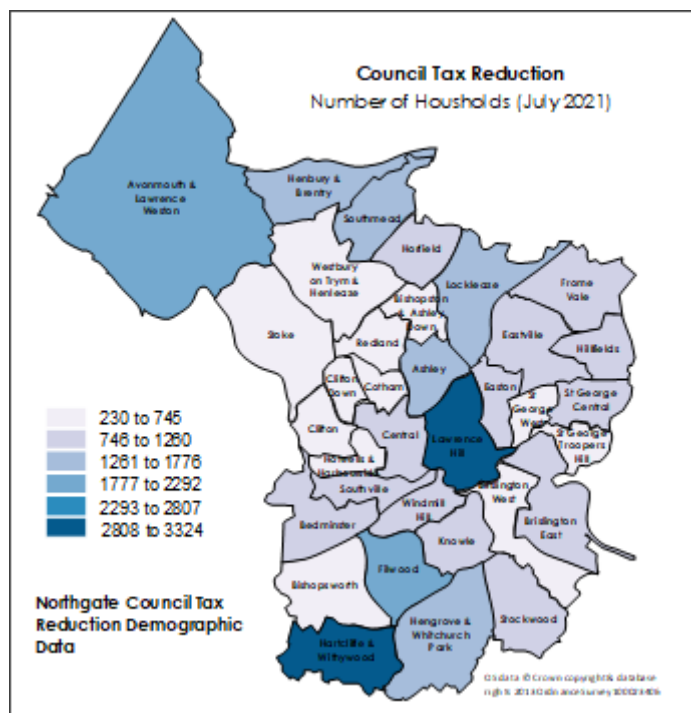
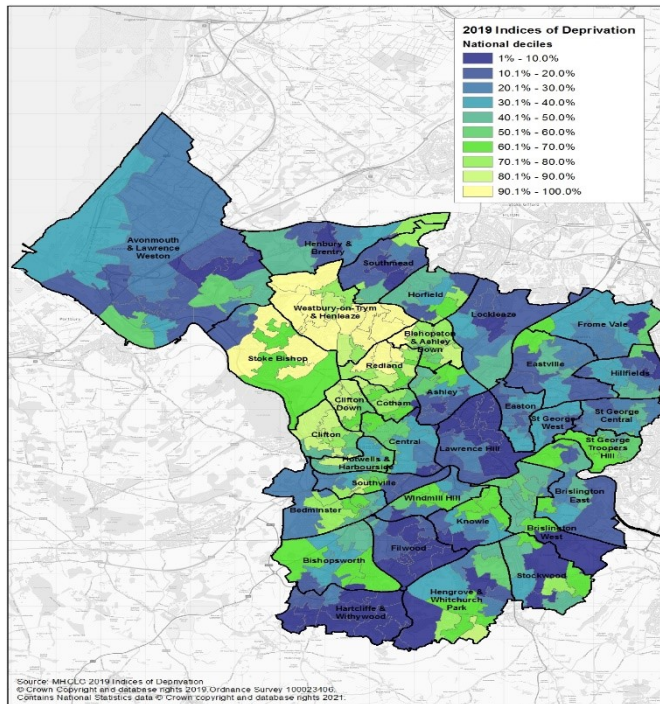
Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Housing Benefit/Council Tax Reduction data (Single Housing Benefit Extract (SHBE)/CTR demographics) [Northgate HB/CTR database]	The maps show that CTR awards are greater in areas of high deprivation e.g. Lawrence Hill, Hartcliffe and Withywood, Avonmouth and Lawrence Weston, Ashley, Filwood, Lockleaze, Southmead and Brislington East.



Quality of Life June 2022 — Open Data Bristol

The Quality of Life in Bristol survey shows there are significant disparities based on peoples characteristics and circumstances in the extent to which they find it difficult to manage financially:

Quality of Life Indicator	% who find it difficult to manage financially
16 to 24 years	12.5
50 years and older	6.7
65 years and older	3.2
Female	8.6
Male	8.5
Disabled	21.6
Asian /Asian British	9.9
Black/Black British	19.8

	Mixed/Multiple Ethnicity	16.3
	White British	7.8
	White Minority Ethnic	8.4
	Lesbian Gay or Bisexual	12.7
	No Religion or Faith	8.0
	Christian Religion	8.3
	Other Religions	18.2
	Carer	10.7
	Full Time Carer	14.0
	Part Time Carer	9.7
	Single Parent	28.6
	Two Parent	9.6
	Parent (all)	12.0
	No Qualifications	10.0
	Non-Degree Qualified	12.9
	Degree Qualified	6.7
	Rented (Council)	20.3
	Rented (HA)	20.6
	Rented (Private)	14.6
	Owner Occupier	4.6
	Most Deprived 10%	18.8
	Bristol Average	8.7
Additional comments:		

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Whilst we have local diversity data for comparison, our existing Housing Benefit (HB) and Council Tax Reduction (CTR) database does not hold data on: religion/belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, gender reassignment or disability (however it does show if a disability related benefit is in payment). This payment provides an indication of who is in receipt of this benefit payment.

Some limited data is held on ethnicity, but this is of poor quality due to the low response rates to equality questions asked on application forms (which we have asked for our supplier to enhance).

We do hold geographical location data for our current claim database, and we have been able to use census and other data to help fill the gaps in data.

We have tried to match with other datasets including the Department for Work and Pensions (DWP) Universal Credit data files extracts, but they only contain information relating to National Insurance numbers, income and number of children.

We also know some Equality groups in the city find it hard to manage and so we will bear this in mind when assessing who the next tranche of funding is allocated to.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Due to the short timeframes, yet again from central government around funding for the Hardship Support Fund (3) October 2022 to March 2023, a full-scale consultation process has not been possible.

However, there has been previous engagement with a multitude of internal stakeholders, including the BCC's Bristol Community Development Team, Food Strategy Board, Community Exchange, and externally Citizens Advice, Feeding Bristol, Centre for Sustainable Energy and AgeUK to explore best possible solutions around the distribution of this grant. This will continue with the remaining part of this grant for 2022/23. (Note this list is not exhaustive).

Feedback from the previous grant exercises of the same fund, found that distribution of free school meals electronic vouchers via schools/educational establishments worked well, with redemption rates being in the high ninety percent. This is compared to the paper vouchers exercise in Winter 2022 to those households on Council Tax Reduction, where redemption rates were on in the low eighty percent. In addition to lower take up, there was a greater assistance needed to redeem the paper vouchers and therefore administrative burden on the council and third sector. Feedback from both exercises, was that the additional monies quite a difference on food/fuel poverty within these households, but we also need to longer term solutions, where possible within the timeframes, and these have been further developed this time round.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Engagement will continue with stakeholders as the proposals go through the council's decision making pathway on the remaining fund as well as working closely with its consultation and engagement team.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
We have not identified any significant negative impact from the proposal and overall we expect the award of monies through the Hardship Support Grant will have a positive impact on people from protected characteristic groups who find it more difficult to manage financially. We are aware that our allocation process (using HB/CTR data) may mean some groups disproportionately benefit, whereas other groups may not to the same extent. The main mitigation/justification is that allocation will be based on robust measures and indicators of financial hardship - see below for specific mitigations and comments.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The proposal is to award any grants to those low income households with children only. Therefore, this this is likely to predominantly benefit younger families.
Mitigations:	A large proportion of this grant will also focus on childless households and those older groups and include those facing gas, electricity and utility poverty.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	A large proportion of the grant will focus on households with children, with there no longer being a ring fence of awards to older people. Some monies will still however be awarded to organisations that specifically assist older people.
Mitigations:	Some of the grant will be ring fenced to organisations that assist older people, plus some given to more general funds, that award regardless of age. There will also be a residual amount of funding, deliberately not ring fenced at present, so later decisions can be made to target any group that is later found to be under represented.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Possible over representation when compared to Department for Work and Pensions (DWP) official estimates showing 18% of working age adults are disabled, whereas in HB/CTR (when using the definition to be households in receipt of DLA, PIP, or the Support Component of ESA are in payment for either the claimant or the partner) shows 25% which is higher than Bristol's working age indicator of 12.4%.
Mitigations:	This overrepresentation is by design within a benefit system to recognise additional costs/expenditure within this group and the fact that not everyone with a disability will be in receipt of a disability benefit, it is likely that this figure is an underestimate. The fund will take account of people who may not be in receipt of PIP however may be claiming other in work related benefits.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is possible overrepresentation and despite that the fact that the amount of single people of working age without children is roughly equal 50%/50% and reflects Bristol's sex split, women make up over 95% of single parent households in our current HB/CTR caseload which is higher than average for the South West of 84.7%
Mitigations:	None

Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																																																																																
Potential impacts:	We do not hold any data on sexual orientation however there is no reason to suppose that this protected characteristic would be differently distributed across the working age HB/CTR caseload compared to the wider population.																																																																																
Mitigations:	None																																																																																
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																																																																																
Potential impacts:	We do not hold any data on pregnancy and maternity however it would be reasonable to assume that this protected characteristic may be overrepresented in our current working age caseload due to the high number of families with children and particularly of female lone parents (see 'sex').																																																																																
Mitigations:	None																																																																																
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																																																																																
Potential impacts:	We do not hold any data on gender reassignment however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.																																																																																
Mitigations:	None																																																																																
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																																																																																
Potential impacts:	<p>Census data from 2011 carries information on the ethnicity of Bristol's residents as shown in table 1 below.</p> <p>This shows 16% being Black, Asian and minority ethnic and 5.1% being White (other than UK or Ireland).</p> <p>It is likely that the majority of the 5.1% white group is comprised of European nationals as this correlates with table 2 that shows 4.6% with a European (non-UK) and Office for National Statistics) ONS data showing 4.7% of Bristol's population hold an EU passport.</p> <p>Table 1. Ethnic Group (KS201EW)</p> <table border="1"> <thead> <tr> <th></th> <th>Count</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>All Usual Residents</td> <td>428234</td> <td></td> <td></td> </tr> <tr> <td>White; English/Welsh/Scottish/Northern Irish/British</td> <td>77.9</td> <td>%</td> <td></td> </tr> <tr> <td>White; Irish</td> <td>0.9</td> <td>%</td> <td></td> </tr> <tr> <td>White; Gypsy or Irish Traveller</td> <td>0.1</td> <td>%</td> <td></td> </tr> <tr> <td>White; Other White</td> <td>5.1</td> <td>%</td> <td>5.1%</td> </tr> <tr> <td>Mixed/Multiple Ethnic Groups; White and Black Caribbean</td> <td>1.7</td> <td>%</td> <td></td> </tr> <tr> <td>Mixed/Multiple Ethnic Groups; White and Black African</td> <td>0.4</td> <td>%</td> <td></td> </tr> <tr> <td>Mixed/Multiple Ethnic Groups; White and Asian</td> <td>0.8</td> <td>%</td> <td></td> </tr> <tr> <td>Mixed/Multiple Ethnic Groups; Other Mixed</td> <td>0.7</td> <td>%</td> <td></td> </tr> <tr> <td>Asian/Asian British; Indian</td> <td>1.5</td> <td>%</td> <td></td> </tr> <tr> <td>Asian/Asian British; Pakistani</td> <td>1.6</td> <td>%</td> <td></td> </tr> <tr> <td>Asian/Asian British; Bangladeshi</td> <td>0.5</td> <td>%</td> <td></td> </tr> <tr> <td>Asian/Asian British; Chinese</td> <td>0.9</td> <td>%</td> <td></td> </tr> <tr> <td>Asian/Asian British; Other Asian</td> <td>1</td> <td>%</td> <td></td> </tr> <tr> <td>Black/African/Caribbean/Black British; African</td> <td>2.8</td> <td>%</td> <td></td> </tr> <tr> <td>Black/African/Caribbean/Black British; Caribbean</td> <td>1.6</td> <td>%</td> <td></td> </tr> <tr> <td>Black/African/Caribbean/Black British; Other Black</td> <td>1.6</td> <td>%</td> <td></td> </tr> <tr> <td>Other Ethnic Group; Arab</td> <td>0.3</td> <td>%</td> <td></td> </tr> <tr> <td>Other Ethnic Group; Any Other Ethnic Group</td> <td>0.6</td> <td>%</td> <td>16%</td> </tr> </tbody> </table>		Count			All Usual Residents	428234			White; English/Welsh/Scottish/Northern Irish/British	77.9	%		White; Irish	0.9	%		White; Gypsy or Irish Traveller	0.1	%		White; Other White	5.1	%	5.1%	Mixed/Multiple Ethnic Groups; White and Black Caribbean	1.7	%		Mixed/Multiple Ethnic Groups; White and Black African	0.4	%		Mixed/Multiple Ethnic Groups; White and Asian	0.8	%		Mixed/Multiple Ethnic Groups; Other Mixed	0.7	%		Asian/Asian British; Indian	1.5	%		Asian/Asian British; Pakistani	1.6	%		Asian/Asian British; Bangladeshi	0.5	%		Asian/Asian British; Chinese	0.9	%		Asian/Asian British; Other Asian	1	%		Black/African/Caribbean/Black British; African	2.8	%		Black/African/Caribbean/Black British; Caribbean	1.6	%		Black/African/Caribbean/Black British; Other Black	1.6	%		Other Ethnic Group; Arab	0.3	%		Other Ethnic Group; Any Other Ethnic Group	0.6	%	16%
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Table 2. Country of Birth (KS204EW)

All Usual Residents	Count	428234
England	%	81.3
Northern Ireland	%	0.4
Scotland	%	1.1
Wales	%	2.4
Ireland	%	0.7
Other EU; Member Countries	%	2.1
Other EU; Accession Countries	%	2.5
Other Countries	%	9.5

The HB/CTR caseload is estimated to contain 25% of those from Black, Asian and minority ethnic communities a group which is overrepresented within the caseload and at ward level when compared to the population of Bristol as a whole which is 16%, (especially those central wards and those to the inner east of the city).

Data for HB/CTR caseload regarding European nationals is not available and this area is further complicated by the fact that many European nationals will be excluded by HB/CTR regulations for receiving any support.

Mitigations: There will be further work to look at targeting assistance to those that have No Recourse to Public Funds (e.g. refugees, asylum seekers, those failing to register under EUSS) from the remaining grant.

Religion or Belief Does your analysis indicate a disproportionate impact? Yes No

Potential impacts: Other religious groups are overrepresented in groups that state they are finding it hard to financially manage.

We do not hold any data on religion and belief for our HB/CTR caseload.

Data from the Office for National Statistics shows the three largest groups in Bristol to be Christian 47%, no religion 37%, and Muslim 5%

Table 3. Religion (QS208EW)	Number / %age	
All Usual Residents	428234	
Christian	200254	47%
Buddhist	2549	1%
Hindu	2712	1%
Jewish	777	<1%
Muslim	22016	5%
Sikh	2133	<1%
Other Religion	2793	1%
No Religion	160218	37%
Religion Not Stated	34782	8%

By LSOA we see the considerable variation for the top three groups by 2011 Census data as follows:

Christian 20% to 99%
 No religion 15% to 58%
 Muslim 0% to 16%

The three maps below, maps 2-4 show the distribution within Bristol of these three largest groups within the protected characteristic of 'religion and belief'.

Comparing these with the first map of distribution of CTR suggests a correlation between areas with high proportion of Muslim residents and high CTR demand (central areas) but also high demand in some peripheral areas where there are high proportions of Christians or those with no religion.

Map 2. Distribution of % Christian residents of Bristol from 2011 Census data (the darker the colour the greater the value).



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Map 3. Distribution of % 'no religion' residents of Bristol From 2011 Census data (the darker the greater the value)



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Map 4. Distribution of % Muslim residents of Bristol From 2011 Census data (the darker the colour the greater the value)



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Mitigations:	None
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not hold any data on marriage and civil partnerships however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.
Mitigations:	None
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	See original map distribution of CTR.
Mitigations:	None
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not hold any data on gender reassignment however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.
Mitigations:	None
Other groups	[Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]
Potential impacts:	There may be other groups that may not qualify for this initial voucher award in other groups and are hard to identify.
Mitigations:	There will also be a residual amount of funding, deliberately not ring fenced at present, so later decisions can be made to target any group that is later found to be under represented.

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

As per section 3.1. the award of monies through the Hardship Support Grant will only have a positive impact of those protected or relevant characteristics, but by using HB/CTR data there may be some groups that disproportionately benefit, where other groups may not.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

There are no significant negative impacts, although it is possible that some equalities groups may not benefit from this fund when compared to others, and other groups benefit more due to higher representation in the Free School Meal cohort. This fund does not take account of equality groups who find it financially hard to manage but whose children are not on Pupil Premium.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The Household Support fund will advance equality of opportunity for those protected characteristic groups who are more likely to experience financial hardship, and who also receive Pupil Premium and who are at a disadvantage.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
None		

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Total grant funding although £4m to Bristol City Council, individual awards are not sums that will have a major impact of those households/take them out of benefit entitlement but will assist for a short term with immediate needs to pay food and utility /clothing bills for the period October 2022 to March 2023.

The impact is to help reduce food /fuel poverty over this period, but this will be difficult to measure as the effect will be relatively short term but will measure against contacts to the Citizen Service Point (CSP) for this type of advice and against applications to the council's Local Crisis and Prevention Fund over the same period, plus feedback from third sector organisations and in particular those commissioned to distribute some of this fund.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Denise Murray
Date: 5/10/2022	Date: 17/10/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Eco Impact Checklist

Title of report: Household Support Fund (October 2022 – March 2023)				
Report author: Matt Kendall				
Anticipated date of key decision				
Summary of proposals:				
<p>In May 2022, the Chancellor announced that there will be a third round of the Household Support Fund to cover the period from October 2022 to March 2023, with a further £500 million being released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This is for the period of October 2022 to March 2023 and funding has been confirmed at £4,039,965.</p> <p>Eligibility criteria are contained in 3.2 of the policy in appendix A of the Cabinet papers, but the main difference associated with this round is that the grant is no longer ringfenced to any particular cohort of people. Any grant should predominately be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/beddings, clothing, baby/sanitary products) and housing costs (in exceptional circumstance).</p> <p>Details regarding how any fund may be implemented are contained within 3.3 of the policy in appendix A as well as proposed/agreed spend under section 4.</p> <p>Due to lack of notice given by government and the impending October half term holidays, the Council has already used a proportion of the new estimated £4m grant, to assist 22,000 Free School Meal/Pupil Premium children during the half term period, by awarding a £15 voucher in respect of each child. The spend accounts for £331k of this estimated allocation for this week. This commitment is in line with previous support provided to these children for most school holidays since October 2020, by Bristol City Council.</p>				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	No			
The appearance of the city?	No			
Pollution to land, water, or air?	No			
Wildlife and habitats?	No			
Consulted with: N/A				

Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>	
None expected	
Checklist completed by:	
Name:	Matt Kendall
Dept.:	Benefits Service
Extension:	
Date:	29 September 2022
Verified by Environmental Performance Team	17/10/2022

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

MEETING DATE: 1 November 2022

TITLE	2022/23 P6 Finance Exception Report		
Ward(s)	n/a		
Author: Jemma Prince	Job title: Finance Business Partner - Planning		
Cabinet lead: Cllr Craig Cheney, Deputy Mayor - Finance, Governance and Performance	Director lead: Denise Murray, Director - Finance.		
Proposal origin: Other			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>This report is to make Cabinet aware of any material finance changes that have occurred since the detailed Quarter 2 report was presented. It covers Period 6 (September 2022 extrapolated). The report also serves as a mechanism for any finance approvals or adjustments that are required on the Council's approved budget.</p>			
Evidence Base:			
<p>Since the Quarter 2 Finance report to Cabinet, there are several changes in the 2022/23 financial position to bring to the attention of Cabinet and as such this report includes:</p>			
<p>General Fund summary</p> <ul style="list-style-type: none"> ○ General Fund is currently forecasting a risk adjusted overspend of £12.3m, 2.9%, on the approved gross budget of £431.1m (movement of £3.8m) attributed to Adults and Children Social Care and benefits loss of subsidy for Exempt Accommodation. ○ General Fund savings programme of £24.4m for 2022/23 as agreed by Council reports £5.1m, 21%, at risk (£8.7m/36% at Q2). This reduction in risk reflects the application of £3.6m optimism bias and savings contingency. A number of these savings' delivery risks are captured in the forecast outturn above and or directorate risk and opportunities log; however, it should be noted that not all risks are formally acknowledged in the outturn and as such this represents an underlying additional risk. 			
<p>The Ring-fenced Accounts summary</p> <ul style="list-style-type: none"> ○ Housing Revenue Account (HRA) is forecasting no material movement in adverse variance against its £112.6m net expenditure budget (forecast at Q2 to be £2.0m, 1.8%). This overspend is largely caused by increases in energy costs, the Housing IT transformation programme as well as fire survey requirements. ○ Dedicated Schools Grant (DSG) net budget is forecasting no material movement in deficit against its £421.5m ring-fenced budget in-year (forecast at Q2 to be £19.9m, 4.7%) taking total accumulated carry forward opening deficit for 2023/24 to £44.6m. ○ The Public Health Grant allocation for 2022/23 is £34.6m and no variation is forecast (again in line with the forecast at Q2). 			
<p>Capital Programme</p> <ul style="list-style-type: none"> ○ The Capital programme budget has been revised at P6 to £253.0m (from £333.9m at P5/Q2). It comprises £179.6m budget for General fund and £73.4m budget for the HRA. Against this revised budget, the forecast variation at P6 is a net £4.7m (1.8%) underspend and comprises a £4.4m/1.7% underspend against the General fund budget and a £0.3m/0.1% underspend against the HRA budget. 			
External Funding Decision			

- Approval is sought to submit bids (subject to finance due diligence) for the following 2 external funding requests. In both cases it is confirmed that partners have gone through a compliant procurement route. In addition, no contributions (e.g. match funding) are required from BCC's capital or revenue programme. In both cases, notification of award or of any material variation is to come back to Cabinet under separate report as key decisions due to the related award values.
- Heat Pump Ready Programme, Stream 1 - Solutions for high-density heat pump deployment.
As part of our response to the recommendations of the 2021 Citizen's Assembly, Bristol City Council has been undertaking a feasibility study on heat pump installation as part of the Department for Business, Energy and Industrial Strategy's Heat Pump Ready Programme, within the Westbury on Trym area. Cabinet approval is sought to submit a Phase 2 bid. If successful, the Bristol Heat Pump Ready project will deliver innovative and high-quality citizen engagement and installation of heat pumps in up to 200 homes in the Westbury on Trym area. This will be achieved by working with local businesses, ensuring excellent heat pump system design and targeting the most heat pump ready homes. The bid includes partners Buro Happold, the Centre for Sustainable Energy and the Green Register. Details of the bid are bid being finalised for submission in early November and the value will be up to £4m.
- Net Zero Cities Pilot Cities Programme, Horizon 2020, the 2014-2020 Research and Innovation Framework Programme of the European Commission
To help secure additional investment in decarbonisation of the city the city council is working with partners on innovative finance mechanisms. Cabinet approval is sought to submit a proposal to this funding call to create a "Net Zero Innovation Lab" in Bristol focused on testing and deploying new finance initiatives to fund the transition to carbon neutrality, and to share the learnings from those innovations with other Climate Neutral and Smart Cities Mission cities. It will build on experience in Bristol, working with partners including the City Leap Energy Partnership, Bristol and Bath Regional Capital and Bristol Green Capital Partnership and will include work with communities to identify their needs for climate investment. Details of the bid are bid being finalised for submission in early November and the value will be up to 1.5m Euros.

Details of P6 revenue and capital exceptions are provided in Appendix A1 with details of supplementary estimates following in appendices A2 to A8.

Cabinet Member / Officer Recommendations:

That Cabinet approves:

- The following supplementary estimates following temporary redirection of earmarked reserves to general reserves and delegated authority to realign those general reserves to meet Q2 spending requirements as approved by Cabinet at P5/Q2:
 - Appendix A2 – Summary virement adjustments for supplementary estimates
 - Appendix A3 – G&R Waste
 - Appendix A4 – People - Adults
 - Appendix A5 – People - Children
 - Appendix A6 – People - Education
 - Appendix A7 – G&R Energy
 - Appendix A8 – G&R Housing
- The submission of the 2 external funding bids (subject to finance due diligence):
 - Heat Pump Ready Programme, Stream 1 - Solutions for high-density heat pump deployment up to £4m
 - Net Zero Cities Pilot Cities Programme, Horizon 2020, the 2014-2020 Research and Innovation Framework Programme of the European Commission up to 1.5m Euros
 Details of these 2 bids are set out in Appendix A1 Sections 7.1.1 and 7.1.2.
 Notifications of award or of any material variation is to come back to Cabinet under separate report as key decision due to the related award values.

That Cabinet notes:

- The General Fund risk adjusted forecast overspend of £12.3m, noting further mitigations continue to be

explored.

- The virement adjustments made as per Appendix A2
- The significant growing pressure in housing benefit due to a shortfall in subsidy where exempt accommodation providers are commissioned. For 23/24 onwards, the Benefits division will transfer the budget to the relevant commissioning division, either Adult Social Care or Housing Options.
- That any actual year end favourable improvement as compared to the revised Budget net expenditure position is to be utilised to replenish the Feasibility Fund in line with the capital strategy (£0.7m).
- The forecast overspend of £2.0m within the HRA (with actual end of year position being funded by a transfer to or from the HRA general reserve).
- The forecast in-year deficit of £19.9m accumulating to a total £44.6m carried forward deficit in the DSG for 2023/24, and that the Council and the Schools Forum are developing a mitigation plan which will seek to address the High Needs overspend.
- The forecast £4.7m underspend (£4.4m underspend for the General Fund and a £0.3m underspend on HRA) against the latest approved Capital Programme's Budget.

Corporate Strategy alignment:

This report sets out progress against our budget, part acting in line with our organisational Theme of Effective Development Organisation, making sure that we are financially competent and resilient, offering good value for money (page 58).

City Benefits:

Cross priority report that covers whole of Council's business

Consultation Details: n/a

Background Documents: n/a

Revenue Cost	See above	Source of Revenue Funding	Various
Capital Cost	See above	Source of Capital Funding	Various
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The resource and financial implications are set out in the report

Finance Business Partner: Jemma Prince – Finance Business Partner – 20 October 2022

2. Legal Advice: The report, including the detail set out in Appendix A1, will assist Cabinet to monitor the budget position, with a view to meeting the Council's legal obligation to deliver a balanced budget.

Legal Team Leader: Husinara Jones - Legal Service Team Manager – 19 October 2022

3. Implications on IT: n/a

4. HR Advice: Recruitment controls are in place. Any advertising of roles and extensions to contracts including agency workers are subject to Chief Executive/Executive Director approval. Savings arising from vacancies are to be held and used to off-set budget pressures. Permanent deletion of vacancies is being considered by the Chief Executive/Executive Directors on a case-by-case basis. A scheme to reduce the number of managerial roles across the organisation has so far secured 41 approved cases, with a minimum confirmed saving of £1.52m with effect from 1 April 2023 (further validated savings expected). Other measures to reduce staffing are under consideration as part of or alongside the 2023/24- budget proposals.

HR Partner: James Brereton - Head of Human Resources – 19 October 2022

EDM Sign-off	Denise Murray	20/10/2022
Cabinet Member and Mayor's Office sign-off	Mayor	24/10/2022

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Bristol City Council - Finance Exception Report Period 6 2022/23

1. HIGH LEVEL SUMMARY FINANCIAL POSITION

- 1.1. This report sets out the Period 6 full year forecast for 2022/23 (September 2022 extrapolated). It is an exception report and as such is intended to focus on key financial issues for the Council including movements since Period 5/Quarter 2 as reported to October's Cabinet. It is not a full financial forecast for each division and no significant variances have been identified or accelerated by budget holders beyond those issues highlighted.
- 1.2. The Period 8/Quarter 3 full year forecast report for 2022/23 will cover all directorate and divisional performance in-depth. It is scheduled to be reported to January's Cabinet.
- 1.3. The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending in line with each directorate's overall budget limit. Budget holders forecasting a risk of overspend, which can potentially be brought back in line with their budget, should in the first instance set out in-service options for mitigation. Where these are considered undeliverable, or pressures cannot be contained across the directorate, the budget scrutiny process will be triggered, with the potential for a request to be made for the Executive to consider granting a supplementary estimate redirecting funds from an alternative source.
- 1.4. As part of Period 5/Q2 detailed review and full financial forecast, a request to realign budget funds was approved by Cabinet. Supplementary estimates for which Cabinet approval is requested and supporting details of those movements for which delegated authority is since applicable are included in appendices A2-A8.

2. GENERAL FUND REVENUE POSITION

- 2.1. The assessment at Period 6 shows that the Council's scheduled General Fund is currently forecasting a risk adjusted overspend of £12.3 million (this is a 2.9% adverse variance on the approved gross budget of £431.1 million) and represents a movement of £3.8 million when compared to the £8.5 million at Period 5/Q2 after the application of £2.4 million management mitigations). Adults and Children Social Care and benefits loss of subsidy for Exempt Accommodation account for these new pressures.
- 2.2. The table below shows the Period 6 summary forecast position by directorate.

Table 1

<i>Period 6 Exception - Summary</i>	Revised Budget	Q2 Variance	Q2 Variance including Mitigations	Q2 Variance as % Net Budget	Release of Corporate Contingencies	Supplementary Estimate Released	P6 Exceptions	P6 Variance	P6 Variance as % Net Budget
	£000s	£000s	£000s	%		£000s	£000s	£000s	£000s
Total People	263,168	14,950	14,697	5.6%	(1,698)	(12,999)	2,653	2,653	1.0%
Total Resources	43,479	2,000	1,150	2.6%	(1,000)	(150)	1,100	1,100	2.5%
Total Growth & Regeneration	61,542	8,307	6,965	11.3%	(3,801)	(3,165)	0	0	0.0%
SERVICE NET EXPENDITURE	368,189	25,257	22,812	6.2%	(6,499)	(16,313)	3,753	3,753	1.0%
Total Corporate Items & Reserves	62,863	(22,812)	(22,812)	-36.3%	6,499	16,313	0	0	0.0%
TOTAL REVENUE NET EXPENDITURE	431,052	2,445	0	0.0%	0	0	3,753	3,753	0.9%
Pay Award Risk	0	6,352	6,352		0	0	0	6,352	0
Inflation Risk	0	2,187	2,187		0	0	0	2,187	0
Released General Reserves	0	0	0		0	0	0	0	0
Total Corporate Risks Items	431,052	10,984	8,169	2.0%	0	0	3,753	12,292	2.9%

2.3. People Directorate

2.3.1 The People Directorate reported a £14.7 million overspend at Period 5 (after mitigating actions of £2.0m). As at Period 6 the forecast pressure has increased by £2.7 million to £17.4 million. The £2.7 million adverse movement in forecast comprises of £0.6 million in Adult Social Care and £2.0 million in the Children and Families Service. The overspend is attributed to a range of different activities across the directorate and after the identification and application of service recovery actions is being mitigated by a combination of the release of Corporate Contingencies of £1.7 million and Supplementary Estimates funded from a release of funds totalling £13.0 million from a range of reserves.

2.3.2 Adult Social position at Period 6 is a £3.4 million forecast overspend (before supplementary estimates). This compares with the Period 5 position overspend of £2.7 million (after mitigations). The worsening position since Period 5 is £0.6 million as per Table 2 below. This mainly relates to realisation of redundancy costs at South Bristol Rehab Centre which will reduce the efficiency delivered. Whilst adult purchasing budgets improved by £0.378 million, non-adult purchasing budgets, which are employee budgets, and other service areas deteriorated by £0.657 million. In addition saving proposals were reduced by £0.365 million reflecting fewer remaining months of the year in which to deliver the interventions.

2.3.3 The key variances for Adult Social Care (ASC) are as shown in Table 2 below:

Table 2

Financial Year 2022/23	Revised Budget 2022/23 £'000s	2022/23 Projection @ P06 £'000s	Projection Variance @ P06 £'000s	Change from P05 £'000s
Adult Purchasing				
Older Adults 65+	72,744	75,412	2,667	(118)
Working Age Adults 18 - 64	85,095	89,613	4,518	(208)
Preparing for Adulthood	9,726	11,298	1,571	353
Social Care Support	2,660	2,840	181	35
Income - Service User Contribution Only	(25,582)	(26,674)	(1,092)	(440)
	144,644	152,488	7,844	(378)
Non Adult Purchasing				
Employees	36,013	33,620	(2,393)	159
Other - Net Costs	(10,835)	(11,069)	(234)	498
	25,178	22,551	(2,627)	657
Mitigations		(1,821)	(1,821)	365
Totals per budget report	169,821	173,218	3,396	644

2.3.4 Children and Families Service budgets are forecasting a pressure of £12.2 million at Period 6 on a budget of £71.7million. Movements in Children and Families Service are summarised in Table 3 below.

2.3.5 The main challenge and movement within Children's Period 6 forecast relates to placement costs where an increased forecast spend in both External Supported Accommodation (ESA) and Out of Area (OOA) high costs placements have been approved; offset slightly by savings anticipated in staffing costs. The service is currently working through mitigating actions to reduce this pressure,

both in terms of immediately deliverable opportunities and identifying options and proposals for future year budget management.

Table 3

2021-22			2022-23 Forecast as at September 2022			
Outturn	Children's Service		Revised Budget	Forecast Outturn	Outturn Variance	Movements from P5
£000s			£'000			
4,416	112	Joint Commissioning (Children)	4,660	4,486	(174)	(40)
9,504	113	Targeted Support	8,942	8,416	(526)	(69)
2,013	153	Quality Assurance, BSCB	1,898	1,905	7	(23)
2,499	154	Area Social Work (North)	2,351	2,344	(7)	58
4,120	155	Area Social Work (East/Central)	3,750	4,361	610	22
2,918	156	Area Social Work (South)	2,833	2,920	87	(43)
7,687	157	Children & Aftercare teams	8,657	8,731	74	(100)
33,053	158	Internal & External Placements	31,803	44,192	12,390	2,393
1,990	159	Children & Family Support - Management	2,384	1,642	(741)	(298)
1,655	15A	Safeguarding and Area Services	1,757	2,104	346	65
2,188	15B	Specialist Services	2,358	2,504	146	20
260	15C	Community Safety	309	301	(8)	(9)
72,301	Division: Children and Families Services		71,702	83,906	12,204	1,976

2.3.6 There is no significant movement in the Education and Skills service reported at Period 6.

2.4. Resources Directorate

2.4.1 The Resources Directorate is forecasting a £1.1million pressure in Period 6 due to Housing Benefits subsidy loss on exempt accommodation.

2.4.2 Paragraph 4(10) of Schedule 3 to the Housing Benefit and Council Tax Benefit (Consequential Provisions) Regulations 2006 defines Exempt accommodation as accommodation provided by a non-metropolitan county council in England, a housing association, registered charity, or voluntary organisation if that landlord, or someone acting for the landlord, also provides the claimant with care, support or supervision.

2.4.3 The tenant qualifies for the enhanced housing benefit payment, which is paid by the Department for Work and Pensions (DWP) via the housing benefit system and the claim is administered by the Council. However, housing benefit funds housing costs only and in the case of supported accommodation these include 'intensive housing management costs' (such as additional wear and tear, higher replacement costs) etc. Funding for the provision of support must be found from elsewhere. Qualifying providers can therefore receive HB payments that are in excess of LHA rates or social sector 'general needs' rents as these will include additional wear and tear, higher replacement costs etc.

2.4.4 Normal benefit subsidy rules do not apply and where a housing benefit claim is received from a tenant of a Registered Provider the Council will normally recover 100% of the cost via subsidy from the DWP. In the case of a charity or voluntary organisation the Council can only recover 60% (or zero subsidy) from DWP of the difference between the LHA level and the amount of the Enhanced HB claim.

2.4.5 There are currently around 18 exempt accommodation providers in Bristol for which the Council receives less than 100% subsidy providing around 545 units to claimants who have additional needs ranging from mental health, domestic abuse, learning difficulties, drug and alcohol

addiction or issues following homelessness. 13 of the 18 providers are commissioned by either Adult Social Care and/or Housing Options, with the remaining 5 from providers who are not commissioned by the Council but still meet the above criteria. Commissioned ASC and HO services currently account for 92% of subsidy loss in this area or an estimated projected loss for 2022/23 of around £1.1million. Of this £1.1million, £0.65million is commissioned by ASC, £0.34million by Housing Options and £0.1million is jointly commissioned by Housing Options, ASC & CYPS. It is noted that these losses or additional unfunded support costs are not being factored into the forecast for these service areas and as such is now forecasted here.

2.4.6 The Benefits service within the Council undertake an administration role in this regard and as such future associated shortfall will be transferred to services in 2023/24 for commissioned activity and ASC, CSC and Housing Options will need to work through mitigating actions to reduce this pressure, both in terms of immediately deliverable opportunities and identifying options and proposals for future year budget management.

2.5. Growth and Regeneration

2.5.1 The Growth & Regeneration Directorate reported an adverse variance of £8.3 million at Period 5/Q2. Mitigations reported brought the variance down to £7.0 million which has now been managed through corporate contingency and supplementary estimates as detailed in appendix A2.

2.5.2 The directorate has highlighted a further potential £1 million adverse risk around increasing energy costs for highways street lighting. At present this has been included in the directorate risk and opportunities schedule at Table 5, rather than the forecast, with a view that mitigations will be investigated to manage this pressure.

2.6. Virements and Supplementary Estimates

2.6.1 Details of the supplementary estimates are set out in the attached appendices A2-A8. These follow the temporary redirection of earmarked reserves to general reserves and delegated authority to realign those general reserves to meet Q2 spending requirements as approved by Cabinet at Period 5/Q2.

Cabinet is requested to approve these supplementary estimates (per appendices A2-A8).

2.6.2 In line with the Period 5/Q2 report, virements of £13.6 million have been made to General Reserve.

2.6.3 Any actual year end improvement as compared to the revised budget net expenditure position is to be utilised to replenish the Feasibility Fund to be utilised as outlined in the Capital Strategy and profiled over the period of the capital programme approved by Council.

3. SAVINGS PROGRAMME – SUMMARY

Table 4

Directorate	2022/23 Savings	Optimism bias and Savings contingency	2022/23 Savings reported as safe	2022/23 Savings reported as at risk	
	£m	£m	£m	£m	%

People	10.7	0.8	7.8	2.1	20
Resources & Cross-cutting	6.7	2.7	3.3	0.7	10
Growth and Regeneration	7	0.1	4.6	2.3	33
Total	24.4	3.6	15.7	5.1	21

- 3.1. The savings programme agreed by Council in 2022 included savings totalling £18 million. There are £6.4 million of savings carried forward from prior years still requiring delivery. This brings the total savings delivery target for 2022/23 to £24.4 million.
- 3.2. As at period 6 £15.7 million (64%) of savings are considered safe. Following Cabinet approval (4 October 2022) £3.6 million has been allocated from the optimism bias and savings contingency to directorates as shown in Table 4. £3.5 million of this contingency is to cover in-year savings with delivery risk for 2022/23 only and £0.1 million (detailed in para 3.3) is earmarked to reverse non deliverable savings on a permanent basis. £5.1 million (25%) of in year savings are still reported at risk and are being monitored and reviewed for delivery or in-year mitigation where possible. There has been no movement to this assessment since period 5/Q2.
- 3.3. It is proposed that two savings totalling £0.1 million are written off permanently as follows:
- IN25 Museums £0.056 million. This saving carried over from 2021/22 and included increasing major event income through sponsorship and ticketed events. However, the service now has ongoing income pressures following a decrease in demand since Covid, which has not fully recovered. Possible future savings will be reviewed at the appropriate time.
 - CEN06 Discretionary Giving £0.05 million. This saving was proposed when the initiative was in its infancy and further in-year due diligence has demonstrated that the cost of actioning this proposal and annual additional staffing or externally commissioned resource would outweigh the benefits.
- 3.4. A number of these saving delivery risks are captured in the forecast outturn above and or directorate risk and opportunities log. It should, however, be noted that not all risks are formally acknowledged in the outturn and as such this may represent a small underlying additional risk.

4. RISKS AND OPPORTUNITIES

- 4.1. There are other financial risks and opportunities to the Council which have been identified and could materialise during the financial year. These are a combination of further costs, savings delivery, income generation, funding opportunities and additional Cost of Living pressures. Directorates continue work to monitor and contain these.
- 4.2. Growth and Regeneration Directorate have highlighted net risks and opportunities totalling £2.4 million. Of significance is the emergence of a new street lighting energy cost pressure within the Highways division. The Directorate continues to work to balance off risks identified with mitigation in the months remaining.

Table 5

Division	Service	Risk or Opportunity	Description of Impact	Risk (Opportunity) £'000	Likelihood %	Net Risk (Opportunity) £'000
EoP	Development Management	Risk	Reduction in Planning fee income	98	95%	93
EoP	Development Management	Opportunity	Use of Work In Progress income to mitigate reduction in planning fee income	-98	95%	-93
EoP	Development Management	Risk	Shortfall in Markets income	100	75%	75
Corp Lord	Property Management	Risk	Net Income Pressure	363	95%	276
Corp Lord	FM	Opportunity	Vacancies in Building Practice Teams	-150	95%	-143
Corp Lord	FM	Opportunity	Vacancies & Extra Income	-141	95%	-134
MOP	BOC	Opportunity	Increased income	-101	5%	-5
MOP	Harbours	Opportunity	Increased income	-50	50%	-25
MOP	Highways	Risk	Income pressure - car parking	587	75%	440
MOP	Highways	Risk	Cost pressure - St Lighting energy	965	90%	869
MOP	Energy	Risk	Cost pressure - historic repairs on a project	86	95%	82
MOP	Energy	Risk	Cost pressure - removal of funding & ability to charge Mgt fees on projects	57	95%	54
MOP	Energy	Risk	Cost pressure - prudential borrowing (District Heating, Solar & Biomass)	93	95%	88
MOP	Energy	Risk	Income Pressure - connection fees & development income	755	95%	717
Total - REVENUE				2,564		2,364

4.3. No further risks and or opportunities have been identified for the Children and Families service.

5. RING-FENCED BUDGETS

5.1. There are a number of funds held by the Council where the Council must ensure that the income or grant is ringfenced and only spent in specific service areas. The forecast outturns for these ringfenced budgets are summarised in the Table 6 below.

Table 6

<i>P6 Exception - Summary</i>	Revised Budget	Q2 Variance	Q2 Variance as % Net Budget	P6 Exceptions	P6 Variance	P6 Variance as % Net Budget
	£000s	£000s	%	£000s	£000s	%
RING FENCED BUDGETS						
Total Housing Revenue Account	112,600	2,035	1.8%		2,035	1.8%
Total Public Health	34,600	0	0.0%		0	0.0%
Total Dedicated Schools Grant	421,500	19,906	4.7%		19,906	4.7%
Total Ring fenced budgets	568,700	21,941		0	21,941	

5.2. Housing Revenue Account

5.2.1 As outlined in Table 6 above, there was no change in the HRA position between Period 5 and Period 6 where the forecast outturn was £2.0 million adverse at the end of the financial year. This will be contained within the HRA general reserves. The estimated impact of the over-budget pay award has been included in the HRA's risk and opportunities log.

5.3. The Dedicated Schools Grant

5.3.1 At the end of Period 6 the DSG is not reporting any material variance from Period 5.

5.4. The Public Health Grant

5.4.1 At the end of period 6 Public Health continues to report no variance to budget. For the over-budget element of any settled pay award, Public Health anticipates that it will look first to mitigate with reductions across other in-year budget expenditure lines and will otherwise draw from the Public Health Reserve.

6. CAPITAL SUMMARY

- 6.1. The Capital programme budget at period 6 has decreased by £80.9 million from £333.9 million to £253.0 million arising from the re-profiling of budgets as reported in the Period 5/Q2 monitoring report.
- 6.2. The budget comprises £179.6 million for General fund (including a corporate contingency of £11.8m) and £73.4 million for the HRA. The forecast variation against the budget at Period 6 is a £4.7 million underspend (£4.4m underspend on General fund and £0.3m underspend on HRA). This is set out in the Table 7 below:

Table 7

Approved Budget (Mar 22)*	Budget Changes upto P6	Directorate	Revised Budget	Actual Spend to date	Budget Spend to date	P6 Forecast Outturn	Variance
£m	£m		£m	£m	%	£m	£m
25.1	(2.5)	People	22.6	6.3	28%	21.0	(1.6)
7.9	(3.6)	Resources	4.3	0.7	16%	4.0	(0.3)
132.1	8.8	Growth and Regeneration	140.9	42.0	30%	138.4	(2.5)
165.1	2.7	GF service Total	167.8	49.0	29%	163.4	(4.4)
122.7	(49.3)	Housing Revenue Account	73.4	19.4	26%	73.1	(0.3)
122.7	(49.3)	HRA service Total	73.4	19.4	26%	73.1	(0.3)
287.8	(46.6)	HRA & GF Service Total	241.2	68.4	28%	236.5	(4.7)
12.7	(0.9)	Corporate Contingencies & Funds	11.8	0.0	0%	11.8	0.0
300.5	(47.5)	Capital Programme Grand Total	253.0	68.4	27%	248.3	(4.7)

- 6.3. The actual spend at Period 6 (the half-year) is low at £68.4 million (27% of revised full year budget). This factor when combined with previous year spend trend information (£167m 2021/22, £166m 2020/21, and £145m 2019/20), would indicate that the Period 6 2022/23 full year forecast of £248.3 million is optimistic.
- 6.4. It should be noted that further detailed reviews of projects and programmes are planned as part of the budget process to ensure delivery of schemes are accurately reported.
- 6.5. Further work is being undertaken alongside our Treasury advisors to review the capital programme, capital receipts, assess the Council's balance sheet and capital financing requirements and given the slippage / delays within the programme it is anticipated that this work will generate some efficiencies. This work is expected to be concluded in the coming weeks and outcome reported in a subsequent report.

7. EXTERNAL FUNDING DECISIONS

7.1. The City Council is developing two proposals for external funding to help achieve the goals of the One City Climate Strategy.

7.1.1 Heat Pump Ready Programme

The One City Climate Strategy identified the need to reduce the carbon emissions from heating homes in the city which accounts for about 30% of the city's direct greenhouse gas emissions. Most homes are heated by gas boilers and these need to be replaced by either district heating or by individual air source heat pumps. District heating suits the higher density areas of the city and individual heat pumps the lower density areas.

One of the recommendations of the Citizens' Assembly 2021 was to "Develop a pilot programme for a street or neighbourhood to showcase what could be achieved if a citywide approach to reaching net zero was taken, with control, coordination and cooperation at a local level". As part of our response to this recommendation, Bristol City Council has been undertaking a feasibility study on heat pump installation as part of the Department for Business, Energy and Industrial Strategy's Heat Pump Ready Programme, within the Westbury on Trym area.

Cabinet approval is sought to submit a Phase 2 bid to the Heat Pump Ready Programme, under the stream "Solutions for high-density heat pump deployment". If successful, the Bristol Heat Pump Ready project will deliver innovative and high-quality citizen engagement and installation of heat pumps in up to 200 homes in the Westbury on Trym area. This will be achieved by working with local businesses, ensuring excellent heat pump system design and targeting the most heat pump ready homes. The bid includes partners Buro Happold, the Centre for Sustainable Energy and the Green Register. Details of the bid are being finalised for submission in early November and the value will be up to £4 million. It is confirmed that partners have gone through a compliant procurement route and in addition, no contributions (e.g. match funding) is required from the Council's capital or revenue programme.

7.1.2 Net Zero Cities Pilot Cities Programme

To deliver the One City Climate Strategy we need to collaborate, innovate and secure substantial investment in decarbonisation of the city. To assist with these goals the Council has joined a European Union support programme for cities with ambitious 2030 climate neutrality targets – the Climate Neutral and Smart Cities Mission. The European Union has issued a call for cities to be Pilot Cities to test innovative solutions, the Net Zero Cities Pilot Cities Programme, under the umbrella of Horizon 2020, the 2014-2020 Research and Innovation (R&I) Framework Programme of the European Commission (EC). UK cites remain eligible for this programme.

Cabinet approval is sought to submit a proposal to this funding call to create a "Net Zero Innovation Lab" in Bristol focused on testing and deploying new finance initiatives to fund the transition to carbon neutrality, and to share the learnings from those innovations with other Climate Neutral and Smart Cities Mission cities. It will build on experience in Bristol, working with the City Leap Energy Partnership (subject to its approval for establishment), Bristol and Bath Regional Capital and Bristol Green Capital Partnership and will include work with communities to identify their needs for climate investment. Details of the bid are bid being finalised for submission in early November and the value will be up to 1.5 million euros. It is confirmed that partners have gone through a compliant procurement route. In addition, no contributions (e.g. match funding) will be required from the Council's capital or revenue programme.

Approval is sought to submit bids (following Finance due diligence) for these 2 external funding requests.

In both cases, notification of award or of any material variation is to come back to Cabinet under separate report as key decisions due to the related award values.

Redirection of Corporate Funds and General Reserves for Supplementary Estimates for the year ending 31 March 2023

Corporate Items and Reserves

Background

The Q2 report forecast a net pressure on directorates after mitigations of £22.8m anticipated to be covered through a mixture of corporate funds and reserves. The risk adjusted forecast also assumed that pay and inflation risk of £8.5m (exact figures still to be confirmed) would be funded by general reserves.

Cabinet has previously approved (4 October 2022):

- The temporary redirection of earmarked reserves totalling £13.6m to general reserve and
- The delegation of authority to the Director of Finance in conjunction with the Deputy Mayor for Finance to realign the general reserve in order to meet Q2 forecast spending requirements and to bring back a report to Cabinet to demonstrate that all budget movements are within the scheme of delegation.

This £13.6m included a residual £4.9m general Covid reserve expected predominantly to support Children and Family service facing ongoing post-pandemic placement related pressures.

At the same time, Cabinet noted:

- The application of £9.2m from corporate contingencies to the appropriate service area which included the release of £3.6m optimism bias and savings contingency.

Existing corporate budgets (approved Full Council 2 March 2022) for Inflation and Corporate Allowances have released £4.6m (which includes £1.7m for Temporary Accommodation Placement – see Appendix A8) and optimism bias £1.9m under S151 authority (as noted in the Q2 report, the £1.7m balance of optimism bias and savings contingency was allocated to crosscutting savings held centrally). The release of these approved budgets totalling £6.5m see Table 1 of Appendix A1 leaves a balance of £16.3m for budget realignment.

Table 1 on page 2 of this appendix sets out budget realignment of £16.3m

Sign Off

In line with delegated authority, the following people have authorised these budget realignments	Evidence of Sign-off (email)	Date
Mayor	Yes	24/10/2022
Director Of Finance – Denise Murray	yes	24/10/2022

Table 1

Cabinet Approved Budget Revisions for P6 2022/23

Cabinet Approved Budget Revisions for P6 2022/23 Total					
	People	Resources	G&R	Total	
	£'000	£'000	£'000	£'000	
	12,999	150	3,164	16,313	
<u>Applied as follows:</u>	<u>People</u>	<u>Resources</u>	<u>G&R</u>	<u>Total</u>	<u>Note</u>
<u>Service Pressure</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	
Bristol Waste one-off inflation on contract disposal and staff costs			(667)		See Appendix A3 - Supplementary Estimate
Increase in Energy Prices - Metered Electricity			(568)		See Appendix A7 - Supplementary Estimate
Additional demand on Children - Externally Supported Accommodation placement costs	(858)				See Appendix A5 - Supplementary Estimate
Additional demand on Children - Independent Fostering Agencies	(603)				See Appendix A5 - Supplementary Estimate
Increase in Energy Prices - Metered Gas			(666)		See Appendix A7 - Supplementary Estimate
ASC Nursing - Increased demand post-Covid	(84)				See Appendix A4 - Supplementary Estimate
ASC Residential and Supported - Increased demand post-Covid	(986)				See Appendix A4 - Supplementary Estimate
Additional demand on Children - Asylum seekers	(14)				See Appendix A5 - Supplementary Estimate
ASC Nursing - Increased demand post-Covid	(467)				See Appendix A4 - Supplementary Estimate
Digital Transformation contractual desktop licence costs		(23)			N/A
Digital Transformation contractual desktop licence costs		(97)			N/A
Additional demand on Children - Parent and Baby Units	(302)				See Appendix A5 - Supplementary Estimate
Staffing pay pressure due to higher demand for social workers and carers post-Covid	(913)				See Appendix A5 - Supplementary Estimate
Externally Supported Accommodation placement pressure due to prolonged post-Covid impact	(446)				See Appendix A5 - Supplementary Estimate
Independent Foster Carers post-Covid demand increase	(446)				See Appendix A5 - Supplementary Estimate
Out Of Area Placement price/demand increase post-Covid	(893)				See Appendix A5 - Supplementary Estimate
Additional demand on Children - Guardianship Orders	(904)				See Appendix A5 - Supplementary Estimate
Additional demand on Children - Asylum Seekers	(800)				See Appendix A5 - Supplementary Estimate
Increase in staffing demand pressure within SEN service post-Covid	(512)				See Appendix A6 - Supplementary Estimate
Independent Foster Carers - Placement breakdown due to substance mis-use	(828)				See Appendix A5 - Supplementary Estimate
ESA - Placement breakdown due to substance mis-use	(414)				See Appendix A5 - Supplementary Estimate
OOA - Placement breakdown due to substance mis-use	(414)				See Appendix A5 - Supplementary Estimate
ASC Residential and Supported - Increased demand relating to substance misuse	(329)				See Appendix A4 - Supplementary Estimate
Additional demand on Children - Externally Supported Accommodation placement costs	(1,000)				See Appendix A5 - Supplementary Estimate
Additional demand on Children - Independent Fostering Agencies	(526)				See Appendix A5 - Supplementary Estimate
ASC Nursing - Increased demand post-Covid	(167)				See Appendix A4 - Supplementary Estimate
Increase in staffing cost pressure within SEN service post-Covid	(500)				See Appendix A6 - Supplementary Estimate
Increase in Energy Prices - Unmetered Electricity			(477)		See Appendix A7 - Supplementary Estimate
Additional demand on Children - Out Of Area placements	(317)				See Appendix A5 - Supplementary Estimate
Increase in Energy Prices - Metered Gas			(59)		See Appendix A7 - Supplementary Estimate
Increase in Energy Prices - Metered Gas			(175)		See Appendix A7 - Supplementary Estimate
Increase in Energy Prices - Unmetered Electricity			(110)		See Appendix A7 - Supplementary Estimate
Increase in cost and demand of Temporary Accommodation	(108)				See Appendix A5 - Supplementary Estimate
Increase in Energy Prices - Metered Electricity			(100)		See Appendix A7 - Supplementary Estimate
Increase in Energy Prices - Metered Electricity			(96)		See Appendix A7 - Supplementary Estimate
Increase in cost/demand for Home To School Transport for vulnerable children and Out Of Authority Children	(91)				See Appendix A6 - Supplementary Estimate
Increase in Energy Prices - Metered Electricity			(85)		See Appendix A7 - Supplementary Estimate
Increase in Energy Prices - Metered Electricity			(80)		See Appendix A7 - Supplementary Estimate
Additional demand on Children - Parent and Baby Units	(77)				See Appendix A5 - Supplementary Estimate
Increase in Energy Prices - Metered Gas			(54)		See Appendix A7 - Supplementary Estimate
Digital Transformation contractual desktop licence costs		(30)			N/A
Increase in Energy Prices - Metered Gas			(28)		See Appendix A7 - Supplementary Estimate

Supplementary Estimates

for the year ending 31 March 2023

Date of Request: **01/09/2022**

Date of Mayor / Cabinet endorsement: **01/11/2022**

Executive Director: Stephen Peacock

Cabinet Member: Cllr. Kye Dudd

DECISION REQUIRED:

Cabinet is asked to approve the use of corporate inflation reserve budget for:

- *Bristol Waste Company one-off contribution to annual pay award settlement; and*
- *One-Off inflationary increase on the BCC:West of England Partnership Waste disposal contract over and above that provided for in the approved Bristol Waste Company business plan.*

1. Original Budget Build Up

Summary		
Division	Revised Budget	Applied Re-baseline Allocation
(Service Director Level)	£000's	£000's
Waste Client Team	38,572	39,239
Total	38,572	39,239

2. Justification

These are two inflation pressures that Bristol Waste Company is unable to absorb.

1. The current cost of living crisis has seen pay expectations increase to keep pace. In order to conclude BWC's 21/22 pay negotiations a one-off unbudgeted settlement was negotiated for staff and a one-off contribution was made by BCC to support a successful outcome in this regard.
2. The West of England contract for waste disposal was negotiated by the WOE Partnership of which BCC is a party and associated costs is aligned with the wider BWC waste contract. The WOE contract's terms allow for annual inflation index linked in line with specified RPI. The inflation assumptions in the approved Business Plan were 2.65%. Rapidly increasing market inflation conditions and pay awards have led to a significant increases cost and reduced headroom and for 2022/23 a supplementary estimate has been sought. Following

the BCC's open book review a baseline / recurrent uplift as outlined in the table below has been applied to the BWC contract to meet these obligations.

Comment on components of supplementary estimate requested		
Service	Supplementary Estimate Requested £'000	Comment
Waste Client	213	BWC Staffing one off payment 2021/22 agreed with the unions.
Waste Client	454	BWC West of England forecast shortfall due to inflation on waste disposal contracts
Total net supplementary estimate	667	

3. In-Year Controls

- i) The BWC staffing pay settlement of £213k is a 'one-off' rather than being incorporated in to base salaries and thereby becoming both recurrent and compounded in future years.
- ii) Inflation on the West of England waste contract pricing is index linked. Latest forecasts from the ONS indicate that inflation should return to a standard which more closely follows that in BCC's core contract within the next 24 months. Meanwhile baseline waste tonnages, which are the other key driver of waste costs, are currently reducing so that a saving here may balance and mitigate contract price pressures in the interim.

4. Impact Description

Costs	Funding Source
Revenue requirement in year 2022/23 of £667k	Corporate Inflation Contingency as per Appendix A2
Impact if not Approved	
Bristol Waste Company would make a loss of £667k.	

5. Learning Points

What can be learnt from how and why this change came about?

The contract is long term and indexed linked and like all businesses there is a trade-off between additional costs, increased income and efficiencies. The totality of the business planning assumptions will accumulate in the business plan which should also include an allowance for adverse variations.

6. Previously Approved Supplementary Estimates

Please insert a list of the Supplementary Estimates that the Mayor and Cabinet have previously approved:

A supplementary estimate has not been provided in 2022/23.

7. Supplementary Estimate - Sign Off

The following people have signed off this Supplementary Estimate	Evidence of Sign-off (email/121)	Date
Executive Director - Stephen Peacock <i>(Delegated to Peter Anderson, Director of Property Assets and Infrastructure in Stephen's absence)</i>	Yes	26/09/2022
Mayor	Yes	24/10/2022
Section 151 Officer – Denise Murray	Yes	24/10/2022

Supplementary Estimates

for the year ending 31 March 2023

Date of Request: **26/09/2022**

Date of Mayor / Cabinet endorsement: **01/11/2022**

Executive Director: Hugh Evans; People Directorate

Cabinet Member: Cllr Holland, Cllr Craig, Cllr King

DECISION REQUIRED:

Cabinet are asked to approve an additional supplementary estimate of £2.753m for the People Directorate Adult Social Care Division to maintain existing services and financial commitments.

1. Directorate Original Budget Build Up

The People Directorate has a current revised budget of £263.2m and is seeking a supplementary estimate of £13.8m giving a revised baseline allocation of £276.9m

Adult social Care has a current revised budget of £169.8m as detailed below and is seeking a supplementary estimate of £2.8m giving a revised baseline allocation of £172.6m

<i>People Directorate</i>			
Division (Service Director Level)	Prior Year Outturn Variance	Revised Budget	Applied Rebaseline Allocation
	£000's	£000's	£000's
Adult Social Care	5,108	169,821	172,574

2. Justification

The People Directorate budgets have experienced significant cost pressures in Adult Social Care as follows:

Comment on components of supplementary estimate requested			
Service	Activity	To Be Funded By:	£'000
Adult Social Care	ASC3 Manage and Control Cost for Care	Optimism Bias Contingency	(160)
Adult Social Care	ASC4 Undertake Care Act Reviews	Optimism Bias Contingency	(200)
Adult Social Care	ASC11 Review Bristol Community Meals	Optimism Bias Contingency	(20)
Adult Social Care	ASC6 Transfer Rehabilitation Services	Optimism Bias Contingency	(100)
Adult Social Care	ASC12 Review Concord Lodge	Optimism Bias Contingency	(70)
Adult Social Care	ASC13 Review Shared Live Service	Optimism Bias Contingency	(10)
Adult Social Care	ASC14 Review Home Choice Processes	Optimism Bias Contingency	(160)
Subtotal			(720)
Adult Social Care	Adult Social Care (ASC) nursing homes placements for the skilled residential care of elderly and/or disabled people. These nursing homes have long-term care facilities for old people for care and support, for people with specific care conditions or different types of disabilities who struggle significantly with daily life and need added support. ASC nursing placements also include assisted living facilities care homes, convalescent homes or convalescent care.	Redirection of General Reserves	(84)
Adult Social Care	Adult Social Care (ASC) for residential and supported accommodation placements are care provided in a standard elderly care home and supported accommodations. These also involve personal care and assisted living usually including basic needs like washing, dressing, mobility assistance etc.	Redirection of General Reserves	(986)
Adult Social Care	Adult Social Care (ASC) nursing homes placements for the skilled residential care of elderly and/or disabled people. These nursing homes have long-term care facilities for old people for care and support, for people with specific care conditions or different types of disabilities who struggle significantly with daily life and need added support. ASC nursing placements also include assisted living facilities care homes, convalescent homes or convalescent care.	Redirection of General Reserves	(467)
Adult Social Care	Adult Social Care (ASC) for residential and supported accommodation placements are care provided in a standard elderly care home and supported accommodations. These also involve treatment of mental health, drug, alcohol and substance misuse. Furthermore these also involve personal care and assisted living including basic needs like washing, dressing, mobility assistance etc.	Redirection of General Reserves	(329)
Adult Social Care	Adult Social Care (ASC) nursing homes placements for the skilled residential care of elderly and/or disabled people. These nursing homes have long-term care facilities for old people for care and support, for people with specific care conditions or different types of disabilities who struggle significantly with daily life and need added support. ASC nursing placements also include assisted living facilities care homes, convalescent homes or convalescent care.	Redirection of General Reserves	(167)
Subtotal			(2,033)
Adult Social Care			(2,753)

3. In-Year Controls

Savings and recovery actions are being implemented across the People Directorate in terms of scrutinising all areas of spend and increased levels of management oversight and sign off. For example, in Adult Social Care, the Transformation Programme is actively working on savings delivery as part of the change programme.

4. Impact Description

Costs	Funding Source
Total request £2.753m Revenue	Release of corporate contingencies £0.72m and release of reserves £2.03m as per Appendix A2
Impact if not Approved	
If the supplementary estimate is not approved then the service will overspend and will not be able to maintain statutory service provision.	

5. Learning Points

What can be learnt from how and why this change came about?

When setting the budget before the start of each year, the council considers the robustness of the estimates and assumptions, as well as plans and strategies that could be used to deliver a balanced budget should unexpected pressures or events materialise. This has been a particularly challenging financial year in terms of inflationary and other cost pressures, some of which could not have been predicted. Improved service planning to forecast future levels of capacity and demand and how that can be commissioned within a finite budget envelope will continue to be an area of focus.

Previously Approved Supplementary Estimates

N/A

6. Supplementary Estimate - Sign Off

The following people have signed off this Supplementary Estimate	Evidence of Sign-off (email/121)	Date
Executive Director - Hugh Evans	Yes	26/09/2022
Cabinet Member – Cllr. Holland, Cllr King, Cllr Craig	Yes	26/09/2022
Section 151 Officer – Denise Murray	yes	24/10/2022

Supplementary Estimates

for the year ending 31 March 2023

Date of Request: **26/09/2022**

Date of Mayor / Cabinet endorsement: **01/11/2022**

Executive Director: Hugh Evans; People Directorate

Cabinet Member: Cllr Holland, Cllr Craig, Cllr King

DECISION REQUIRED:

Cabinet are asked to approve an additional supplementary estimate of £10.2m for the People Directorate Children and Family Services to maintain existing services and financial commitments.

1. Directorate Original Budget Build Up

The People Directorate has a current revised budget of £263.2m as detailed below and is seeking a supplementary estimate of £13.8m giving a revised baseline allocation of £276.9m. Children and Family Services has a current revised budget of £71.7m as detailed below and is seeking a supplementary estimate of £9.9m giving a revised baseline allocation of £81.6m.

<i>People Directorate</i>			
Division (Service Director Level)	Prior Year Outturn Variance	Revised Budget	Applied Rebaseline Allocation
	£000's	£000's	£000's
Children and Family Services	3,810	71,738	81,616

2. Justification

The People Directorate budgets have experienced significant cost pressures in Adult Social Care, Children and Family Services and Educational Improvement as follows:

Comment on components of supplementary estimate requested			
Service	Activity	To Be Funded By:	£'000
Children and Families Services	CF6 Review Special Guardianship	Optimism Bias Contingency	(25)
Subtotal			(25)
Children and Families Services	Additional demand on Children's Services - Externally Supported Accommodation placement costs for 'Looked-after' children and young people who are given accommodation away from their families as the result of a Care Order.	Corporate Allowances	(858)
Children and Families Services	Additional demand on Children's Services - Independent foster carers supporting children and young people in a safe, loving and nurturing home when they can't live with their birth families.	Capital Financing one off Saving	(603)
Children and Families Services	Additional demand on Children's Services - Support for people under 18 who claim asylum and do not have adult family members with them or who they could join.	Redirection of General Reserves	(14)
Children and Families Services	Additional demand on Children Services - Parent and Child placements either in residential or fostering settings to help provide support and guidance in developing childcare skills.	Redirection of General Reserves	(302)
Children and Families Services	Staffing pay pressure due to higher demand for social workers and carers post-Covid requiring the use of agency staff to maintain statutory services	Redirection of General Reserves	(913)
Children and Families Services	Externally Supported Accommodation placement pressure costs for increased numbers of looked after children and young people due to the impact of Covid	Redirection of General Reserves	(446)
Children and Families Services	Independent Foster Carers cost pressures - supporting increased numbers and costs of children requiring accommodation and care	Redirection of General Reserves	(446)
Children and Families Services	Increased number and costs of placing children and young people in Out Of Authority Placements (residential care provided by the private or third sector) post-Covid	Redirection of General Reserves	(893)
Children and Families Services	Additional demand on Children's Services in respect of Guardianship Orders for those children who cannot live with their birth parents and who would benefit from a legally secure placement with relatives.	Redirection of General Reserves	(904)
Children and Families Services	Additional demand on Children's Services supporting those families who have no recourse to public funds. Families are supported under section 17 of the Children Act 1989 having been assessed as destitute and without the support through funding the likelihood is the children would need to be in the care of the Local Authority as parents or carers do not have the means to support their dependants.	Redirection of General Reserves	(800)
Children and Families Services	Independent Foster Carers - Specialist support needs due to placement breakdown due to substance mis-use	Redirection of General Reserves	(828)
Children and Families Services	Externally supported accommodation - Placement breakdown linked to substance mis-use	Redirection of General Reserves	(414)
Children and Families Services	Out of Authority Placement costs for young people requiring support for substance misuse	Redirection of General Reserves	(414)
Children and Families Services	Additional demand on Children's Services - Externally Supported Accommodation placement costs to support children and young people who are looked after	Redirection of General Reserves	(1,000)
Children and Families Services	Additional demand on Children's Services - Independent fostering carers supporting children and young people a safe, loving and nurturing home when they can't live with their birth families.	Redirection of General Reserves	(526)
Children and Families Services	Additional demand on Children's Services - Out Of Authority placements to support children and young people who are looked after	Redirection of General Reserves	(317)
Children and Families Services	Increase in cost and demand of Temporary Accommodation to support vulnerable children	Redirection of General Reserves	(108)
Children and Families Services	Additional demand on Children - Parent and Child placements either in residential or fostering settings to help provide support and guidance in developing childcare skills.	Redirection of General Reserves	(77)
Subtotal			(9,863)
Children and Families Services			(9,888)

3. In-Year Controls

Savings and recovery actions are being implemented across the People Directorate in terms of scrutinising all areas of spend and increased levels of management oversight and sign off. For example, in Children detailed work is ongoing to ensure that, where it is safe and appropriate to do so, placements are stepped down to the most cost effective level.

4. Impact Description

Costs	Funding Source
Total request £9.888m Revenue	Release of corporate contingencies £0.025m and release of reserves £9.863m as per Appendix A2
Impact if not Approved	
If the supplementary estimate is not approved then the service will overspend and will not be able to maintain statutory service provision.	

5. Learning Points

What can be learnt from how and why this change came about?

When setting the budget before the start of each year, the council considers the robustness of the estimates and assumptions, as well as plans and strategies that could be used to deliver a balanced budget should unexpected pressures or events materialise. This has been a particularly challenging financial year in terms of inflationary and other cost pressures, some of which could not have been predicted. Improved service planning to forecast future levels of capacity and demand and how that can be commissioned within a finite budget envelope will continue to be an area of focus.

Previously Approved Supplementary Estimates

N/A

6. Supplementary Estimate - Sign Off

The following people have signed off this Supplementary Estimate	Evidence of Sign-off (email/121)	Date
Executive Director - Hugh Evans	Yes	26/09/2022
Cabinet Member – Cllr. Holland, Cllr King, Cllr Craig	Yes	26/09/2022
Section 151 Officer – Denise Murray	Yes	24/10/2022

Supplementary Estimates

for the year ending 31 March 2023

Date of Request: **26/09/2022**

Date of Mayor / Cabinet endorsement: **01/11/2022**

Executive Director: Hugh Evans; People Directorate

Cabinet Member: Cllr Holland, Cllr Craig, Cllr King

DECISION REQUIRED:

Cabinet are asked to approve an additional supplementary estimate of £1.6m for the People Directorate Educational Improvement Division to maintain existing services and financial commitments.

1. Directorate Original Budget Build Up

The People Directorate has a current revised budget of £263.2m as detailed below and is seeking a supplementary estimate of £13.8m giving a revised baseline allocation of £276.9m. The educational Improvement Divisions has a current revised budget of £15.8m as detailed below and is seeking a supplementary estimate of £1.6m giving a revised baseline allocation of £17.4m.

People Directorate			
Division (Service Director Level)	Prior Year Outturn Variance	Revised Budget	Applied Rebaseline Allocation
	£000's	£000's	£000's
Educational Improvement	1,582	15,751	17,352

2. Justification

The People Directorate budgets have experienced significant cost pressures in Educational Improvement as follows:

Comment on components of supplementary estimate requested			
Service	Activity	To Be Funded By:	£'000
Educational Improvement	Home to School Transport	Inflation Contingency	(441)
Educational Improvement	E8 Improve HTST Commissioning	Optimism Bias Contingency	(57)
Subtotal			(498)
Educational Improvement	Increase in staffing demand pressures within Special Educational Needs services	Redirection of General Reserves	(512)
Educational Improvement	Increase in staffing cost pressure within Special Educational Needs post-Covid	Redirection of General Reserves	(500)
Educational Improvement	Increase in cost/demand for Home To School Transport for vulnerable children and Out Of Authority Children	Redirection of General Reserves	(91)
Subtotal			(1,103)
Educational Improvement			(1,601)

3. In-Year Controls

Savings and recovery actions are being implemented across the People Directorate in terms of scrutinising all areas of spend and increased levels of management oversight and sign off.

4. Impact Description

Costs	Funding Source
Total request £1.601m Revenue	Release of corporate contingencies £0.498m and release of reserves £1.103m as per Appendix A2
Impact if not Approved	
If the supplementary estimate is not approved then the service will overspend and will not be able to maintain statutory service provision.	

5. Learning Points

What can be learnt from how and why this change came about?

When setting the budget before the start of each year, the council considers the robustness of the estimates and assumptions, as well as plans and strategies that could be used to deliver a balanced budget should unexpected pressures or events materialise. This has been a particularly challenging financial year in terms of inflationary and other cost pressures, some of which could not have been predicted. Improved service planning to forecast future levels of capacity and demand and how that can be commissioned within a finite budget envelope will continue to be an area of focus.

Previously Approved Supplementary Estimates

N/A

6. Supplementary Estimate - Sign Off

The following people have signed off this Supplementary Estimate	Evidence of Sign-off (email/121)	Date
Executive Director - Hugh Evans	Yes	26/09/2022
Cabinet Member – Cllr. Holland, Cllr King, Cllr Craig	Yes	26/09/2022
Section 151 Officer – Denise Murray	Yes	24/10/2022

Supplementary Estimates

for the year ending 31 March 2023

Date of Request: **26/09/2022**

Date of Mayor / Cabinet endorsement: **01/11/2022**

Executive Director: Stephen Peacock

Cabinet Member: Cllr. Kye Dudd

DECISION REQUIRED:

Cabinet is requested to approve the use of corporate inflation reserve budget for:

- Funding Energy Services Net Electricity & Gas inflationary cost pressure to the General fund

1. Original Budget Build Up

Summary		
Division	Original Budget	Applied Rebaseline Allocation
(Service Director Level)	£000's	£000's
Energy Service	4,400	7,640
Total	4,400	7,640

2. Justification

- This request follows report to Cabinet on 10/5/22 which set out an initial £1.4m 22/23 GF Energy cost pressure.
- Since then energy prices have continued to rise so that they are now at unprecedented levels due to supply issues and major geopolitical events.
- Commercial contracts have typically offered better prices than domestic supplies due to the higher volumes involved, but they do not have price-cap protection.
- Council energy contracts have previously been renewed on a fixed price basis, via a dynamic purchasing system (DPS), the continued use of which was approved by Cabinet in December 2020.
- In the current market, suppliers have been reluctant to submit tenders via the DPS, and those that have submitted have been very expensive.
- From April 2022 the Energy contracts for all non-half hourly sites moved to flexible contracts for both Gas & electricity. In August 2022, the half hourly sites (175 sites) which constitute the highest energy consumers, moved to a new sleeving contract that allows the Council (including its other users - HRA and Schools etc) to offset all the energy it generates from its Solar, Wind and Heat exchange infrastructure against its energy consumption.

Comment on components of supplementary estimate requested			
Service	Activity	To Be Funded By:	£'000
Management - G&R	Energy Prices	Contained by in-service budget underspends	(760)
Management - G&R	Energy Prices	Inflation Contingency	(743)
Subtotal			(1,503)
Management - G&R	Increase in Energy Prices - Metered Electricity	Corporate Allowances	(568)
Subtotal			(568)
Management - G&R	Increase in Energy Prices - Metered Gas	Redirection of General Reserves	(666)
Management - G&R	Increase in Energy Prices - Unmetered Electricity	Redirection of General Reserves	(477)
Management - G&R	Increase in Energy Prices - Metered Gas	Redirection of General Reserves	(59)
Management - G&R	Increase in Energy Prices - Metered Gas	Redirection of General Reserves	(175)
Management - G&R	Increase in Energy Prices - Unmetered Electricity	Redirection of General Reserves	(110)
Management - G&R	Increase in Energy Prices - Metered Electricity	Redirection of General Reserves	(100)
Management - G&R	Increase in Energy Prices - Metered Electricity	Redirection of General Reserves	(96)
Management - G&R	Increase in Energy Prices - Metered Electricity	Redirection of General Reserves	(85)
Management - G&R	Increase in Energy Prices - Metered Electricity	Redirection of General Reserves	(80)
Management - G&R	Increase in Energy Prices - Metered Gas	Redirection of General Reserves	(54)
Management - G&R	Increase in Energy Prices - Metered Gas	Redirection of General Reserves	(28)
Subtotal			(1,930)
Energy			(4,000)

3. In-Year Controls

See explanation above.

4. Impact Description

Costs	Funding Source
Revenue requirement in year 2022/23 of £3,240k	Reserves and contingencies as per Appendix A2
Impact if not Approved	
Energy services will report a significant overspend.	

5. Learning Points

What can be learnt from how and why this change came about?

The Council needs to seek to further reduce its energy consumption and take advantage of the new sleeving arrangement to bring down cost.

6. Previously Approved Supplementary Estimates

Please insert a list of the Supplementary Estimates that the Mayor and Cabinet have previously approved:

N/A – This has not occurred before.

7. Supplementary Estimate - Sign Off

The following people have signed off this Supplementary Estimate	Evidence of Sign-off (email/121)	Date
Executive Director - Stephen Peacock <i>(Delegated to Peter Anderson, Director of Property Assets and Infrastructure in Stephen's absence)</i>	Yes	26/09/2022
Mayor	Yes	24/10/2022
Section 151 Officer – Denise Murray	yes	24/10/2022

Supplementary Estimates

for the year ending 31 March 2023

Date of Request: **17/10/2022**

Date of Mayor / Cabinet endorsement: **01/11/2022**

Executive Director: Stephen Peacock

Cabinet Member: Councillor Cheney and Councillor Renhard

DECISION REQUIRED:

The demand of Temporary Accommodation assumes increase budget pressure due to the negative economic aftereffects of COVID and general cost of living. BCC has seen significant increase in the number of families placed in temporary accommodation. Due to limited availability of affordable properties in the market, BCC use of more expensive providers has increased to meet the growing demand.

Emergency accommodation (B&B) rates have risen significantly in this financial year.

Cabinet is asked to approve the one-off budget movement of £2,000k to Housing Options to cover the inflationary aspects of the Temporary Accommodation budget pressure.

1. Directorate Original Budget Build Up

<i>Housing Division Summary</i>			
Division (Service Director Level)	Prior Year Outturn Variance	Revised Budget	Applied Rebaseline Allocation
	£000's	£000's	£000's
Total	15,871	17,749	2,000

**it excludes technical adjustments such as impairment, depreciation and Refcus.*

2. Justification

Comment on components of supplementary estimate requested			
Service	Activity	To Be Funded By:	£'000
Housing and Landlord Services	Temporary Accommodation - rise in both demand for property and costs of those properties	Contained by in-service budget underspends	(742)
Housing and Landlord Services	Temporary Accommodation - rise in both demand for property and costs of those properties	Corporate Contingency	(300)
Housing and Landlord Services	Temporary Accommodation - rise in both demand for property and costs of those properties	Inflation Contingency	(1,700)
Subtotal			(2,742)
Housing and Landlord Services			(2,742)

3. In-Year Controls

A range of initiatives have been developed looking at increasing supply of cheaper Temporary Accommodation (low or no subsidy loss), increasing the availability of private rented accommodation for move on and managing demand. This have been captured in the P5 report that went to cabinet. Further savings initiative will be developed as part of the deep dive sessions for TA.

4. Impact Description

Costs	Funding Source
The one-off budget of £2,000k to Housing Options is to cover the inflationary aspects of the Temporary Accommodation budget pressure.	Corporate contingency budget for excessive non containable inflationary uplifts
Impact if not Approved	
These are statutory services that need to be delivered. The impact will be that the 22/23 overspend on Temporary Accommodation will be £2,000k higher.	

5. Learning Points

What can be learnt from how and why this change came about?

Confirmed the view that we need to move away from TA being provider by private organisations on a spot purchased basis.

6. Previously Approved Supplementary Estimates

Please insert a list of the Supplementary Estimates that the Mayor and Cabinet have previously approved:

7. Supplementary Estimate - Sign Off

The following people have signed off this Supplementary Estimate	Evidence of Sign-off (email/121)	Date
Executive Director - Stephen Peacock	Yes	18/10/2022
Cabinet Member – Cllr Renhard	Yes	17/10/2022
Section 151 Officer – Denise Murray	Yes	24/10/2022