

Guidance for completing the Delivery Plan for Household Support Fund 4

Before completing this template, please refer to the 'Delivery Plan reporting requirements' section of the detailed guidance document.

Please ensure you complete the following tabs:

- 1 - Governance
- 2 - Anticipated Spend
- 3 - Anticipated Volumes
- 4 - Anticipated No of Households
- 5 - Planned Activities

The delivery plan should cover the anticipated value of grants for vulnerable households.

You need to return the delivery plan by 17 May 2023.

When submitting your delivery plan to DWP; please attach and name the excel spreadsheet as follows -

Filename: HSF4DP_RRR_MMY (where RRR is your LA code and date of return is in MMY format) for example Brighton & Hove Unitary Authority's May 2023 return would be labelled **HSF4DP_007_0523.xlsx**.

Send the completed delivery plan, **including the name of your LA in the subject line** to the DWP to:

lawelfare.pdt@dwp.gov.uk

Your delivery plan must include your Cabinet Member's name and email address. The aim of this process is to provide assurance the delivery plan is accurate. **We also require you to copy the email of your Cabinet Member into the email sent to DWP when you return the delivery plan.**

Reasonable administration costs are funded as part of the grant.

Traffic Light Guidance System

The Traffic Light Guidance System is used throughout the delivery plan to help inform the user and the Cabinet Member of any outstanding required inputs.

The green circle with a white tick indicates that the adjacent table is compliant:



The red circle with a white cross indicates that the adjacent table is non-compliant:



HSF4 Delivery plan



1) LA details

Local authority	LA code	Has the return been completed in full?
Middlesbrough UA	LA041	

Notes

To complete the Governance tab, please ensure to:
a) choose your Local Authority name in Table 1
b) enter the return date in Table 2 (dd/mm/yyyy)
c) complete all cells in Table 3

A summary and explanation of the traffic light system is included below and in the guidance tab. It details how the system is applied throughout the template.

When a green circle with a white tick appears next to Tables 1 to 3, the tables are compliant.

When a green circle with a white tick appears in Table 1 "Has the return been completed in full?", the delivery plan is compliant and ready for submission.

2) Reporting period

Reporting period	Report type	Return date (dd/mm/yyyy)
01/04/2023 - 31/03/2024	Delivery Plan	01/05/23

3) Governance

Cabinet Member (name)	Cabinet Member's email	Is the Cabinet Member copied into the return email? (dropdown)	Section 151 Officer (name)	Section 151 Officer's email	Is the Section 151 Officer/CFO copied into the return email?
Stefan Walker	Stefan.Walker@middlesbrough.gov.uk	Yes	Andrew Humble	Andrew.Humble@middlesbrough.gov.uk	Yes

4) Totals

Anticipated spend for vulnerable households (£)	Anticipated admin costs (£)	Anticipated total LA spend (£)	Allocation (£)	Percentage of allocation accounted for in delivery plan (%)
£ 2,974,400.00	£ 330,723.00	£ 3,305,123.00	£ 3,307,230	100%

Traffic Light Guidance System

The traffic light guidance system is used throughout this workbook to help inform the user, Cabinet Member and Section 151 officer of any outstanding required inputs. The icons can be found next to each table.

The green circle with a white tick indicates that the adjacent table is compliant:



The red circle with a white cross indicates that the adjacent table is non-compliant:



For LA-PED use only:

Governance	
Spend	
Volumes	
Households helped	
Planned activities	

End

01/04/2023 - 30/06/2023
01/04/2023 - 30/09/2023
01/04/2023 - 31/12/2023
01/04/2023 - 31/03/2024

HSF4 Anticipated spend

Notes
 The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the green cells.
 The totals in the autopopulated cells of tables 6 to 9 must be the same for the return to be compliant.
 Please input values in full (e.g. 120,000.00) to enable us to process the return accordingly. Only numbers (eg 123.00) can be entered into each cell. If any other format is inputted an error message will appear.
 The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.
 If there is no anticipated spend to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example). This will help us process the return promptly for you.
'Has the spend tab been completed correctly?' - the traffic light will turn green with a white tick once Tables 5 to 9 are compliant.
 The acronym FSM used in the tables below refers to Free School Meals.

5) Anticipated admin spend	
Admin spend	
£	330,723.00

Add tick mark	Traffic light check
Has the anticipated spend tab been completed correctly?	
✔	

6) Anticipated spend (£) split by household composition				
Households with children (£)	Households with pensioners (£)	Households with a disabled person (£)	Other households (£)	Anticipated total spend (by household composition) (£)
£ 1,858,350.00	£ 383,050.00	£ 300,950.00	£ 432,050.00	£ 2,974,400.00

7) Anticipated spend (£) split by category							
Food (excluding FSM support in the holidays) (£)	FSM support in the holidays (£)	Energy and water (£)	Essentials linked to energy and water (£)	Wider essentials (£)	Housing costs (£)	Advice services (£)	Anticipated total spend (by category) (£)
£ 1,596,400.00	£ -	£ 658,000.00	£ 160,000.00	£ 500,000.00	£ 40,000.00	£ 20,000.00	£ 2,974,400.00

8) Anticipated spend (£) split by types of support					
Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Anticipated total spend (by types of support) (£)
£ 1,790,000.00	£ 405,000.00	£ 269,400.00	£ 200,000.00	£ 310,000.00	£ 2,974,400.00

9) Anticipated spend (£) split by access routes			
Application-based support (£)	Proactive support (£)	Other (£)	Anticipated total spend (by access routes) (£)
£ 1,150,000.00	£ 1,535,000.00	£ 289,400.00	£ 2,974,400.00

End

HSF4 Anticipated volumes

Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is inputted an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated volumes to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

The acronym FSM used in the tables below refers to Free School Meals.

10) Anticipated volume of awards split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total volume of awards (by household composition)
58137	6284	6232	5382	76035

11) Anticipated volume of awards split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total volume of awards (by category)
57402	0	11632	582	5551	200	668	76035

12) Anticipated volume of awards split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total volume of awards (by types of support)
42477	5317	24869	727	2645	76035

13) Anticipated volume of awards split by access routes

Application-based support	Proactive support	Other support	Anticipated total volume of awards (by access routes)
13210	37288	25537	76035

End

HSF4 Anticipated number of households helped

Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is inputted an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated numbers to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

The acronym FSM used in the tables below refers to Free School Meals.

14) Anticipated number of households helped split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total number of vulnerable households helped (by household composition)
20311	6247	6195	5345	38098

15) Anticipated number of households helped split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total number of vulnerable households helped (by category)
21080	0	10017	582	5551	200	668	38098

16) Anticipated number of households helped split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total number of vulnerable households helped (by types of support)
15588	5317	13821	727	2645	38098

17) Anticipated number of households helped split by access routes

Application-based support	Proactive support	Other	Anticipated total number of vulnerable households helped (by access routes)
8321	15288	14489	38098

End

HSP4 Planned activities

Notes
 All grey boxes require a written response.
 If there is nothing to report in a cell, write "N/A". Only use "N/A" where you have no reported spend for that category. For example, if you have reported a spend of 0 for tangible items, you will record "N/A" in the box below "tangible items".
 Any sections which have had a reported spend in previous tabs needs a written explanation.
 The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.
 You must refer to the full guidance document when completing this tab to ensure you have provided all necessary information.

18) Planned activities - Categories

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services
<p>Families in receipt of FSM (£100 per child spread over 3 payments, based on Middlesbrough schools' records)</p> <p>Other Middlesbrough families in receipt of FSM, on UCHB or have CTR by application (£100 per child over 3 payments)</p> <p>Part of the offering for those not in receipt of benefits will allow them to choose between this or wider essentials support</p> <p>Funds will be provided to third party providers</p>	<p>N/A</p>	<p>Energy vouchers can be provided to those who have a pre-payment meter</p> <p>Funds are going to a third party provider to deliver energy support</p>	<p>Money has been assigned to provide residents with energy efficient white goods</p>	<p>Vouchers will be provided to new mothers upon registering the birth to help with increased costs</p> <p>Money has been assigned to furniture essentials for beds etc where presenting in crisis</p> <p>Working with social services to provide essentials to families / children</p> <p>Part of the offering for those not in receipt of benefits allows for people to make a choice between food voucher or support with other essentials</p>	<p>We have assigned money to support people with housing costs where not able to receive a DHP</p>	<p>We have assigned a small amount of money to this and are still investigating how this will work, may re-distribute these funds later in the scheme</p>

19) Planned activities - Types of Support

Vouchers	Cash awards	Third party organisations	Tangible items	Other
<p>Energy vouchers will be issued where people have the required meter</p> <p>Food vouchers will be used to support people on most routes and this is done to allow them to free up disposable income to support with energy costs</p>	<p>These will be made where we are not able to provide vouchers digitally, mainly for pensioners, and is designed to support with energy costs</p>	<p>Funds have been assigned to various third parties who have applied for help - food banks, eco shops, energy support and HAF support to extend the scheme</p>	<p>Energy efficient white goods are available to residents in crisis who require support as well as essentials such as beds, coats etc</p>	<p>Advice services have been assigned to this currently</p> <p>As part of the application process for those not in receipt of benefits we are offering different methods of support for their wider essentials, this amount may change depending on what choice the resident makes</p>

20) Planned activities - Access Routes

Application-based support	Proactive support	Other
<p>Application for households in receipt of FSM where children are not of school age or attend an out of area school</p> <p>There will be an application form for people not in receipt of benefits</p> <p>Applications for tangible items</p> <p>Funds have been assigned to support future initiatives depending on need and this is currently assumed will be via application</p>	<p>Those in receipt of FSM in Middlesbrough schools, or have entitlement to Council Tax Reduction and disability benefits and/or pension credit guarantee credit, will receive automatic awards</p>	<p>Third party support has currently been loaded in to this section</p>

21) Planned activities - Further information

Please refer to guidance document for questions to respond to using this field

Funds have been split in to phases to ensure we have money available throughout the whole scheme. For example those in receipt of FSM will receive 3 payments throughout the year.

We have a dedicated page on the website and utilise digital channels such as facebook. We are offering a phone based solution that the team can utilise with anyone that contacts the service. Depending on the residents we are trying to reach we will change the method of communication e.g. text messages, letters etc. We also work closely with other departments to ensure that people such as social workers, welfare rights team etc are aware and can verbally promote the scheme and assist with applications where necessary

Third party organisations are monitored on a monthly / quarterly basis providing updates on what they have spent, how, who has received the support etc so we can record all relevant data for returns.