

Guidance for completing the Delivery Plan for Household Support Fund 5

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 10 May 2024.

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

Filename: HSF5DP_RRR_MMY (where RRR is your LA code and date of return is in MMY format) for example Brighton & Hove Unitary Authority's May 2024 return would be labelled **HSF5DP_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: 

HSF5 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)
01/04/2024 - 30/09/2024	Delivery Plan	10/05/24

3) Governance

Cabinet Member (name)	Cabinet Member's email	Has the Cabinet Member approved this plan? (dropdown)	Section 151 Officer (name)	Section 151 Officer's email	Is the Section 151 Officer/CFO copied into the return email?
Nicky Walker	nicky_walker@middlesbrough.gov.uk	Yes	Debbie Middleton	debbie_middleton@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 (%)
£ 1,521,075.00	£ 132,289.20	£ 1,653,364.20	£ 1,653,614.95	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	✔
Anticipated spend	✔
Anticipated volumes	✔
Anticipated No of households	✔
Planned activities	✔

HSF5 Anticipated spend

Notes

The totals cells which auto populate have been greyed out and locked for editing. Please only input into the green cells.

The totals in the auto populated 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 input 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 Tabs 5 to 9 are compliant.

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

5) Anticipated admin spend

Admin spend

£ 132,289.20

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) (£)
£ 1,160,800.00	£ 156,100.00	£ 9,500.00	£ 194,675.00	£ 1,521,075.00

7) Anticipated spend (£) split by types of support

Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Anticipated total spend (by types of support) (£)
£ 1,087,455.0	£ 194,100.0	£ 127,020.0	£ 50,000.0	£ 62,500.0	£ 1,521,075.00

8) Anticipated spend (£) split by access routes

Application-based support (£)	Proactive support (£)	Other (£)	Anticipated total spend (by access routes) (£)
£ 538,080.00	£ 855,975.00	£ 127,020.00	£ 1,521,075.00

9) 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 (£) (if you have any anticipated housing costs please complete section 10)	Advice services (£)	Anticipated total spend (by category) (£)
£ 1,136,195.00	£ -	£ 174,380.00	£ 40,000.00	£ 147,500.00	£ -	£ 23,000.00	£ 1,521,075.00

10) Anticipated Housing Costs

If you have anticipated spend on Housing Costs, please confirm which of the following applies (dropdown):

If you have anticipated spend on Housing Costs, please confirm the particular groups and types of support that you intend to provide including value of spend:

✓ 4. Not applicable (no Housing Costs spend)

End

HSF5 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 input 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.

11) 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)
27437	3983	298	4258	35976

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)
18064	4186	12408	182	1136	35976

13) Anticipated volume of awards split by access routes

Application-based support	Proactive support	Other support	Anticipated total volume of awards (by access routes)
9054	14514	12408	35976

14) 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)
28413	0	4006	146	2886	0	526	35976

End

HSF5 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 input 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.

15) 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)
16461	3977	292	4252	24982

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)
11946	4186	7532	182	1136	24982

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)
7981	9469	7532	24982

18) 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)
17572	0	3852	146	2886	0	526	24982

HSF5 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.

19) 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 one off £70 voucher per child Other Middlesbrough families in receipt of FSM, on UC/HB or have CTR by application (£70 voucher per child). Part of the offering for those not in receipt of benefits will allow them to choose between this or wider essentials support. Amount of award is £37.50 for a single applicant, for a couple £50 or for households with children, £70 per child (voucher if choosing food support). Singles / Couples in receipt of benefits, £37.50 voucher for a single person and £50 voucher for a couple Funds will be provided to third party providers</p>	N/A	<p>Energy vouchers can be provided to those who have a pre-payment meter Funds to a third party provider to deliver support Payment to pensioners in receipt of PCGC / CTR to support with energy costs, cash award, £37.50 for a single person or £50 for a couple</p>	<p>£25k of funding has been assigned to provide residents with energy efficient white goods</p>	<p>Vouchers of £25 will be provided to new mothers upon registering the birth to help with increased costs Funding of £25k has been assigned to provide furniture essentials for beds etc where presenting in crisis. The amount provided will be subject to application and criteria to determine the amount of funding to be allocated per application. £50k, has been assigned to children services to provide essentials to families / children who are presenting as vulnerable. Nb... 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>	N/A	<p>£23k has been assigned to support 3rd party organisations - the allocation of funds is subject to further consideration.</p>

20) 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 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 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>

21) 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 There will be an application form for people not in receipt of benefits Applications for tangible items</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>

22) Planned activities - Further information

Please refer to guidance document for questions to respond to using this field
<p>A detailed plan and timeline has been put together ensuring support will be available to different categories of households throughout the fund period. We have a dedicated website page which contains all links to applications and details of eligibility. We utilise digital support such as facebook and depending on who we are trying to reach we will write to households or send text messages to promote applications. 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. We are targeting households in receipt of benefits across varying household compositions and we are also targeting those in work who are not in receipt of benefits where they are struggling to meet their basic needs due to inflationary pressures. Residents are verified using the council tax / benefits data held, bank statements and other evidence is collected for some of the applications. Third party organisations have a template to provide regular updates on how the funding is being used and will have a meeting every 2 months to review this.</p>