










HSF6 Delivery plan					 Department for Work & Pensions
<b>1) LA details</b>					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 Tables 3 and 4
Local authority	LA code	Has the return been completed in full?			
Middlesbrough UA	LA041				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 4, 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 <u>compliant and ready for submission</u> .
<b>2) Reporting period</b>					
Reporting period	Report type	Return date (dd/mm/yyyy)			
01/10/2024- 31/03/2025	Delivery Plan				
<b>3) Section 151 officer sign off</b>					
I have reviewed the financial procedures in place and I am satisfied that they are robust enough to protect public funds and that the total anticipated Grant spend by the Grant Recipient in this template is exclusively for the purposes set out in the Grant Determination Letter between the Grant Recipient and the Secretary of State for Work and Pensions in respect of the delivery of the Household Support Fund:					
Section 151 officer signature		Section 151 officer's email			
<b>4) Governance</b>					
Cabinet Member (name)	Cabinet Member's email	Has the Cabinet Member approved this plan? (dropdown)	Is the Section 151 Officer/CFO copied into the return email?		
<b>5) Totals</b>					
Anticipated spend for vulnerable households (£)	Anticipated admin costs (£)	Anticipated total LA spend (£)	Allocation (£)	Percentage of allocation accounted for in delivery plan (%)	
£ 1,521,325.00	£ 132,289.20	£ 1,653,614.20	£ 1,653,614.95	100%	
<b>Traffic Light Guidance System</b>					
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: 					
<b>For DWP use only:</b>					
Governance					
Anticipated spend					
Anticipated volumes					
Anticipated No of households					
Planned activities					

End