

## Guidance for completing the Delivery Plan for Household Support Fund 7

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 30 May 2025

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

Filename: HSF7DP\_RRR\_MMY (where RRR is your LA code and date of return is in MMY format) for example Brighton & Hove Unitary Authority's May 2025 return would be labelled

**HSF7DP\_007\_0525.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](mailto:lawelfare.pdt@dwp.gov.uk)

Your delivery plan must be signed off by your Section 151 Officer / Chief Finance Officer. Please ask them to complete Table 3 to provide assurance on the correctness of the anticipated spend. We also require you to copy your Section 151 Officer / CFO into your return email when submitting your delivery plan to DWP.

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:



HSF7 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 Tables 3 and 4

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 compliant and ready for submission.

2) Reporting period

Reporting period

Report type

Return date (dd/mm/yyyy)

01/04/2025- 31/03/2026

Delivery Plan

3) Section 151 Officer sign off

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 (please type)

Section 151 Officer's email

4) Governance

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?

5) Totals

Anticipated spend for vulnerable households (£)

Anticipated admin costs (£)

Anticipated total LA spend (£)

Allocation (£)

Percentage of allocation accounted for in delivery plan (%)

£2,680,879.00

£233,155.78

£2,914,034.78


£2,914,447.24

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 DWP use only:


Governance


Anticipated spend


Anticipated volumes


Anticipated No of households


Planned activities











End

HSF7 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 7 to 11 must be completed for the return to be compliant. The total spend for table 7 to 9 should be the same. The totals for table 10 and 11 differ in that their combined total should equal the sum of tables 7 to 9.


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. Please ensure that any spend figures you provide are presented to 2 decimal places, If this is not followed your Delivery Plan will be returned for completion

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 6 to 12 are compliant

6) Anticipated admin spend
Admin spend
£233,155.78

 Traffic light check

Has the anticipated spend tab been completed correctly?



7) 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) (£)
£1,856,900.00	£534,525.00	£31,250.00	£258,204.00	£2,680,879.00

8) Anticipated spend (£) split by types of support					
Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Anticipated total spend (by types of support) (£)
£1,787,500.00	£565,850.00	£242,529.00	£62,500.00	£22,500.00	£2,680,879.00

9) Anticipated spend (£) split by access routes			
Application-based support (£)	Proactive support (£)	Other (£)	Anticipated total spend (by access routes) (£)
£823,950.00	£1,614,400.00	£242,529.00	£2,680,879.00

10) Anticipated crisis support spend (£) split by category					
Energy and water (£)	Wider essentials (£)	Housing costs (£) (Please also compete table 12)	Food (£)	Other (£)	Anticipated total spend (by category) (£)
£580,600.00	£62,500.00	£-	£1,940,450.00	£62,500.00	£2,646,050.00

11) Anticipated preventative support spend (£) split by category					
Advice services (£)	Skills (£)	Community infrastructure/support (£)	Energy efficiency (£)	Other (£)	Anticipated total spend (by category) (£)
£10,140.00	£14,689.00	£-	£10,000.00	£-	£34,829.00

12) Anticipated housing Costs	
For your anticipated Housing Costs spend please select the appropriate option. If this is zero please select option 4):	If you have reported spend on Housing Costs, please confirm the particular groups and types of support that you have provided including value of spend. If this is zero please input N/A:
4. Not applicable (no Housing Costs spend)	N/A

HSF7 Anticipated volumes

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

Please ensure that any anticipated volume figures you provide are presented in whole numbers. If any other format is input an error message will appear. If this is not followed your Delivery Plan will be returned for completion

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).

13) 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)
42756	5583	269	7178	55786

14) 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)
29075	5788	20506	192	225	55786

15) Anticipated volume of awards split by access routes

Application-based support	Proactive support	Other support	Anticipated total volume of awards (by access routes)
10907	24373	20506	55786

16) Anticipated volume of crisis support awards split by category

Energy and water	Wider essentials	Housing costs	Food	Other	Anticipated total volume of awards (by crisis support category)
6263	796	0	47899	192	55150

17) Anticipated volume of preventative support awards split by category

Advice services	Skills	Community infrastructure/support	Energy efficiency	Other	Anticipated total volume of awards (by preventative support category)
200	236	0	200	0	636

HSF7 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 ensure that any anticipated volume figures you provide are presented in whole numbers. If any other format is input an error message will appear. If this is not followed your Delivery Plan will be returned for completion.

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).

18) 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)
13981	5583	269	7082	26915

19) 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)
11296	5788	9414	192	225	26915

20) 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)
7711	9790	9414	26915

21) Anticipated number of households helped from crisis support split by category

Energy and water	Wider essentials	Housing costs	Food	Other	Anticipated total number of vulnerable households helped (by crisis supoort category)
5863	796	0	19488	192	26339

22) Anticipated number of households helped from preventative support split by category

Advice services	Skills	Community infrastructure/support	Energy efficiency	Other	Anticipated total number of vulnerable households helped (by preventative supoort category)
200	236	0	140	0	576



HSF7 Planned activites

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 categories for which you are reporting anticipated 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, including the relevant questions to cover in table 27.

23) Planned activities of crisis support split by category				
Energy and water	Wider essentials (£)	Housing costs	Food	Other
<div>✓</div> <div>Energy vouchers can be provided to those who have a pre-payment meter Payment to pensioners in receipt of CTR who do not qualify for a winter fuel payment to support with energy costs, Payment, per household Born pre 23 September 1944   £300 Born between 23 September 1944 and 22 September 1958   £200 Third party support for all household composites</div>	<div>£40k, has been assigned to children's services to provide essentials to families / children who are presenting as vulnerable. 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</div>	<div>N/A</div>	<div>Families in receipt of FSM two awards in the 12 month period of £60 voucher per child Other Middlesbrough families in receipt of FSM, on UC/HB or have CTR by application (£60 voucher per child, applications available twice in the 12 month period). Part of the offering for those not in receipt of benefits will allow them to choose between this or wider essentials support, £100 per household. Singles / Couples in receipt of benefits, £45 voucher for a single person and £55 voucher for a couple Funds will be provided to third party providers</div>	<div>Funding has been assigned to provide residents with energy efficient white goods.</div>

24) Planned activities of preventative support split by category				
Advice services	Skills	Community infrastructure/support	Energy efficiency	Other
<div>✓</div> <div>£10k has been assignend to a third party provider to support with debt advice</div>	<div>£14.5k has been assigned to a third party provider to assist with back to work courses and support</div>	<div>N/A</div>	<div>£50k has been assigned to support with energy advice and guidance and an energy voucher</div>	<div>N/A</div>

25) Planned activities - Types of Support				
Vouchers	Cash awards	Third party organisations	Tangible items	Other
<div>✓</div> <div>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</div>	<div>These will be made where we are not able to provide vouchers digitally, mainly for pensioners, and is designed to support with energy costs</div>	<div>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</div>	<div>Energy effiecient white goods are available to residents in crisis who require support as well as essentials such as beds, coats etc</div>	<div>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</div>

26) Planned activities - Access Routes		
Application-based support	Proactive support	Other
<div>✓</div> <div>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. An application form for people in receipt of benefits and an application process for pensioners</div>	<div>Those in receipt of FSM in Middlesbrough schools. Pensioners who have entitlement to Council Tax Reduction and will not receive a winter fuel payment, will receive automatic awards where details were gathered by application under the previous scheme</div>	<div>Third party support has currently been loaded in to this section</div>

27) Planned activities - Further information
Please refer to guidance document for questions to respond to using this field
<div>✓</div> <div>1) 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. Targeted support for pensioners who are no longer eligible for the Winter Fuel Payment but on a low income. 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. We do have a local welfare assistance scheme that continues to run alongside the HSF funding; this opens up additional avenues to offer support to residents who present in crisis allowing us to point people to the most appropriate support for their needs. We evaluate effectiveness of the different elements of the scheme on an on-going basis and this is done within the normal administration costs.</div>