



URGENT DELEGATED DECISION

Date: 30 November 2021

Request to the Head of Paid Service to exercise delegated authority as per Responsibility of Functions in Part IV, page 28 of the Constitution.

“to determine any matter within the referred or delegated powers and duties of a Committee / Sub Committee / Board / Working Group which is so urgent that a decision must be made before the next meeting of that Committee / Sub-Committee / Board / Working Group is due to be held.”

Limits on delegation: -

- Before making a decision using this delegated power, the Head of Paid Service shall consult with and take cognisance of the views of the Chairman (or in his absence the VC) of the relevant Committee / Sub-Committee etc; and
- Any decision taken by the Head of Paid Service under this delegated power shall be reported to Members within five working days of the decision being taken.
- During the COVID-19 Pandemic we have also committed to consult with the Leader of the Opposition on such decisions.*

** The Leader of the Opposition was unavailable for the meeting, but was provided with all relevant documentation*

Usual Decision Maker: -

This decision would have been taken by Prosperous Communities Committee / Corporate Policy and Resources Committee.

This decision needs to be made and implementation commence, before these Committees are due to meet in order that the most vulnerable residents can be financially supported as quickly as possible.

The decision is in response to receiving additional Government Funding (via Lincolnshire County Council) which must be spent before 31 March 2022 to support those most in need this winter as part of a scheme called the Household Support Fund (HSF).

Call-in does not apply.

Background

The background to this decision is as detailed in the report titled “**Household Support Fund Grant**” which is appended to this decision.

Reason for Urgency and Rationale for use of urgent Delegated Decision

An urgent decision was required to seek approval to use this additional funding in accordance with the Scheme devised across Lincolnshire, and which is summarised in the appended report, to ensure the most vulnerable residents could be supported.

The full rationale for the decision, the criteria applicants would need to meet to be eligible for payment and the referral routes were contained within the report which is appended.

Financial Detail and Implications

Financial : FIN/ DD/13/22

Full financial details and implications are contained within the appended report.

Fund and Fund administration costs will be claimed in arrears from LCC – a return showing grant distribution and administration costs will be submitted in January 2022, March 2022 and April 2022. WLDC will incur all costs until reimbursed by LCC. Total WLDC funds (including administration will be circa £355,200)

Budget approvals will be required due to timeliness.

The Authority will act as an Agent.

Appropriate procurement will be required for any partner agencies.

Notes of Consultation Relevant to the Decision

The Grant Fund was not directly linked to benefit, employment or immigration status like many grants. Whilst each monthly allocation was capped at £40, Applicants could apply every month for support. Residents could not apply directly but needed to be referred from a number of trusted partners. Referrals could be made for a number of reasons including (but not limited to) financial hardship due to debt, bereavement, the breakdown of a relationship, poor mental or physical health, those struggling with bills.

Full eligibility criteria and trusted referral partners were detailed in Appendix 2 and fully explained to Members.

Referrals being made by trusted partners ensured those applying were also accessing some sort of other longer-term wider support mechanism.

Assistance would be offered through a voucher scheme, and administered by a third party. The types of vouchers and maximum to be allocated against each type of assistance were detailed in the report's appendix.

It was acknowledged that there was a role for local Councillors to promote this Scheme. A number of other trusted referral partners, were suggested, including Age UK. It was noted that each District had the ability to deviate from the common list of referral partners, to reflect local demographics and need, and as such Age UK could be considered.

In response to comments regarding the administration costs (to be paid to the contractor), assurance was offered that alternatives had been investigated and the proposed arrangement was the most cost effective.

The funding split across the districts had been based on a calculation of population and deprivation indicators applied by the County Council.

Assurance was also offered that there was capacity with the Team, to deliver the fund and resources would be kept under review.

All Members present indicated their support for allocating the additional funding as proposed and welcomed the Lincolnshire wide approach.

Decision

1. The Household Support Fund, as detailed in the attached report, for the utilisation of an initial £248,643 (potentially rising to £355,205) funding allocated to West Lindsey District Council from Lincolnshire County Council be approved.
2. Delegated Authority be granted to the Assistant Director for Homes & Communities to make and implement minor amendments to the scheme in order to aid the scheme to flex to the requirements and need promptly, as well as remaining consistent with the principles of the Lincolnshire Districts scheme.

Changes considered 'significantly material' would require further Member approval.



.....
Ian Knowles
Head of Paid Service

As the Chairman of the Corporate Policy and Resources Committee I have been fully consulted on this matter



.....
Anne Welburn
Chairman of Corporate Policy and Resources

As the Chairman of the Prosperous Communities Committee and Leader of the Council I have been fully consulted on this matter



.....
Owen Bierley
Leader of the Council / Chairman of the Prosperous Communities Committee

Date all Members were notified of the decision: 10 December 2021



DELEGATED DECISION

SUBJECT: Household Support Fund Grant

REPORT AUTHOR: Grant White

MT MEETING DATE: Monday, 29 November 2021

| | |
|------------------|---|
| COMMITTEE | DIRECTORS |
| | Assistant Director, Homes and Communities |

FINANCIAL IMPLICATIONS:

Fund and Fund administration costs will be claimed in arrears from LCC – a return showing grant distribution and administration costs will be submitted in January 2022, March 2022 and April 2022. WLDC will incur all costs until reimbursed by LCC. Total WLDC funds (including administration will be circa £355,200)

Budget approvals will be required due to timeliness, a Head of Paid Service DD should be considered in this instance.

It has been confirmed that we are acting as an Agent.

Appropriate procurement will be required for any partner agencies.

FIN REF: DD/13/22

HUMAN RESOURCES IMPLICATIONS:

The fund will be administered by the Council's Communities Team. Capacity will be kept under review and Management Team will be updated if additional temporary staff are required to support effective delivery.

HR REF:

LEGAL IMPLICATIONS:

SECTION 17 CRIME AND DISORDER CONSIDERATIONS:

CLIMATE RELATED RISKS AND OPPORTUNITIES:

HEALTH IMPLICATIONS:

Lincolnshire County Council intend to use the scheme to fund food or vouchers for children and young people eligible for Free School Meals and Early Years Pupil Premium in non-term time between now and the end of the grants period. The expectation is the rest of the funding should primarily be used to support households in most need with food, energy and water bills. It can also be used to support households with wider essential costs. At least 50% of funding must be spent on families with children. All of these actions can directly have beneficial impact on health and wellbeing especially during the Winter season.

DATA PROTECTION IMPLICATIONS:

Privacy notice included within grant application form and signed off by DPO's within each District Council.

RISKS AND MITIGATING ACTION:

LCC do not spend the full allocation by 31.3.22

Fund to be split between school holiday meals and then the 7 LAs, all LA's will need to consistently monitor spend and report back to LCC to agreed deadlines.

Reporting Data is not sufficient for DWP needs – LCC and all LAs will agree what data and how often all the information is fed back to LCC and then to DWP

DECISION(S) REQUIRED:

Report for MT is for information only and an urgent decision meeting will be arranged in w/c 29th November where the decisions required will be:

1. Approve the Household Support Fund as detailed in this report, for utilisation of an initial £248,643 (potentially rising to £355,205) funding allocated to West Lindsey District Council from Lincolnshire County Council.
2. Where there are relatively minor amendments made to the scheme, unless these are considered 'significantly material' then the Assistant Director for Homes & Communities is delegated to implement these changes. This aids the scheme to flex to requirements and need promptly, as well as remaining consistent with principles of the Lincolnshire Districts scheme.

1. Purpose of Report

- 1.1 To recommend a local scheme, in line with other Lincolnshire District Councils, to utilise funding through the Household Support Fund (HSF) to assist residents of West Lindsey with energy, food, water and other essential household costs.
- 1.2 Management Team has been updated with regard to developments in relation to a Lincolnshire Districts scheme, most recently through a report presented by the Benefits Team Manager on 1st November 2021.
- 1.3 Lincolnshire County Council has now 'signed-off' proposed funding and scheme arrangements. A Districts scheme is now ready to be launched effective from 1st December 2021 and running through to 31st March 2022.
- 1.4 Lincolnshire County Council have written to all District Council Chief Executives on 24th November 2021 with the final proposal for the scheme.

APPENDIX 1 – HSF Letter to DC 24.11.2021

2. Executive Summary

- 2.1 £421 million has been made available in England to support those most in need this winter as part of a scheme called Household Support Fund (HSF). This funding covers the period 6th October 2021 to 31st March 2022. £5,464,685.20 has been awarded to Lincolnshire County Council under section 31 of the Local Government Act 2001, to administer the scheme and provide assistance to households most in need.
- 2.2 The expectation is that this funding should primarily be used to support households in the most need with food, energy and water bills. It can also be used to support households with wider essential costs. At least 50% of funding must be spent on families with children.
- 2.3 Lincolnshire Council County Council is to direct a proportion of this funding via schools and Early Years providers to target families with children eligible for benefit related Free School Meals (FMS)/ 2y Early Years Education (EYE) and Early Years Pupil Premium (EYPP). This will help families outside of term time with support to access food. It is expected this will account for approximately 50% of the grant, however exact figures will not be able to be determined until the New Year.
- 2.4 The remaining grant funds are to be distributed on a proportionate basis via Lincolnshire District Councils (details in the table below), this is based on the Income Deprivation Affecting Children Index (IDACI). Each of the District Councils will utilise this funding to ensure eligible residents receive support with a focus on household costs to include energy, food, water and other essentials. 35% of the potential 50% funding for Districts will initially be released, as below.

| | | Indicative funding @35% (of 50%) |
|-----------------------|-----|-------------------------------------|
| Boston | 10% | £191,264 |
| East Lindsey | 24% | £459,034 |
| Lincoln | 16% | £306,022 |
| North Kesteven | 11% | £210,390 |
| South Holland | 12% | £229,517 |
| South Kesteven | 14% | £267,770 |
| West Lindsey | 13% | £248,643 |

3. Background and proposed Household Support Fund scheme

3.1 Regular meetings have taken place over the last month, between Lincolnshire Council and Districts, as well as separate meetings between Lincolnshire Districts only to further develop a proposed HSF scheme.

3.2 An update report was presented to Management Team on 1st November 2021, with the following key points for consideration:

- Districts scheme proposed to commence 1st December 2021, to run to 31st March 2022;
- Key principles and standard amounts of award, plus ‘caps’ on the number of applications per individual;
- **Phase 1** of the District HSF scheme is for ‘Trusted Partner organisations’ to refer in cases to the Communities Team who will then be responsible for making the HSF awards via a referral form;
- **Phase 2** of the scheme will be considered from January 2022 – this could potentially be distribution of some District monies to a third-party community organisation/s – however, if Phase 1 is successful and can be accommodated ‘in house’, this Phase 2 approach may not be required;
- [REDACTED] is the preferred supplier for Districts to administer HSF payments (in the form of vouchers) – procurements, Data Protection and legal matters are being finalised with respective officers and will be in place for 1st December 2021.

3.3 The proposed Lincolnshire Districts HSF scheme from 1st December 2021 is as below. There are consistent principles and £ figures which will be utilised across the seven Districts.

| <ul style="list-style-type: none"> Eligible persons: Any resident of each District Maximum award of £400 per month per household | | | |
|--|-------|------------|---|
| Support Type | Value | Frequency | Additional information |
| On grid fuel | £100 | Monthly | <ol style="list-style-type: none"> Agreed to use "average household " size, and value of £100 for electricity and gas, per month Referral form to include frequency of cost i.e. monthly or quarterly as this will determine value i.e. £300 to be awarded (3 months x £100) Oil will be £200 and likely to be a cash award Off grid gas (cylinders) to be considered No more than 4 payments to be made (preference 1 per month) – clear need to be identified by the Trusted Partner Discretion will be considered by each District should the trusted partner provide a clear case for additional support |
| Oil / Gas (non-mains) | £200 | Monthly | |
| Food (non-child household) | £100 | Monthly | <ol style="list-style-type: none"> No child in household award of £100 per month No more than 4 payments to be made (preference 1 per month) – clear need to be identified by the Trusted Partner Discretion will be considered by each District should the trusted partner provide a clear case for additional support |
| Food (child household) | £200 | Monthly | <ol style="list-style-type: none"> Child in household award of £200 per month No more than 4 payments to be made (preference 1 per month) – clear need to be identified by the Trusted Partner Discretion will be considered by each District should the trusted partner provide a clear case for additional support |
| Other household essentials | £100 | Discretion | <ol style="list-style-type: none"> Cash payment as a contribution Examples: School uniform, winter clothes, work-related support (shoes, travel etc.), digital access (phone one-off contribution), other household bills (water, broadband) Discretion based on needs identified |
| White Goods | Nil | | <ol style="list-style-type: none"> Refer to Lincs Wellbeing (through DEFRA - £300k – eligibility is as "impacted by Covid") Experience from previous awards – there were a number of issues, follow-ups needed from residents, which would increase the administration resource and workload Ensure there is a referral route to Lincs Wellbeing as part of the scheme |

3.4 A briefing presentation for trusted referral partners has been developed. This provides a summary of the HSF operation and referral process being used.

APPENDIX 2 – Household Support Fund Presentation for Referral Partners

4. Corporate Plan Priorities

- 4.1 The delivery of this scheme will directly contribute towards a number of the Council's Corporate Plan priorities. Specifically the HSF will support the following priorities:

Our Council

- Partnerships
 - The Lincolnshire Districts HSF is a positive example of strong partnership working. The delivery of the scheme will result in enhanced sharing of knowledge around HSF needs across Lincolnshire.

Our People

- Health & Wellbeing
- Vulnerable Groups & Communities
 - The funding will directly support maintaining and/or enhancing individual and household wellbeing. Access to funding support for those facing financial hardship will ensure people are supported during the winter months and help prevent households reaching crisis.

5. Finance

- 5.1 The scheme is fully funded by Lincolnshire County Council through HSF monies. An initial £248,643 has been allocated to West Lindsey District Council for this initiative.
- 5.2 Reasonable administration costs will be recouped through the HSF. Lincolnshire County Council will reimburse each District Council with the actual expenditure incurred in accordance with the scheme. The payments will be made in arrears following the submission of the monitoring returns.
- 5.3 The preferred supplier to make HSF payments, [REDACTED], has no set up costs and a flat rate £3.00 +VAT (i.e. total £3.60) per transaction. These costs would be taken from the Districts HSF allocation.
- 5.4 Lincolnshire County Council will be paid from central government in arrears. District Councils will also receive reimbursements for fund payments in arrears.

6. Monitoring and Reporting

- 6.1 Lincolnshire County Council as the accountable body for HSF is required to provide data to the Department for Work and Pensions (DWP). District Councils will be required to supply data to support this.
- 6.2 The key principles of monitoring and reporting agreed between Lincolnshire County Council and the District Councils are:
- Each District Council will keep records of HSF payments made;

- LCC will reimburse each District Council in arrears for actual expenditure incurred in the delivery of the HSF in line with the guidance documentation;
- Each District Council will need to provide LCC with a bank account (with reference) to where these payments are to be made;
- This process is to be reviewed by Lincolnshire HSF working group periodically during the grant period;
- LCC as responsible body retains the right to request the supply of further information for audit purposes if required.

6.3 Lincolnshire County Council will provide the reporting template for District Councils to use with the following reporting timescales:

| | | |
|-----------------|------------------------------------|-------------------------|
| Period 1 | Spend up to 5pm on Friday 31/12/21 | Submission 5pm 07/01/22 |
| Period 2 | Spend up to 5pm Monday 31/01/22 | Submission 5pm 03/02/22 |
| Period 3 | Spend up to 5pm Monday 28/02/22 | Submission 5pm 03/03/22 |
| Period 4 | Spend up to 5pm Thursday 31/03/22 | Submission 5pm 05/04/22 |

7. Recommendations for the Urgent Decision meeting (wc:29/11/2021)

- 7.1 Approve the Household Support Fund as detailed in this report, for utilisation of an initial £248,643 (potentially rising to £355,205) funding allocated to West Lindsey District Council from Lincolnshire County Council.
- 7.2 Where there are relatively minor amendments made to the scheme, unless these are considered 'significantly material' then the Assistant Director for Homes & Communities is delegated to implement these changes. This aids the scheme to flex to requirements and need promptly, as well as remaining consistent with principles of the Lincolnshire Districts scheme.

Ref: MA/HSF

Date: 24 November 2021

Michelle Andrews
Assistant Director
Lincolnshire County Council
County Offices
Newland

Dear Chief Executive

SUBJECT: Local delivery of the Household Support Fund

On the 30th September 2021, the Government confirmed that the COVID Local Support Grant would come to an end as planned. However a replacement fund was announced to the value of £500m in total for the UK.

Lincolnshire's allocation of £5,464,685.20 is to support our residents as set out within the guidance: [Household Support Fund: guidance for local councils - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/household-support-fund-guidance-for-local-councils).

This letter outlines the requirements of the fund and sets out Lincolnshire's approach to the delivery of the Household Support Fund at a local level, as well as the role of the District Council's (DC's) in this process.

Outline of the grant

The Household Support Fund is a replacement of the COVID Local Support Grant, which was a scheme which followed the COVID Winter Grant scheme. All these schemes retain a similar focus.

£421 million of the total grant has been made available to County Councils and Unitary Authorities in England to support those most in need this winter during the final stages of economic recovery. This funding covers the period 06 October 2021 to 31 March 2022 inclusive. Local Authorities have discretion on exactly how this funding is used within the scope set out in the guidance documents. However, fundamentally the funding has to be expended for the purposes specified, and the Council's role is to administer the funding for those purposes.

The expectation is that it should primarily be used to support households in the most need with their food, energy and water bills. It can also be used to support households with essential costs related to those items and with wider winter essential costs.

The Department for Work and Pensions (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 scheme and provide assistance to households most in need. It is important to stress this covers a wide range of vulnerable households including those with children of all ages and those without children.

It is anticipated that this may require collaboration between DWP, Authorities, including their delivery partners, such as DC's and charitable organisations, dependent on the approach agreed.

Authorities have the ability to deliver the scheme through a variety of routes including providing vouchers to households, making direct provision of food, or issuing grants to third parties (with the exception of debt advice provision). It is believed that Authorities have the local ties and knowledge, making them best placed to identify and help those most in need. County Councils are expected to work together with DC's to provide support and ensure the funding meets its objectives by identifying those most in need.

However, support is not restricted 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 advisors.

Local implementation criteria

To identify and help those children, families and individuals most in need, Lincolnshire County Council (LCC) has taken a blended approach, working with District Councils and other partners to identify those families who may require additional support with food utility costs and other winter essentials. Targeting this money effectively will ease the burden faced by many households who are worrying about paying the next utility bill or the next food shop due to the pandemic.

LCC has worked in partnership in line with the guidance provided to develop a model for the delivery of this grant at a local level. The following outlines LCC's approach which is set out in three key categories:

1. Allocation of funding delegated to schools and Early Years Providers, based on the number of children eligible for FSM/EYPP and families with a 2 year old eligible for the Early Years Entitlement. This is to provide additional support to families with eligible children to access food in non-term time over the winter period.
2. Allocation of funding via District Councils for families/Individuals in need of financial assistance over the winter period. This is to provide wider access to funds for food/utilities and other winter essentials.
3. Other vulnerable groups suffering from unexpected financial hardship seeking support through voluntary sector partners - where other forms of support are not able to meet their needs.

Category 1 will be delivered by LCC via schools and EY providers as it is LCC’s desire to maximise the grant utilisation for vulnerable households. LCC has already distributed some of the funding on this basis to provide additional support during the October half term of £15 per child, and for the Christmas period a grant will be allocated to schools for £30 per eligible free school meal pupil. Schools must use this grant to provide families with support for food in non-term time. It is for schools to determine how they wish to administer and provide this funding to families through a route that is practical to deliver.

Category 2 and 3 will be delivered via the District Councils as they are best placed to identify need in their local area. LCC will allocate up to 50% of the total grant as part of the additional support that will be made available to District Councils (via the Household Support Fund). However to give some flexibility to the delivery of this funding, and to reduce the risk to LCC of an overspend, it has been agreed that DC’s will not commit their full allocation prior to the review in January.

Each DC will issue funding to families / individuals in accordance with the criteria up to the 31st March 2022. Allocation to DC’s will be made on a proportionate basis set out in the table below.

| District Council | Proportionate allocation of funding |
|-------------------------|--|
| Boston | 10% |
| City of Lincoln | 16% |
| East Lindsey | 24% |
| North Kesteven | 11% |
| South Holland | 12% |
| South Kesteven | 14% |
| West Lindsey | 13% |

Monitoring / Reporting

LCC as the accountable body for this grant is required to provide data to the DWP. It is therefore a requirement that partners will supply data to support accurate and timely reporting to the DWP.

In order to ensure there is consistency in the application of this across the seven DC areas, the key principles to support the local application of this funding are set out below:

- Each DC will keep records of HSF payments made;
- LCC will reimburse each DC in arrears for actual expenditure incurred in the delivery of the HSF in line with the guidance documentation;
- Each DC will need to provide LCC with a bank account (with reference) to where these payments are to be made;

- This process is to be reviewed by Lincolnshire HSF working group periodically during the grant period;
- LCC as responsible body retains the right to request the supply of further information for audit purposes if required.

An agreed format will be provided. This is to ensure that information can be effectively combined to enable a county wide submission process to be undertaken, as required by DWP. The data must be provided by each DC to LCC by the specified date as set out below. This will be checked and processed prior to reimbursement of costs to the DC's.

Submission of data to LCC by District Councils

The returns will require both financial and non-financial information. This data will be consolidated with the other categories of spending, in order to form Lincolnshire's overall return on the Household Support Fund utilisation to central government.

A link to complete the returns will be sent to the nominated contacts of each DC for completion. Payment and awards for vulnerable households are to be submitted to LCC through a standard template on the following basis:

| | | |
|-----------------|---------------------------------------|-------------------------|
| Period 1 | Spend up to 5pm on Friday 31/12/21 | Submission 5pm 07/01/22 |
| Period 2 | Spend up to 5pm Monday 31/01/22 | Submission 5pm 03/02/22 |
| Period 3 | Spend up to 5pm Monday 28/02/22 | Submission 5pm 03/03/22 |
| Period 4 | Spend up to 5pm Thursday 31/03/22 | Submission 5pm 05/04/22 |

This will help with tracking the spending to date, and whether other options have to be deployed when looking at spending of the overall grant.

Reimbursement of costs

The payment from DWP to Local Authorities will be made in arrears with an interim payment made by March 2022 for the end of December 2021 spend, and a final payment by June 2022 for total reported spending by March 2022.

LCC will reimburse each DC with the actual expenditure incurred in accordance with the scheme. The payments will be made in arrears following the submission of the returns.

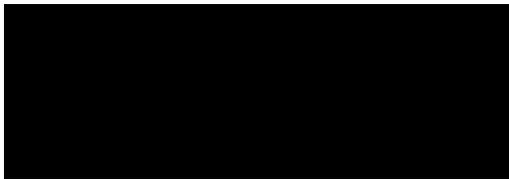
Next steps

Thank you in advance for your support and engagement in the delivery of this grant – we look forward to working with your colleagues to ensure this is delivered effectively to meet the needs of Lincolnshire residents.

It is requested that each DC formally responds to this letter to confirm their intention to participate and adhere to the parameters set out within this correspondence.

If you would like any further discussion please do not hesitate to contact me directly via email at michelle.andrews@lincolnshire.gov.uk or via phone on 07917 463431.

Yours sincerely



Michelle Andrews
Assistant Director Corporate Recovery

Household Support Fund (HSF) Grant

Briefing Webinar for Referral Partners



Background to the fund

- ▶ £412 million made available to County Councils and Unitary Authorities
- ▶ To support those most in need this winter during final stages of economic recovery
- ▶ Funding covers period 6 October 2021 to 31 March 2022
- ▶ Local Authorities have discretion on how funding is used within scope set by Department for Work and Pensions (DWP)
- ▶ Primarily to support households with food, energy and water bills
- ▶ Also can be used to support wider essential costs

Funding available

- ▶ £5,464,685.20 million awarded to Lincolnshire County Council
- ▶ 50% (£2.732m) has been allocated to fund school meals during October, December and February half-terms
- ▶ Initially 35% (£1.913) has been allocated to District Councils to deliver the Household Support Fund Grant
- ▶ Remaining 15% will be allocated following progress review in late December 2021

Provisional funding allocation per District

| District | Split | Funding Total |
|-----------------|-------|---------------|
| Boston | 10% | £191,263.98 |
| City of Lincoln | 16% | £306,022.36 |
| East Lindsey | 24% | £459,033.54 |
| North Kesteven | 11% | £210,390.37 |
| South Holland | 12% | £229,516.77 |
| South Kesteven | 14% | £267,769.57 |
| West Lindsey | 13% | £248,643.17 |

- ▶ The allocation per district area has been weighted based on population and deprivation

Funding available for Households

- ▶ **£100** shopping voucher (**if adult only household**)
- ▶ **£200** shopping voucher (**if children in household**)
- ▶ **£100** utility payment direct to supplier (or 2 x £49 pre-payment meter credit)
- ▶ **£200** cash voucher towards other utility cost (**off mains households only**)
- ▶ **£100** cash voucher for **essentials**
 - ▶ **Essential related to heating and water include:** boiler repair/service, warm blankets
 - ▶ **Other household essentials.** For example, school uniform, phone/broadband costs, work related costs, travel or fuel.

Funding available for Households

- ▶ Vouchers issued directly to households via our supplier Charis
- ▶ Vouchers can be sent via text message, e-mail or post
- ▶ Some food vouchers have restrictions to prevent them being used on alcohol, cigarettes or lottery (please note this varies by supermarket)
- ▶ Applicants can choose preferred supermarket (Asda, Tesco, Morrison's)

(Aldi vouchers may be available in the New Year)
- ▶ Cash or utility vouchers can be redeemed for cash at any Post Office or Paypoint
- ▶ Utility will be paid with vouchers (direct payments to account from January 2022)

Eligibility

- ▶ Professionals supporting residents can make a referral on behalf of clients who are **struggling with the cost of household essentials this winter**
- ▶ Applicants must be Lincolnshire residents aged 18 years or older
- ▶ Applications are limited to one per calendar month **per household**
- ▶ Each monthly application is capped at £400 but should be **proportionate to need**
- ▶ This scheme is **not** linked to benefit eligibility, employment or immigration status
- ▶ All grants will be processed and paid at the discretion of the District Council
- ▶ Reasons for referrals include (but are not limited to) **financial hardship due to** unmanageable debt, bereavement, poor physical or mental health, relationship breakdown, struggling with bills, victim of domestic abuse, recently homeless or rough sleeping

Referral Partners

- ▶ Carers First
- ▶ Citizens Advice
- ▶ Department of Work & Pensions
- ▶ Food Banks
- ▶ Local Authority Teams
(Housing and Benefit Teams)
- ▶ Other local organisations identified by District Councils
- ▶ NHS Neighbourhood Teams
- ▶ Selected Housing Associations
- ▶ Wellbeing Lincs
- ▶ Volunteer Centres
- ▶ YMCA / Community Lincs

Referral Process

- ▶ **Step 1: Identify** someone in need of financial support

Identified as an existing client/server user or a new person accessing your services

- ▶ **Step 2: Check** supporting evidence to confirm financial support is needed

Examples include: bank statement, utility bill, reminder notice,

- ▶ **Step 3: Complete** Referral Form

Complete form with contact details and select types of support needed

Submit completed referral form to the resident's District Council

What details will be needed for referral?

- ▶ Editable PDF application and guidance will be provided ahead of scheme launch
- ▶ Referrers are required to be satisfied that have seen evidence of client's need and will be required to confirm authority and consent to apply on client's behalf
- ▶ Client's name, address, e-mail address, mobile phone number
- ▶ Number of adults / Number of under 19s living in the household
- ▶ Preferred method of voucher delivery (text, e-mail, post)
- ▶ Preferred supermarket for food voucher
- ▶ Preferred place to redeem cash/ utility vouchers (Post Office or Paypoint)

District Council Contacts (for referral partners only)

| District Council | E-mail |
|---------------------------------|--|
| Boston Borough Council | householdsupportfund@boston.gov.uk |
| City of Lincoln Council | welfare.reform@lincoln.gov.uk |
| East Lindsey District Council | householdsupportfund@east-lindsey.gov.uk |
| North Kesteven District Council | welfare.reform@lincoln.gov.uk |
| South Holland District Council | householdsupportfund@sholland.gov.uk |
| South Kesteven District Council | householdsupportfund@southkesteven.gov.uk |
| West Lindsey District Council | householdsupportfund@west-lindsey.gov.uk |

To confirm resident's District Council visit: www.gov.uk/find-local-council

District Council Leads

City of Lincoln & North Kesteven District Council

Martin Walmsley martin.walmsley@lincoln.gov.uk

▶ South Kesteven District Council

Claire Moses claire.moses@southkesteven.gov.uk

▶ West Lindsey District Council

Grant White grant.white@west-lindsey.gov.uk

▶ South & East Lincolnshire Partnership

(Boston Borough Council, East Lindsey District Council & South Holland District Council)

▶ Roxanne Warrick roxanne.warrick@e-lindsey.gov.uk