

## Notice of a public

### **Decision Session - Executive Member for Finance and Performance Meeting to be held in consultation with the Executive Member for Housing and Safer Neighbourhoods (for agenda item 4 Household Support Fund)**

**To:** Councillor Ayre (Executive Member for Finance and Performance) and Cllr Craghill (Executive Member for Housing and Safer Neighbourhoods)

**Date:** Monday 8 November 2021

**Time:** 10.00

**Venue:** The Thornton Room, Ground Floor, West Offices

## **AGENDA**

### **Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00pm on 10 November 2021**.

\*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any items that are called in will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5:00pm on 4 November 2021**.

#### **1. Declarations of Interest**

At this point in the meeting, the Executive Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or

- any disclosable pecuniary interests which they may have in respect of business on this agenda.

**2. Minutes** (Pages 1 - 4)

To approve and sign the minutes of the Decision Session held on 13 September 2021.

**3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. The deadline for registering at this meeting is at **5:00pm on Thursday 4 November 2021.**

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

**Webcasting of Remote Public Meetings**

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts).

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

**4. Household Support Fund** (Pages 5 - 54)

This paper presents the Household Support Fund (HSF) scheme to the Executive Member for Finance & Performance in consultation with the Executive Member for Housing & Safer Neighbourhoods for approval.

**5. Corporate Procurement Strategy and Social Value Strategy** (Pages 55 - 76)

This report outlines a number of minor changes and updates to both the Procurement Strategy and the Social Value Policy.

**6. Urgent Business**

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Angela Bielby  
Telephone: (01904) 552599  
Email: a.bielby@york.gov.uk

For more information about any of the following, please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

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## Coronavirus protocols for attending Committee Meetings at West Offices

If you are attending a meeting in West Offices, you must observe the following protocols.

**Good ventilation is a key control point, therefore, all windows must remain open within the meeting room.**

If you're displaying possible coronavirus symptoms (or anyone in your household is displaying symptoms), you should follow government guidance. You are advised not to attend your meeting at West Offices.

### Testing

The Council encourages regular testing of all Officers and Members and also any members of the public in attendance at a Committee Meeting. Any members of the public attending a meeting are advised to take a test within 24 hours of attending a meeting, the result of the test should be negative, in order to attend. Test kits can be obtained by clicking on either link: [Find where to get rapid lateral flow tests - NHS \(test-and-trace.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/testing/rapid-lateral-flow-tests/), or, [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests). Alternatively, if you call 119 between the hours of 7am and 11pm, you can order a testing kit over the telephone.

### Guidelines for attending Meetings at West Offices

- Please do not arrive more than 10 minutes before the meeting is due to start.
- You may wish to wear a face covering to help protect those also attending.
- You should wear a face covering when entering West Offices.
- Visitors to enter West Offices by the customer entrance and Officers/Councillors to enter using the staff entrance only.
- Ensure your ID / visitors pass is clearly visible at all time.
- Regular handwashing is recommended.
- Use the touchless hand sanitiser units on entry and exit to the building and hand sanitiser within the Meeting room.
- Bring your own drink if required.
- Only use the designated toilets next to the Meeting room.

### Developing symptoms whilst in West Offices

If you develop coronavirus symptoms during a Meeting, you should:

- Make your way home immediately
- Avoid the use of public transport where possible
- Follow government guidance in relation to self-isolation.

You should also:

- Advise the Meeting organiser so they can arrange to assess and carry out additional cleaning
- Do not remain in the building any longer than necessary
- Do not visit any other areas of the building before you leave

If you receive a positive test result, or if you develop any symptoms before the meeting is due to take place, **you should not attend the meeting.**

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City of York Council

Committee Minutes

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Meeting	Decision Session - Executive Member for Finance and Performance
Date	13 September 2021
Present	Councillor Ayre (Executive Member)

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### **31. Declarations of Interest**

The Executive Member was asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda. He confirmed he had none.

### **32. Minutes**

Resolved: That the minutes of the Decision Session held on 21 July be approved as a correct record and signed by the Executive Member.

### **33. Public Participation**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

### **34. Application for Community Right to Bid under the Localism Act 2011**

The Executive Member considered a report detailing an application from Campaign for Real Ale (York Branch) to list The Spread Eagle Public House, Walmgate, York as an Asset of Community Value (ACV).

The Asset Manager reported that officers had been contacted by the owners of the Spread Eagle premises at a late stage with information that needed further consideration. Officers had discussed this with their legal team who had advised that the decision on the application. The Asset Manager requested that the application be postponed for decision at a future decision session.

Resolved: That the application to list the Spread Eagle Public House, Walmgate, York as an Asset of Community Value (ACV) be postponed.

Reason: In order to consider the application at a later date.

### **35. Health & Safety Update Report**

The Executive Member considered a report that detailed the Health & Safety (H&S) 2020/2021 outturn report from the Head of Health & Safety; an update on the action being taken to address the risks raised in the report; key areas of work for 2021; and client overview of the performance of Health & Safety (H&S) shared service formed by North Yorkshire County Council (NYCC) and City of York Council (CYC) which operates under a partnership agreement.

The Head of Human Resources (HR) and Organisational Development (OD) was in attendance to present the report. She highlighted that in response to the areas of concern raised, the council's Joint Health & Safety Committee (including the attendance of Trade Union representatives), received reports back from Directorate representatives (normally at Chief Officer level) on action being taken to review risks and learning from accidents and incidents. She added that the B-safe H&S system had been introduced and was operational.

The Head of Human Resources noted that the team dealing with COVID had been working with premises managers across the city. She also noted the top five H&S incidents noted that more people had been reporting near misses (which included damage to property). She noted the progress of the Fire Safety Act 2021.

The Executive Member thanked officers for their work, noting the concerns regarding the impact of child aggression on children's social care colleagues, which continued to be one of the highest causes of incident reported. He then;

Resolved: That;

- a) The report covering the 12 month period including the council's response to managing and responding to significant H&S risks including those relating to the pandemic be noted.
- b) The performance of the Shared H&S Service noted.



- c) Consideration be given to areas of H&S risk management for further reporting at future decision sessions.

Reason: To ensure the Executive Member and residents are assured that H&S services are appropriately managed and resilient and the council has proper arrangements in place for managing and responding to H&S risks.

Cllr N Ayre, Executive Member

[The meeting started at 10.00 am and finished at 10.07 am].

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**Executive Member for Finance & Performance**

**8<sup>th</sup> November 2021**

Report of the Director Customer and Communities

## **Household Support Fund**

### **Summary**

1. This paper presents the Household Support Fund (HSF) scheme to the Executive Member for Finance & Performance in consultation with the Executive Member for Housing & Safer Neighbourhoods for approval.

### **Recommendations**

2. The Executive Member is asked to approve:
  - a) the council's HSF scheme (Annex A).
  - b) allocation of £20k in funding to fuel vouchers (Paragraph 9 and Annex A)
  - c) the delegation of discretion to pay claims made within the broader scope of the scheme guidance as set out by the Department for Work and Pensions (DWP) (Annex B) to the Head of Customer & Exchequer Services.

*Reason: To provide financial support to the city's most financially vulnerable residents through the winter 21/22 during the ongoing covid-19 pandemic.*

### **Background**

3. The Government announced on 7<sup>th</sup> October that a new Household Support Fund (HSF) grant will be made available to County Councils and Unitary Authorities in England to support those most in need this winter. This new grant will run from 06 October 2021 to 31 March 2022 and totals £500m nationally.

4. At least 50% of the total funding must be spent on families with children. In terms of type of support, the expectation is that the Household Support Fund 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 essential costs related to those items and with wider essential costs. The Government guidance is set out at Annex B.
5. The total funding including any administration costs for City of York Council is £1.038m. The funding is paid retrospectively in January 2022 and April 2022 following management returns and all funding must be spent or committed by 31<sup>st</sup> March 2022.

#### HFS Scheme

6. This is the third government scheme following the Winter Support Grants (WSG) from December 2020 to April 2021 and the Local Covid Support Grant (LCSG) from April 2021 to September 2021. The scheme allows to as far as possible to mitigate the necessity for all potentially qualifying customers to have to make a claim. The previous scheme in which the council made LCSG grant payments directly to families with children claiming Council Tax Support (CTS) means that the relevant financial details including bank information is already held. This will allow automatic HSF payments to provide support. The scheme still requires that proper security checks are undertaken before making any payment.
7. The HFS scheme is set out at Annex A of this report and will facilitate support payments to all qualifying families experiencing financial difficulties. Whilst those families already identified will receive payment automatically any resident in the city can apply for support through the online application process. This includes families with or without children and whether a couple or a single person.
8. The scheme is there to support those with financial difficulties with food and support around heating and other utility bills. A resident does not have to be in receipt of DWP benefits to claim and each

claim will be considered on its own merits. Any resident who does not qualify will be signposted to other support both internally and externally including the York Financial Assistance Scheme (YFAS).

## **Analysis**

9. The scheme has been discussed with the council's charity, voluntary and community sector partners (Advice York) and reflects their thoughts in terms of getting money to families as quickly and simply as possible. The scheme is similar to the one that North Yorkshire County Council are looking to implement in the neighbouring districts. In a change to the two previous schemes (Winter Support Grant & Local Covid Support Grant) and in line with North Yorkshire's Warm & Well scheme we are providing funding for fuel vouchers (£20k) which can be provided through our third sector partners and allows them to build on their advice to residents through provision of financial help with utility bills.

## **Consultation**

10. This is a Government scheme and there was no consultation with City of York Council on its design other than through a post release webinar with the Department of Work & Pensions (DWP). There is, however, some latitude within the scheme on how it is delivered and the council has consulted with its Advice York partners as part of the Equalities Impact Assessment ((Annex C) on how it will be delivered. The council has also discussed the scheme with North Yorkshire County Council who will be delivering a similar scheme through neighbouring district councils to ensure that the approach does not diverge and create a postcode lottery of support.

## **Implications**

11.

### **Financial**

There are no financial implications as this is Government grant not council budget. Any risk around not spending the grant is outlined in Paragraph 12 below.

### **Human Resources (HR)**

There are no HR implications.

### **Equalities**

This report will impact on all communities equally. Equalities Impact Assessment attached at Annex C

**Legal**

No implications

**Crime and Disorder, Information Technology and Property**

No implications

**Risk Management**

- 12. The key risk associated with this paper relates to ensuring that the scheme is delivered within and up to the financial value of the Government grant received. This is managed by basing the scheme on existing data around vulnerable family numbers in the city and taking a prudent approach to the grant payments. The scheme provides for a final payment of any residual funding to families at the end of March 2022 to ensure that no funding is returned to central government.

**Author responsible for the report:**

David Walker  
Head of Customer & Exchequer Services

**Chief Officer responsible for the report:**

Pauline Stuchfield  
Director Customer and Communities

**Report Approved**

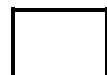


**Date** 29/10/21

**Specialist Implications Officer(s):**

**Wards Affected:** *List wards or tick box to indicate all*

**All**



**For further information please contact the author of the report**

**Background Papers:**

**Annexes**

Annex A – HSF Scheme

Annex B – DWP Guidance

Annex C - EIA

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# Household Support Fund (HSF) Scheme – City of York Council

**(6<sup>th</sup> October 2021 to 31<sup>st</sup> March 2022)**

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## Background

1. The Government announced on 30<sup>th</sup> September 2021 that a new support fund would be available for families in financial need. The new fund is called the Household Support Fund (HSF) and will be distributed by County Councils and Unitary Authorities in England effective 6<sup>th</sup> October 2021 to 31<sup>st</sup> March 2022.
2. At least 50% of the total funding must be spent on families with children. The expectation is that the Household Support Fund 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 essential costs related to those items and with wider essential costs where appropriate. In exceptional cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need.
3. The current COVID support grant scheme ended on 30<sup>th</sup> September. The HSF is no longer directly linked to COVID but is to support the same demographic of the city as the previous similar financial support schemes.

## Finance & Rules

4. City of York Council has been allocated £1,037,906 to cover the period 6<sup>th</sup> October 2021 to 31<sup>st</sup> March 2022.
5. Funding will be paid to the council by the Department of Work & Pensions (DWP) in arrears. Two management information returns with a breakdown of spend across the core categories will be required by DWP to facilitate this. An interim return is required by 21 January 2022 for spend for the period 06 October 2021 to 31 December 2021. An interim grant payment will be made for this period when the information has been verified. A final return is required showing total spend from 06 October 2021 to 31 March 2022 by 22 April 2022. A final grant payment will be made for this period when the information has been verified.

6. A portion of the funding may be allocated to administration costs by the local authority. This must be detailed on the returns and be deemed reasonable by DWP.
7. Local Authorities have the flexibility and discretion to distribute the funds to best fits the scheme's objectives. There are two conditions that must be adhered to:
  - Ensure a minimum of 50% is allocated to households with children.
  - Payments must be to help in one of the eligible categories (Food, Energy & Water, Essentials linked to Energy & Water, Wider Essentials, and Exceptional emergency housing costs).

## **City Of York HSF Details**

### **Overview**

Funding will be distributed as efficiently as possible to families with children and other vulnerable households in most need with food, energy and water bills. This will be done in two ways:

- Providing support to financially vulnerable families already identified through previous schemes. .
- A complementary means tested application route available for those households not known to us.

### **Target Audience**

Primarily we will target low income households with families who are known to us and are most likely to need assistance with Food energy and water bills.

Anyone not in the above category in need of help with food, energy and water bills will also be able to apply though a means tested route.

Wider essential costs in line with the guidance will also be considered on a discretionary basis.

### **Distribution of Funds/Application Routes**

Funds will be distributed through cash payments directly into customer bank accounts. This will provide the flexibility to pay for various household bills as appropriate.

Successful recipients will receive one payment before Christmas and the second in the new-year to help with budgeting.

There will be two mechanisms for distributing funds:-

**Route 1a – Direct payment** All identified Working age Council Tax Support (CTS) customers with families who have previously been paid will be paid directly into their bank accounts.

**1b** Other financially vulnerable sectors will also be targeted.

This will involve a simple information gathering process in order for the customer to claim their award. These customers have already been means tested through the CTS/PIP/ESA/UC process, so this is purely to gather bank details in order to make payment.

Payment amounts will be paid depending on family size (See Annex A).

**Route 2a – Means Test.** An application portal will be available on the CYC website with a means test for any customers not included in Route 1.

This will involve a means test around a person's propensity to pay essential bills to ensure those claiming are in most need financially. The parameters of the means test are detailed in Annex A.

Payments will be made in line with route 1 depending on family size (see Annex A).

**Route 2b- Discretionary.** This Route will be discretionary awards for any other eligible essentials as set out in the Government's guidance. We would expect these to generally come through as a supported application. Any exceptional awards will be agreed with the Head of Customer & Exchequer Services up to a maximum of £500.

**Route 3 – Energy Support & Advice.** A budget of £20k will be allocated to fuel vouchers that can be used by the councils third sector partners in providing financial support as well as advice to customers who contact them directly for assistance with energy costs.

Applicants who are assessed as outside any of the above criteria will be directed to alternative advice and support as appropriate.

## Payment Frequency

There will be two application windows for the standard payments via Route 1b and 2a all those at 1a will be paid automatically in both windows.

### Application window 1

15th November-5<sup>th</sup> December 2021

Payments to be made early December for period 06/10/21-31/12/21

Application Window 2

10th January- 30<sup>th</sup> January 2022

Payments to be made early February for period 01/01/22-31/03/22

Route 2b & 3 discretionary payments will be made on an ad-hoc basis in conjunction with the payment periods as above.

Any remaining funds will be distributed accordingly through a third payment in March 2022

## **Annexe A**

### **City of York Household Support Fund**

- 1 York Household Support Fund (HSF) is provided by City of York Council to support people who are most in need this winter.
- 2 York HSF will provide assistance to families with children and other vulnerable households.
- 3 York HSF can provide assistance with
  - Food
  - Energy bills – electricity, gas, oil
  - Water bills (including sewerage)
  - Mobile phone and internet connection/data bills
  - Other essential costs linked to energy or water
  - Other wider essentials on a discretionary basis
  - Some exceptional housing costs.
- 4 Grant award payments will be made to the applicant's bank account.
- 5 The scheme is discretionary, awards will be assessed on the criteria set out. Applicants who are assessed as outside the criteria will be directed to alternative advice and support as appropriate.

### **Who can apply?**

- 6 The scheme is open to City of York residents who are over 16 years of age, who require urgent financial assistance over the winter period.
- 7 To be considered you must require urgent financial assistance **and** have inadequate savings to meet eligible costs in line with the scheme.  
**And** you are
- 8 A family with a child / children  
**Or**
- 9 A person in need of additional support

A family with a child / children is a single claimant or couple claimants who are responsible for

- one or more children who will be under the age of 19 as at 31 March 2021;
- or a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided;
- or where an eligible child is living on his or her own, they are treated as a 'household'

A person in need of additional support may include, but is not restricted to:

- Anyone suffering severe financial hardship
- Someone age 24 or under with an Education, Health and Care plan (EHC)
- Someone age 19 or under classed as not in education, employment or training (NEET).
- A person identified as COVID clinically extremely vulnerable
- A person who has a physical or sensory impairment, learning disability or mental health problem<sup>1</sup>.
- Elderly, frail or confused older people
- People who are seriously ill or have a severe long term health condition.
- People who are recently bereaved
- Pregnant women or those who have recently given birth
- Recently unemployed people
- Care leaver
- Those fleeing domestic abuse
- Those who have difficulty in understanding, speaking or reading English

### **Who cannot apply?**

10 The following categories of people do not qualify for help:

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<sup>1</sup> The Royal College of Psychiatrists and Money Advice Trust's Debt collection and mental health: ten steps to improve recovery provides useful guidance and further definition of what constitutes a mental health problem

- People who do not live within the City of York Council boundaries

### **What assistance can I apply for?**

11 York HSF can provide assistance with

- Food
- Energy bills – electricity, gas, oil
- Water bills (including sewerage)
- Mobile phone and internet connection/data bills
- Other essential costs linked to energy or water
- Other wider essentials on a discretionary basis
- Some exceptional housing costs.

12 Assistance will be considered based on propensity to pay essential bills in line with the scheme eligibility criteria. We will use monthly expenses, liabilities and capital for your household to determine this.

### **What information I will need to provide**

13 We will need to ask you for information and evidence to show

- You meet the criteria as
  - your household includes a child/ren
  - you are a person in need of additional support
- Your household income, savings, and expenditure, including
  - Earnings
  - DWP benefits
  - Any other income
  - Readily available funds - cash in hand, in the bank or building society accounts;

14 We will need to establish why you are applying for financial support. We may ask you about your personal circumstances in depth to make sure that you are seeking all necessary support.

15 If you are applying for assistance with

- Energy bills – electricity, gas, oil

- Water bills (including sewerage)
- Mobile phone and internet connection/data bills
- Other exceptional emergency costs

We will need to see evidence you are liable for these costs and the amounts owed and how your utilities are paid for e.g. Pre-payment meter, monthly direct debit, and quarterly.

- 16 If you are not seeking the support you need we will suggest agencies that may be able to help you. For example this could be getting you some advice and help on how to prepare an income and expenditure budget or by helping you to access more specialist agencies such as, for example, the StepChange debt charity.
- 17 If you apply to the scheme again and you are not getting the support that you need we will refer you to a support agency and often this may be a condition of receiving the second award.

### **How many times can I apply?**

- 18 There will be two application windows and two award payments. Successful applicants from the first window will automatically be considered for payment of the second award. New applicants can apply for the second window if they do not require assistance from the start.

#### Application window 1

15th November-5<sup>th</sup> December 2021

Payments to be made early December for period 06/10/21-31/12/21

#### Application Window 2

10th January- 30<sup>th</sup> January 2022

Payments to be made early February for period 01/01/22-31/03/22

- 19 The funding is ring-fenced and covers the period from 6 October 2021 until the end of March 2022.

### **How do I apply?**

- 20 Applications should be made on-line at [www.york.gov.uk](http://www.york.gov.uk).



- 21 If applicants do not have access to the internet or need help making an application on-line the customer service team can complete the on-line application over the phone on the applicants behalf by calling 01904 551550.

Advice and support workers can also complete applications on behalf of residents. See [www.york.gov.uk/BenefitsAdvice](http://www.york.gov.uk/BenefitsAdvice)

### How will awards be made?

- Awards will be paid directly to people's bank account (x2).
- Standard award Levels will be as below (excludes discretionary Max £500)

Household	Children	Amount £ (x2)
Single	0	£100
Couple	0	£125
Family (single)	1	£125
Family (single)	2	£150
Family (single)	3	£175
Family (single)	4+	£200
Family (couple)	1	£150
Family (couple)	2	£175
Family (couple)	3	£200
Family (couple)	4+	£225

### Reviews

- 22 The scheme is discretionary meaning that there is no right of appeal however you do have the right to a review if you are unhappy with our decision. In this case the decision will be looked at again by someone

who did not make the original decision.

- 23 Where the Council cannot help it will provide you with information about other agencies that may be able to help and where appropriate, make a referral on your behalf. If you remain unhappy you can use the Council's complaints process.

## Annexe B

### Definition of clinically extremely vulnerable groups

- People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. There are 2 ways you may be identified as clinically extremely vulnerable:
- You have one or more of the [conditions listed](#), or
- Your hospital clinician or GP has added you to the [Shielded patients list](#) because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus.

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

### Definition of a family with a child /children

A family with a child / children is a single claimant or couple claimants who are responsible for

- one or more children who will be under the age of 19 as at 31 March 2021;
- or a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided;
- or where an eligible child is living on his or her own, they are treated as a 'household'

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# Household Support Fund: – Guidance for County Councils and Unitary Authorities in England

## Introduction

1. £421 million 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 this guidance and the accompanying grant determination. The expectation is that it 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 essential costs related to those items and with wider essential costs. In exceptional cases of genuine emergency it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need. 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. **Note: County Councils and Unitary Authorities will be referred to as 'Authorities' throughout the remainder of this guidance.**
2. 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). 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 District Councils to provide support and ensure the funding meets its objectives by identifying those most in need.
3. This guidance sets out the required collaboration between DWP, Authorities, including their delivery partners, such as District Councils and charitable organisations etc., to successfully meet the policy intent within the agreed framework. It also provides the constraints that Authorities need to work within and the distribution of funding and reporting arrangements.
4. Rather than focus on one specific vulnerable group, Authorities should use the wide range of data and sources of information at their disposal to identify and provide support to a broad cross section of vulnerable households in their area. Authorities have access to DWP's Searchlight portal which provides information on individual citizens' entitlement to (and confirms receipt of) DWP welfare benefits. From June 2021 we started to provide Authorities with information relating to Universal Credit claims with limited capability for work or, earnings below the free school meals and free prescription thresholds in their area. Authorities may find this information useful in identifying those most in need.
5. 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.

6. This guidance applies to Authorities in England only and should be read in conjunction with the Household Support Fund Grant Determination issued alongside this guidance.

## **Communication**

7. The Authority must, as appropriate and practical, reference that the grant is funded by the Department for Work and Pensions or the UK Government in any publicity material, including online channels and media releases.

## **Objective and key principles**

8. The objective of the Household Support Fund is to provide support to vulnerable households in most need of support this winter as the economy recovers.
9. This is a new grant and underspends from previous DWP grants cannot be carried forward.
10. Funds should be spent or committed before 31 March 2022 and cannot be held over for future usage.
11. When administering this scheme, you are encouraged to adopt the following principles:
  - use discretion on how to identify and support those most in need, taking into account a wide range of information;
  - use the funding from 06 October 2021 to 31 March 2022 to meet immediate needs and help those who are struggling to afford food, energy and water bills, and other related essentials. You can also use the funding to support households who are struggling to afford wider essentials;
  - In exceptional cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need, subject to the provisions at paragraph 17 below.
  - This includes payments made, or committed to, by the Authority or any person acting on behalf of the Authority, from 06 October 2021 to 31 March 2022. For example, this would allow any vouchers issued before the end of the funding period to be redeemed in April 2022. All authorities are encouraged to ensure that any vouchers issued are redeemed before the end of the scheme, or shortly thereafter, or consider recycling unused vouchers;
  - work together with District Councils including, where necessary and appropriate, other local services, such as social and care workers to help identify and support households within the scope of the scheme.
12. When deciding how to help people, you should consider:
  - how you plan to provide support to vulnerable households, i.e. paying into bank accounts, use of cash and vouchers;
  - any risks associated with these payment methods – see section Managing the risk of fraud.

## **Working with other organisations**

13. Authorities should develop a 'local eligibility framework and approach' to enable them to distribute grant funding that best supports households most in need. At least 50% of the funding is for vulnerable households with children (see the definition of a child under paragraph 21). The remainder of the funding (up to 50%) is available for vulnerable households without children (including individuals).
14. Authorities have flexibility to develop a local delivery approach that best fits the scheme's objectives. Where Authorities choose to work with multiple organisations to provide a local delivery network or where Authorities engage with District Councils to deliver this grant on their behalf, detailed arrangements and funding should be made available to those organisations as soon as possible so that support for vulnerable households can be provided as soon as is practically possible.
15. County Councils are expected to work collaboratively with District Councils and other organisations in their area who may come into contact with those households who are eligible and would benefit from this grant. Authorities that do not have the mechanisms in place to administer this grant should consider whether District Councils are better placed to do so on their behalf. If Authorities decide to engage with District Councils in this way they are encouraged to do so as quickly as possible to ensure roles, responsibilities and effective arrangements are put in place to deliver the scheme promptly and efficiently. Where Authorities are working with Third Party Organisations (TPOs), this should be done on an objectively fair, transparent and non-discriminatory basis, having regard to the time available to deliver the scheme.

## **Establishing eligibility**

16. Authorities have the flexibility within the scheme to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility. Authorities can request applications for support or can proactively identify households who may benefit or can take a mixture of the two approaches. There is no requirement for Authorities to undertake a means test or conduct a benefit check unless this specifically forms part of the Authority's local eligibility criteria. However, in relation to housing costs, Authorities must establish whether other forms of support are available to the household, such as Discretionary Housing Payments. In accordance with their general legal duties, Authorities must have a clear rationale or documented policy/framework outlining their approach including how they are defining eligibility and how households access the scheme. We expect Authorities to review any existing approach and to have a strong rationale for their targeting so that funding is available to the households who most need it.
17. Awards must be based on the following framework:
  - at least 50% of the total funding will be ring-fenced to support households with children, with up to 50% of the total funding to other households genuinely in need of support this winter. This may include households not currently in receipt of DWP welfare benefits;

- Eligible spend includes:
  - Food. The Fund should primarily be used to provide support with food whether in kind or through vouchers or cash.
  - Energy and water. The Fund should also primarily be used to support with energy bills for any form of fuel that is used for the purpose of domestic heating, cooking or lighting, including oil or portable gas cylinders. It can also be used to support with water bills including for drinking, washing, cooking, and sanitary purposes and sewerage.
  - Essentials linked to energy and water. The Fund can be used to provide support with essentials linked to energy and water (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water.
  - Wider essentials. The Fund can be used to support with wider essential needs not linked to energy and water should Authorities consider this appropriate in their area. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle or paying for fuel. This list is not exhaustive.
  - Housing Costs. In exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, the Fund can be used to support housing costs. Where eligible, ongoing housing support for rent must be provided through the housing cost element of Universal Credit (UC) and Housing Benefit (HB) rather than the Household Support Fund. In addition, eligibility for Discretionary Housing Payments (DHPs) must first be considered before emergency housing support is offered through the Household Support Fund. The Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).
    - In exceptional cases of genuine emergency, households in receipt of HB, UC, or DHPs can still receive housing cost support through the Household Support Fund if it is deemed necessary by their Authority. However, the Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies.
    - Individuals in receipt of some other form of housing support could still qualify for the other elements of the Household Support Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.



- The Fund cannot be used to provide mortgage support, though homeowners could still qualify for the other elements of the Fund (such as food, energy, water, essentials linked to energy and water and wider essentials). Where a homeowner is having difficulty with their mortgage payments, they should contact their lender as soon as possible to discuss their circumstances as lenders will have a set procedure to assist.
- The Fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of Universal Credit and Housing Benefit. This is because these arrears are excluded from the criteria for Discretionary Housing Payments. However, support with rent arrears is not the primary intent of the fund and should not be the focus of spend.
- Reasonable administrative costs. This includes reasonable costs incurred administering the scheme. These include for example:
  - staff costs
  - advertising and publicity to raise awareness of the scheme
  - web page design
  - printing application forms
  - small IT changes, for example, to facilitate MI production
- Eligible spend does not include:
  - Advice services such as debt advice;
  - Mortgage costs.
- It is expected that the focus of support should be on food and bills and that support for housing costs should only be given in exceptional cases of genuine emergency. Beyond this, Authorities have discretion to determine the most appropriate scheme for their area, based on their understanding of local need and with due regard to equality considerations.
- Individual awards can be whatever type and amount is deemed appropriate by Authorities for the receiving household, bearing in mind the overall spend eligibility priorities listed above and the risk of fraud and error. Awards to any given household can cover only one of the spend eligibility categories listed above, or can cover several.
- Authorities should not make Household Support Fund eligibility conditional on being employed or self-employed, or directly linked to a loss of earnings from employment or self-employment. This will ensure that there is no National Insurance Contribution liability payable on any payments by either the claimant, the Authority or employer.

## Funding overlap

18. Authorities should consider household circumstances when making a decision to spend this grant. Households may be receiving other forms of support, and this should be taken into account to avoid duplicating provision where possible. However, families receiving other forms of assistance are not excluded from receiving support through this grant.

## Individuals with No Recourse to Public Funds

19. Authorities can provide a basic safety net support to an individual, regardless of their immigration status, if there is a genuine care need that does not arise solely from destitution, for example if:

- there are community care needs
- they have serious health problems
- there is a risk to a child's wellbeing

20. The rules around immigration status have not changed. Authorities must use their judgement to decide what legal powers and funding can be used to support individuals who are ineligible for public funds or statutory housing assistance.

## Definitions

21. For the purpose of this grant (and without prejudice to other schemes):

- The definition of a child is any person:
  - who will be under the age of 19 as at 31 March 2022 or
  - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided.

22. Where an eligible child lives on his or her own, they are a household that includes a child covered in the 50% allocation for households with children.

23. Households which include a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers may still be eligible for grant support however that support falls within the 50% allocation to households without children.

24. There is no prescriptive definition of essentials. Authorities have discretion to assess what is reasonable to assist those in genuine need this winter with regard to the examples above.

25. Third party organisations may include but are not limited to:

- Registered charities and voluntary organisations
- Schools
- Food banks
- General Practitioners
- Care organisations

## Access to data

26. The Household Support Fund is being classified as Local Welfare Provision (LWP). The provision of DWP data to LAs is under the terms of the Memorandum of Understanding (MoU) 'Department for Work and Pensions and local authorities (Access, handling, exchange and protection of Department for Work and Pensions' and HM Revenue and Customs' data)'.  
27. Local authorities who have signed and returned the relevant section (Annex C) of the current DWP/LA MoU have legal permission to access DWP's Searchlight portal and specific UC data via a monthly data share for the purpose of this grant.  
28. LAs will need to ensure they sign future iterations of the MoU and the appropriate Annex to continue to have the legal permission to access the below data sources for Local Welfare Provision.  
29. Staff accessing Searchlight will need to be registered with the Employee Authentication System (EAS). Further information on Searchlight can be found in the local authority Searchlight Training Pack available in the Searchlight folder on Glasscubes (the LA/DWP online collaboration tool). If your Authority needs to discuss access to Glasscubes, contact DWP at LAWELFARE.LASUPPORT@DWP.GOV.UK

### DWP Searchlight

30. This portal provides information on individual citizens' entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help Authorities identify those families and individuals to whom to target this support. Authorities may also wish to establish if other forms of support are available to the household. In relation to housing costs they must do so including by checking whether the household could receive Discretionary Housing Payments The Authority must also first consider if the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).  
31. Authorities do not have permission for the purposes of this scheme to access the 'Income' data provided on Searchlight for the Test and Trace Support Payment Scheme.  
32. Searchlight can only be used to verify a specific individual's DWP benefit information. Therefore, if an Authority identified a group of potential customers who may be eligible for the scheme from their own records, they can access Searchlight to verify each claimant's DWP benefit entitlement (although benefit entitlement is not a condition of support).

### UC data share

33. We are providing Authorities with details of UC claimants in their Authority whose income is below the Free School Meal and Free Prescription thresholds for both individuals and summary level by Ward. We are also providing Authorities with details of UC claimants with a limited capability for work both at individual level and summary level by Ward. The data is provided monthly via Transfer Your File.  
34. We are also providing 2 UC claim data shares on a monthly basis.

**File one** – contains the National Insurance number of Universal Credit (UC) claimants within the LA area and:

- income below the thresholds of £7,400 per year for Free School Meals and income below the Free Prescription threshold of £935 per month as identified in their last UC assessment period;
- those with a Limited Capability for Work indicator within the last assessment period; and
- the number of children in the household.

**File two** – contains aggregate data showing those people at or below the:

- Free School Meal income threshold;
- Free Prescription income threshold; and
- are in the Limited Capability for Work group.

For a full breakdown of the file contents see **Annex B**

35. Authorities also have access to their own non-DWP data to help identify vulnerable households who may be eligible for support under this scheme.

## Reporting requirements

36. Authorities are required to make two Statements of Grant Usage and management information (MI) returns – **see the Grant Determination**. The deadline for completing these returns is shown in the table below. Completed MI returns should be sent to LAWELFARE.PDT@DWP.GOV.UK

37. An interim MI return is required by 21 January 2022 for spend for the period 06 October 2021 to 31 December 2021. The interim MI return will be used to determine eligible spend to 31 December 2021 and an interim grant payment will be made to your LA for this period when the information in your return has been verified.

38. A final MI return is required showing total spend from 06 October 2021 to 31 March 2022 by 22 April 2022. The final MI return will be used to determine total eligible spend to 31 March 2022 and a final grant payment will be made to your Authority for this period when the information in your return has been verified.

39. Authorities should use the standard MI reporting template provided, which incorporates the Statement of Grant Usage. For the purpose of this section:

- **Grant allocation** – refers to the amount of grant allocated to a TPO to distribute to vulnerable households.
- **Grant award or spend refers** to the amount provided or paid to vulnerable households under the remit of this grant.

MI return	Reporting period		Deadline
Interim MI return	From: 06 October 2021	To: 31 December 2021	<b>Deadline:</b> 21 January 2022
Final MI return	From: 06 October 2021	To: 31 March 2022	<b>Deadline:</b> 22 April 2022

40. It is the responsibility of Authorities to provide the MI returns to DWP. Failure to return the MI by the deadline may result in a delayed payment or a payment being refused.
41. Where Authorities (including District Councils) issue awards directly to vulnerable households they should either obtain information at source or via information or data they have access to, to complete the split of spend and number of awards across the eligibility criteria. i.e. households with and without children and food, energy bills, essentials linked to food and energy bills, wider essentials and (in exceptional circumstances) housing support. Where Authorities decide to deliver support to vulnerable households through TPOs they should use whatever information the TPO holds, or other available data, to split the level of spend and volume of awards across the eligibility criteria to the best of their ability.

The different elements of the MI template are shown below together with guidance on how to complete them.

**Table 1**

Table 1: Governance	Response
Local Authority (full name)	
Section 151 officer (name)	
Section 151 officer (email address)	
Is the section 151 officer / CFO copied into the return to DWP? (Y/N)	
Reporting Period	06/10/21-31/12/21
Approved signed off by	
LA Single Point of Contact	
Date Returned to DWP	

42. Each MI return must include your Section 151 Officer's name and email address to provide assurance on validation of funding spend. If they are the same contact, please input details in both response fields.
43. We also require you to copy your Chief Financial Officer/Section 151 Officer into the email, providing this assurance when you return the MI template to DWP.
44. Please indicate that you have done this in row 4 of the table "Is the section 151 officer / CFO copied into the return to DWP?" If the MI is incomplete/incorrect it will be returned to the authority by the DWP for correction and re-submission which must also be copied to your Chief Financial Officer/Section 151 Officer.

Table 2

Table 2: Total Awards	
Item	Spend (£s)
a) Total amount provided to vulnerable households	
b) Administration Costs	
c) Total spend (a+b)	

- **Total Amount provided to vulnerable households** – this is the total amount of the grant fund that has been paid/awarded to vulnerable households. It includes amounts paid by Authorities and by TPOs on behalf of Authorities. It should not include amounts allocated to TPOs that have not been spent during the reporting period.
- **Administration costs** – this includes reasonable costs incurred administering the scheme. These include for example:
  - staff costs
  - advertising and publicity to raise awareness of the scheme
  - web page design
  - printing application forms
  - small IT changes, for example, to facilitate MI production
- **Total Spend** – this is the total of the above. It is the amount that will be used to determine the grant funding payment, from DWP to cover the full cost of administering the grant in your area. A single grant payment will be made in arrears on the receipt of a fully completed and verified MI return.

Table 3

Table 3: Total Value of Awards split by Household Composition				
		a) Households with Children	b) Households without C children	c) Total (a+b)
Row1	Spend (£s)			
Row2	Volumes			

45. Table 3 relates to grant spend and the volume of awards made in relation to families with and without children. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and grant awards to vulnerable households made by TPOs.

46. **Spend (£s)** - this is the amount paid/awarded to vulnerable households within the eligibility criteria. Authorities should make every effort to gather information to establish whether a child resides in the household (including being the only member of the household) in order to complete the template as fully as possible. This information is important for DWP to evaluate how successful the scheme has been in providing support to households with and without children.

47. Authorities should either gather information or check existing records they hold or have access to, to establish whether the household includes a child (as defined

above) and complete columns a and b accordingly. Responsibility for MI reporting rests with Authorities. Where Shire Counties pass grant allocations to District Councils, District Councils should pass the information relating to columns a and b to the County Council/Unitary Authority to collate the information and send one collated template to DWP.

48. **Volumes** - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. Where an award is made to a household with multiple children, it should be classed as a single award.
49. **Reporting TPO Spend and TPO Volumes** - we acknowledge that some TPOs, for example, charitable and voluntary organisations such as food banks, have limited or no access to household information and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to report the actual level of spend and the volume of awards across the different eligibility criteria in rows 1 and 2 to the best of their ability.

**Table 4**

Table 4: Total Value of Awards Split by Category							
		a) Food	b) Energy and Water	c) Essentials linked to Energy and Water	d) Wider Essentials	e) Housing Costs	e) Total (a+b+c+d+e)
Row 1	Spend (£s)						
Row 2	Volumes						

50. Table 4 relates to grant spend and the volume of awards made in relation to food, energy and water bills, essentials linked to energy and water bills, wider essentials, and (in exceptional circumstances) housing costs.
51. Spend (£s) - this is the amount paid/awarded to vulnerable households in respect of each category.
52. Volumes - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately.
53. Rows 1 and 2 relate to awards/payments made directly to vulnerable households by Authorities including District Councils and grant funding spent by TPOs e.g. charitable and voluntary organisations.
54. TPO Spend and TPO Volumes - we acknowledge that some TPOs, for example, charitable and voluntary organisations have limited MI and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to provide, the level of spend and the volume of awards across the different eligibility criteria in rows 1 and 2 to the best of their ability.
55. Total - the total spend in Table 2 row a, Table 3 Row 1 column c and Table 4 Row 1 column e should add up to the same amount.
56. When allocating spend and the volume of awards across the eligibility criteria please follow the guidance below.

57. Table 3 and Table 4 ask for spend and award volumes to be recorded against two sets of criteria. Therefore, the details of each award need to be recorded twice once against one set of criteria and then a second time against the other criteria. Shown below is a worked example of how the MI template should be completed.
58. The eligibility criterion is set against the category of spend, at least 50% for households with children. We are collecting information on food, energy and water bills, essentials linked to energy and water bills, wider essentials, and (in exceptional circumstances) housing costs to provide ministers and interested bodies (e.g. the National Audit Office) assurance over how the Household Support Fund is being spent.
59. Authorities are asked to report and manage spend in relation to both these areas. For example, if a £100 award is made to a household with children for food, you would allocate £100 to the 'Households with children' section in Table 3 and £100 to the 'food' section in Table 4. You would also allocate one award in both these sections of Table 3 and Table 4.
60. Each award needs to be allocated twice – one allocation to each of the eligibility category tables so that when you report on the total spent on family composition and the total spent on the type of support, both eligibility criteria categories will total the amount you have paid. The total volume of awards in Table 3 and Table 4 should also be the same.

#### **Additional guidance and examples when working with TPOs**

61. Please include, where possible, the amount of spend across the following categories:
- households with or without children, and
  - energy and water bills, essentials linked to energy and water bills, wider essentials, and (in exceptional circumstances) housing costs.
62. For example, if you have allocated:
- grant funding to a food bank to provide food to vulnerable people, establish the amount of that allocation the food bank has spent and enter the full amount spent under food as you know that the grant allocation has been spent in respect of food, and provide the split across households with and without children to the best of your ability in accordance with the example below.
  - grant funding to a charity that specialises in providing vulnerable children with clothing, establish the amount of that allocation the charity has spent and enter the full amount spent in 'households with children' and the full amount of the grant spent in 'wider essentials'. This is because you know that the purpose of the grant is for children and the nature of support is clothing which comes under wider essentials.
63. The amount of MI available will vary considerably across each TPO. Please use whatever information is already available or reasonable to collect to be as accurate as possible.
64. Shown below are some examples of how to complete the template.



**Example 1**

65. A food bank operates on an open basis where anyone can turn up and pick up food and supplies. This is not an award made directly to vulnerable households by an Authority. The cost is picked up by a TPO, for example, the food bank. The MI template should be completed as per guidance below.
66. The total value of grant spent and the volume of awards made by the charity or voluntary organisations providing the food bank should be entered in Table 3 and Table 4. The Authority or food bank provider will need to provide the split between households with and without children to the best of their ability.

**Example 2**

67. The Authority directly provides vouchers to vulnerable households. These could be redeemable at a number of food outlets including supermarkets or food banks. Food voucher amounts can vary depending on how many children reside in the household. Authorities are expected to collect or verify information to establish whether the award is made to a household with or without children. The MI template should be completed as follows:

- the value of awards should be entered in Table 3 in 'spend' row 1 column a and row 1 column b based on the information the Authority has been capturing to split spend across these categories;
- the volume of awards should be included in Table 3 row 2 (Volumes) column a and row 2 column b based on the information the Authority has been capturing to split the volume of awards spend across these categories;
- the value of awards should be entered in Table 4 row 1 column a because it relates to food;
- the volume of awards should be included in Table 4 row 2 (Volumes) column a because it relates to food;

**DWP engagement**

68. LA relationship managers from DWP's LA Partnership, Engagement and Delivery division will contact Authorities to provide support and gather information throughout the scheme. Examples where LA relationship managers will contact Authorities for initial compliance include:
- the MI templates have not been completed and returned;
  - the MI templates have not been copied to the Authority's S151 officer or CFO.
69. They will also contact Authorities where further clarification is needed in respect of the information provided on the MI reporting template, if for example:
- critical data is missing, or the data looks odd, or
  - the Authority is reporting a high value of awards where they have not been able to establish the household composition. We may need the Authority to explain why that is the case and provide supporting evidence.

- the Authority is reporting a high value of administration costs. We may need the Authority to explain why that is the case and provide supporting evidence.
- there is a significant gap between actual and allocated spend. We may need the Authority to explain why spend was so low.

70. They will look to identify good practice and identify case studies where appropriate.

71. They will also engage with Authorities around completion of the questionnaire issued with this guidance regarding delivery plans for the grant. Please complete and return this questionnaire to DWP by 29 October 2021.

72. DWP will also continue to engage with Authorities to respond to questions we receive via the designated inbox as quickly as possible.

73. Where Authorities work with District Councils and TPOs it is the responsibility of Authorities to collect and collate MI and complete one collated MI return and submit to DWP.

### **DWP funding arrangements**

74. Household Support Fund is ring-fenced to be spent as detailed in this guidance and the accompanying grant determination, including the specific condition that at least 50% be spent on families with children. To ensure that the objectives of the fund are being met during the course of the grant and reduce administration costs for all concerned, including the need for DWP to recover underspend, grant payment will be made in arrears upon DWP being satisfied with the MI returns. This will enable DWP to adjust the amount of the payment based on the MI returns.

75. Payment of the grant from DWP to Authorities will be made in arrears after the interim MI return in January 2022 and the final MI return at the end of grant period in April 2022 after we have verified the MI. If an Authority feels that the payment arrangements will create significant cash flow problems please notify DWP as soon as possible with supporting evidence. Both an interim and a final MI return will be required and grant payments will be made in respect of the periods 06 October 2021 to 31 December 2021 and 06 October 2021 to 31 March 2022.

76. MI returns **must be endorsed by the S151** officer in accordance with their statutory assurance responsibility in order for the grant payment to be made by copying your Chief Financial Officer and Section 151 Officer into the email.

77. The guidance for completion is provided on a separate tab within the MI template.

78. The definition of spend includes grant funding that has been provided to vulnerable households, within the scope of the eligibility criteria, and within the period of the scheme 06 October 2021 to 31 March 2022.

79. Spend also includes 'committed spend'. For the purpose of this scheme committed spend relates to grant funding that has been spent and delivered to vulnerable households even though the vulnerable household may not have used their grant funding. An example would be the award of a food voucher on 31 March 2022 to a vulnerable household. It would be unreasonable to expect the family to be restricted to redeem the voucher on the day of receipt. In this example spend has been committed by the Authority, support has been provided to a vulnerable household and, therefore, should be included as eligible grant spend. It would be

reasonable to expect the vulnerable household to redeem the food voucher during the month following the end of the scheme.

80. However, committed spend does not include large volumes of food vouchers, procured quite late in the scheme, which cannot be distributed to vulnerable households within the period of the scheme.

81. Authorities that plan to order vouchers in bulk should attempt to be realistic in the volumes ordered to avoid holding large stocks of unused vouchers at the end of the scheme. Alternatively, Authorities may want to consider:

- purchasing vouchers on a sale or return basis, so that they can return any unused vouchers, or
- if the Authority wants to use the vouchers after the end of the Household Support Fund scheme they should be funded through other means.

82. The definition of committed spend for the purpose of this scheme does not affect its accounting treatment in accordance with normal rules.

83. The timetable for provision of funding and MI returns is as follows:

#### Funding:

Payment	Amount (%)	Date	Notes
Interim	Actual grant spend up to 100% of grant allocation*	February/March 2022	Payment made in arrears
Final	Actual grant spend up to 100% of grant allocation*	May/June 2022	Payment made in arrears

\*subject to eligible spend criteria

#### Managing the risk of fraud

84. Fraudsters can target funds of this type.

85. As with any welfare payment to vulnerable recipients there is a risk of fraud, as recipients might appear to be eligible when they are not.

86. To help mitigate this risk, Authorities should involve District Councils and other organisations chosen to administer this scheme to help identify vulnerable families, households and individuals.

87. Authorities wishing to work with TPOs to deliver the scheme must carry out suitable due diligence checks to ensure they are viable and able to deliver the support. So,

for example, ensuring all charities are registered and taking extra caution if they are new organisations.

88. Authorities are also encouraged to ensure checks are in place to verify the identity of those eligible.
89. Authorities are encouraged to ask neighbouring authorities to work together to help prevent double provision and/or no provision – especially where allocation of provision is by school in one area and by residential address in another.
90. It is for Authorities to decide how payments are made to recipients. However, when making decisions, Authorities should consider the risks involved. Although they still carry fraud risks, vouchers should be used instead of cash where possible as this helps to mitigate the risk of the money being spent by the recipient on things outside of the policy intent.
91. Authorities should ensure that they consider and put in place suitable controls when making use of vouchers as part of this scheme. Authorities may wish to consider restricting access to these vouchers; and also consider restricting usage to ensure that they cannot be spent outside the intended scope of this Scheme.
92. It is important to be vigilant to fraud and error risks in relation to housing costs, and to assure yourself that the appropriate checks are in place. Authorities should take appropriate steps to ensure they take into consideration household income and rent liability which may be requested and reviewed as set out in paragraphs 17 and 18 of the grant determination. We expect Authorities to work with district councils to ensure support is going to those with genuine need and to help minimise the risk of fraud on housing support.
93. Where possible, any payments made into a bank account should be in the same name of the person that is eligible for that payment. Authorities have access to a range of data sources, and checks can be carried out against this data to verify the identity of the recipient. Authorities are also encouraged to use existing tools at their disposal to verify personal bank accounts.
94. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.
95. If you suspect fraud, you should notify DWP of the:
  - number of instances
  - total amount lost
96. This will help DWP identify any emerging threats and share them with other Authorities, so they can take steps to prevent and detect any fraud in their schemes.

### **Complying with Subsidy (previously State Aid) rules**

97. The funding is intended to benefit households most in need of support with food, energy bills, related essentials, wider essentials and (exceptionally) housing costs

as the economy recovers this winter. The funds should not be used for any economic undertaking.

98. Whichever way you use the funding, including where you work in partnership with others, you should consider all Subsidy rules (previously state aid) issues. Check whether the 'de minimis' regulation exception applies. You should also follow government procurement procedures where relevant.

### **Administration costs**

99. The Household Support Fund funding allocation includes reasonable administration costs to enable Authorities to deliver the scheme. Authorities should deduct their administration costs from the total allocation to determine the amount remaining.
100. In all cases, Authorities should keep administrative costs to a reasonable level.
101. Administration costs for each Authority will be published on [www.gov.uk](http://www.gov.uk) alongside detail of all spend related to this scheme.

### **Public Sector Equality Duty**

102. In accordance with the public sector equality duty, DWP has had due regard for the potential equalities impacts of this grant.
103. Under the Equality Act 2010, all public authorities must comply with the Public Sector Equality Duty. For the purposes of this grant, you should consider how any support that helps people facing severe financial hardship impacts those with characteristics protected under the Equality Act.
104. When developing your local delivery frameworks, you should ensure people are not disadvantaged or treated unfairly by this scheme. For example, any application process should be easy to access and to navigate.

### **Questions and answers**

105. Questions and answers can be found at Annex A

### **Contact**

106. If you have any queries about the content of this guidance or use of the funding, you can contact DWP: [LA-PED.LAGRANTSPROJECTTEAM@DWP.GOV.UK](mailto:LA-PED.LAGRANTSPROJECTTEAM@DWP.GOV.UK)

Annex A

## **Questions and answers**

### **Q1. Why is DWP asking County Councils and Unitary Authorities to administer this instead of District Councils?**

A1. County Councils and Unitary Authorities have a statutory duty regarding children and are generally responsible for Local Welfare Assistance. This is not to suggest that District Councils are not capable of delivering support. It reflects the focus of this grant and that support could take many, broad, forms and, therefore, the funding sits better with County Council and Unitary Authorities.

We expect County Council and Unitary Authorities to work with their district partners, particularly in relation to any support exceptionally provided with housing costs, as well as other organisations, as appropriate, to ensure the most effective support is delivered to as many vulnerable households as possible.

### **Q2. Is it acceptable to use the grant funding for Free School Meals?**

A2. The Household Support Fund is not intended to replicate or replace Free School Meals and Authorities should avoid duplicating provision where possible.

However, Authorities have discretion over how they use the funding within the grant framework and within the stipulated time period.

Therefore, Authorities may choose to offer awards to families in receipt of Free School Meals over the entirety of the school holidays, if they consider this to be appropriate in their area.

### **Q3. Can the Scheme be used flexibly for more strategic activity such as advice provision around financial hardship?**

A3. Advice provision is not included in the scope of this scheme.

Should Authorities choose to fund advice as part of their support they must do so through means other than the Household Support Fund.

### **Q4. Can we make multiple awards to the same people or families?**

A4. A family or individual can be supported on multiple occasions throughout the lifetime of the scheme, should an Authority deem it to be necessary. However, each award should be reported separately. Although multiple awards to the same households are possible, funding should not be used to support unsustainable tenancies. Where eligible, ongoing housing support should be provided through the housing cost element of Universal Credit and through Housing Benefit – and if needed, through Discretionary Housing Payments.

**Q5. Can Searchlight information be used by Authorities to help identify suitable recipients?**

A5. Searchlight can only be used to verify a specific individual's DWP benefit information. Universal Credit award information is available on Searchlight. Therefore, if an Authority identified a group of potential claimants who may be eligible for the scheme from their own records, they can access Searchlight to verify those claimants' DWP benefit details.

DWP is sharing UC data with LAs each month which LAs can use to identify vulnerable households eligible for payments under the Household Support Fund.

**Q6. Does there need to be a complaints and appeals process?**

A6. The appeals process falls within each Authority's normal complaints and appeals process. Authorities will be responsible for making determinations on eligibility and as such will need to decide how they administer any complaints or appeals.

**Q7. Are there any other sources of guidance?**

A7. DWP will continue to update a comprehensive Q&A log based on questions raised by Authorities. This will be reissued in due course.

**Q8. Why can't we carry over funding from the Covid Local Support Grant?**

A8. The Covid Local Support Grant was a separate grant that ended on 30 September 2021.

This new scheme is targeted towards both individuals and families and is not related to Covid in the same way as the Covid Local Support Grant was.

Annex B



UC Data Share Field  
Definitions.docx

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**City of York Council**  
**Equalities Impact Assessment**

**Who is submitting the proposal?**

<b>Directorate:</b>	Customer & Communities		
<b>Service Area:</b>	Customer & Communities		
<b>Name of the proposal :</b>	Household Support Fund		
<b>Lead officer:</b>	David Walker		
<b>Date assessment completed:</b>			
<b>Names of those who contributed to the assessment :</b>			
<b>Name</b>	<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
David Walker	Head of Customer & Exchequer Services	CYC	Welfare Benefits, Government Covid Grants
Susan Wood	Welfare Benefits Strategic Partnership Manager	CYC	Welfare Benefits, Government Covid Grants

## Step 1 – Aims and intended outcomes

<b>1.1</b>	<p><b>What is the purpose of the proposal?</b> Please explain your proposal in Plain English avoiding acronyms and jargon.</p>
	<p>To deliver a Household Support Fund to financially vulnerable residents as set out by the Department of Work and Pensions (DWP). The funding is intended to provide financial support for Food, Clothing and Utilities with at least 50% of the funding going to families with children. The funding is available 6<sup>th</sup> October to 31<sup>st</sup> March 2022 no funding can be carried forward beyond these dates.</p>

<b>1.2</b>	<p><b>Are there any external considerations?</b> (Legislation/government directive/codes of practice etc.)</p>
	<p>The Government (DWP) have set out the broad rules for the scheme the council has some discretion on how the scheme can be delivered and the level of support within the overall budget provided.</p>

<b>1.3</b>	<p><b>Who are the stakeholders and what are their interests?</b></p>
	<p>The key stake holders are:</p> <ul style="list-style-type: none"> <li>• The Council in providing financial support using the government funding to alleviate hunger and fuel poverty across its most vulnerable residents.</li> </ul>

	<ul style="list-style-type: none"> <li>• Financially vulnerable residents of the city who will benefit from any support provided</li> <li>• Third sector organisations with the same purpose in trying to alleviate poverty</li> </ul>
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<b>1.4</b>	<b>What results/outcomes do we want to achieve and for whom?</b> This section should explain what outcomes you want to achieve for service users, staff and/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.
	The outcomes that the council want to achieve are to maximise the Government funding to deliver support to the city’s most financially vulnerable residents. In doing so reduce food and fuel poverty across the winter period and by providing this support reduce stress and mental health issues within our communities.

## Step 2 – Gathering the information and feedback

<b>2.1</b>	<b>What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights?</b> Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.	
	<b>Source of data/supporting evidence</b>	<b>Reason for using</b>
	Advice York network consultation	Advice York network were invited to a consultation meeting regarding the proposals for the scheme. We asked for feedback on whether this was the right approach, whether there were concerns about the approach, whether the approach would be effective in reaching the target groups.

	<p>7 members provided feedback, all was positive regarding the overall proposals. The concerns raised were regarding making sure people were not excluded from applying/receiving grants due to the online application process.</p> <p>It was confirmed people would be able to apply by phone through CYC customer services and people would be directed to support available through community venues and support organisation, as well as access to PC's at Explore libraries.</p>

**Step 3 – Gaps in data and knowledge**

3.1	<b>What are the main gaps in information and understanding of the impact of your proposal? Please indicate how any gaps will be dealt with.</b>		
<b>Gaps in data or knowledge</b>		<b>Action to deal with this</b>	
<p>This is the third grant following the Winter Support Grant and Local Covid Support Grant announced by Government. On each occasion these are ‘one off’ time limited grants which do not allow any longer term solutions to the ongoing poverty issues in York. They are welcome payments and do help our communities however the drivers causing poverty e.g. High rent costs, increasing utility costs, increased taxation and child minding costs along with low wages cannot be resolved by this grant.</p>		<p>The council needs to continue to work with its third sector partners and use what influence it can in trying to improve the longer term problems giving rise to poverty.</p>	

#### Step 4 – Analysing the impacts or effects.

4.1	<b>Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.</b>		
<b>Equality Groups and Human Rights.</b>	<b>Key Findings/Impacts</b>	<b>Positive (+) Negative (-) Neutral (0)</b>	<b>High (H) Medium (M) Low (L)</b>

<b>Age</b>	n/a		
<b>Disability</b>	n/a		
<b>Gender</b>	n/a		
<b>Gender Reassignment</b>	n/a		
<b>Marriage and civil partnership</b>	n/a		
<b>Pregnancy and maternity</b>	n/a		
<b>Race</b>	n/a		
<b>Religion and belief</b>	n/a		
<b>Sexual orientation</b>	n/a		
<b>Other Socio-economic groups including :</b>	<b>Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?</b>		
<b>Carer</b>	No		
<b>Low income groups</b>	Yes	+	High
<b>Veterans, Armed Forces Community</b>	No		
<b>Other</b>			

<b>Impact on human rights:</b>			
List any human rights impacted.	<b>None</b>		

**Use the following guidance to inform your responses:**

Indicate:

- Where you think that the proposal could have a **POSITIVE** impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the proposal could have a **NEGATIVE** impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this proposal has a **NEUTRAL** effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a proposal may be highly relevant to one aspect of equality and not relevant to another.

<p><b>High impact</b> (The proposal or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact The proposal is institution wide or public facing The proposal has consequences for or affects significant numbers of people The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.</p>
<p><b>Medium impact</b> (The proposal or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The proposal is institution wide or across services, but mainly internal The proposal has consequences for or affects some people The proposal has the potential to make a contribution to promoting equality and the exercise of human rights</p>
<p><b>Low impact</b> (The proposal or process might be equality relevant)</p>	<p>There is little evidence to suggest that the proposal could result in adverse impact The proposal operates in a limited way The proposal has consequences for or affects few people The proposal may have the potential to contribute to promoting equality and the exercise of human rights</p>

**Step 5 - Mitigating adverse impacts and maximising positive impacts**



5.1	<b>Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact. Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?</b>
<p>The scheme is aimed at reducing food and fuel poverty across the winter months. This is direct financial support to residents and is a 'one off' Government funded scheme. The money cannot for example be used for debt advice so the positive impacts will potentially be ephemeral. It will provide some welcome breathing space to financially vulnerable families following the end of UC uplift, furlough support and the substantial increase in utility costs.</p>	

## Step 6 – Recommendations and conclusions of the assessment

6.1	<b>Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:</b>
<p>- <b>No major change to the proposal</b> – the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.</p>	

- **Adjust the proposal** – the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality or to foster good relations.
- **Continue with the proposal** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the proposal** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the proposal altogether. If a proposal leads to unlawful discrimination it should be removed or changed.

**Important:** If there are any adverse impacts you cannot mitigate, please provide a compelling reason in the justification column.

<b>Option selected</b>	<b>Conclusions/justification</b>
No major change to the proposal.	The proposal continues existing measures the council has been using to support financially vulnerable residents throughout the covid pandemic. These are also aligned to other local authorities nationally and their experiences.

**Step 7 – Summary of agreed actions resulting from the assessment**

<b>7.1 What action, by whom, will be undertaken as a result of the impact assessment.</b>			
<b>Impact/issue</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Timescale</b>
N/a			

**Step 8 - Monitor, review and improve**

<b>8. 1</b>	<b>How will the impact of your proposal be monitored and improved upon going forward?</b> Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?
	As currently happens all actions that are quantifiable are measured and reported back through Financial Inclusion Steering Group (FISG) and its mid-year and outturn financial inclusion reports to elected members.



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**Executive Member for Finance and Performance  
Decision Session**

**8 November 2021**

**Corporate Procurement Strategy and Social Value Strategy**

**Summary**

1. This report outlines a number of minor changes and updates to both the Procurement Strategy and the Social Value Policy.
2. The Procurement Strategy (Annex 1) explains how the Council works with partners and suppliers to develop and deliver:
  - imaginative commissioning and procurement solutions
  - quality, value-for-money goods, works and services
  - broader economic, social and environmental outcomes
3. The Social Value Policy (Annex 2) sets out the Council's commitment to embedding social value into its procurement and commissioning processes, creating a supply chain that helps the Council work towards its strategic priorities.

**Recommendation**

4. The Executive Member for Finance and Performance is asked to;
  - a. Note and approve the updated Procurement Strategy attached at annex 1
  - b. Note and approve the updated Social Value Policy attached at annex 2

Reason: to ensure procurement is based on sound principles and continues to deliver value for money outcomes, as well as ensuring the procurement process is robust and effective

**Background**

5. The Council spends approximately £200m each year on procuring goods, works and services on behalf of our residents. Whilst all aspects of the public sector were already facing challenging times, the COVID19 pandemic has brought the financial position of a number of Council's to crisis point. In recent years, the Council has had to deal with large reductions in funding, combined with a range of significant pressures, particularly in Social Care. Against this challenging

background, we can use procurement opportunities to maximise financial savings and deliver best value. It also provides an opportunity for the Council to use its spending power to support local businesses and grow the economy, which is key to accelerating the city's recovery from the pandemic.

6. Work on revising and updating the current Procurement Strategy was about to begin in early 2020 but work in this area was put on hold during the pandemic. The Government has also issued a Procurement Green Paper following the departure of the UK from the EU and therefore whilst work can continue in terms of researching current best practice and consulting with stakeholders, the full refresh of the strategy will not be finalised until the outcome of this green paper is known.

## **Analysis**

7. Government launched the Green Paper in December 2020 for consultation. The Paper forms part of a package of new procurement arrangements that are needed following the UK departure from the European Union. A new Find a Tender service has replaced the Official Journal of the European Union (OJEU) and this is where all contracts over £118k have been published since 1st January 2021.
8. The Government believes the main problems with the previous system are that the rules are complex and confusing, making it difficult for smaller companies to win business and improve public services, and that it is difficult for public bodies to exclude providers on the grounds of past poor performance.
9. The Green Paper outlines how leaving the EU provides an opportunity to design a system that works better for communities and businesses. The Government also wants public procurement to support economic recovery following the pandemic.
10. Good contract management is key to successfully delivering a contract following the completion of a procurement. To improve contract management, the government proposes reforms including:
  - a. Tackling late payment in the public sector through giving small businesses, charities and social enterprise further down the supply chain better access to contracting authorities to raise late payment problems

- b. More flexibility over amendments to contracts, especially in times of crisis, and a new requirement to publish contract amendment notices, increasing transparency
11. Having a procurement strategy guides the Council's procurement processes and ensures all procurement activity is based on sound principles. This will ensure value for money and that the procurement process is robust and effective.
12. Effective procurement will also ensure the Council maximises savings in the current challenging financial climate as well as allowing us to deliver additional benefit to residents through the achievement of social value and supporting the local economy.
13. The Council will continue to publish a forward plan of upcoming procurements. We will also develop and action plan to meet any new requirements that may come from the Green Paper including how we can improve supplier engagement and improve contract management. Publishing a forward plan shares information about our planned activity and helps to facilitate joint working with partner organisations. It also allows for better resource planning and helps suppliers prepare for future tender exercises, which in turn leads to better outcomes for everyone.
14. The Public Services (Social Value) Act 2013 requires people who commission public services to think about how they can also secure wider social, economic and environmental benefits. The Act is a tool to help commissioners get more value for money out of procurement. It also encourages commissioners to talk to their local provider market or community to design better services, often finding new and innovative solutions to difficult problems.
15. The Council's Social Value Policy is a way of thinking about how resources are allocated and looks behind the cost of a contract to the collective benefits the contract will deliver to the wider community. The Policy sets out the Council's commitment to embedding social value into procurement and commissioning processes, creating a supply chain that helps to work towards strategic priorities.
16. The term "social value" is generally recognised as being the achievement of extra social or community benefits through procurement activity and the award of contracts. It involves thinking beyond the price of each individual contract and

looking at the collective benefit to a community when a public body chooses who to award a contract to.

17. The current policy was approved by Executive in December 2018 and some recent examples of type of social value questions asked within the tender documents include:

- *What do you offer to reduce social isolation for residents who experience difficulties in undertaking a journey? Please consider how this supports the wider health and well-being of local residents?*
- *How does your organisation provide economic benefits for the local and emerging workforce in York?*
- *Please describe how you will support the following throughout the delivery of this contract:*
  - *Opening up the supply, works, services requirements for this contract to a wide supply chain including SMEs, Third Sector*
  - *Provide fair working practices for workers (including sub-contractors) directly employed in the delivery of this care services contract (and how you will monitor and report on the fair working practices you will provide throughout the life of this contract)*
  - *Consideration of maximising access to employment opportunities and apprenticeships through advertising, recruitment and training and liaising with employment agencies, job centres and educational partnerships (i.e. schools, colleges, universities).*

18. As the policy has now been in operation for just over 2 years officers have reviewed the policy to further enhance areas such as culture and young people. Members are therefore asked to comment on the proposed changes which are shown in tracked changes on annex 2 attached to this report.

## **Consultation**

19. Consultation has been undertaken with officers across the Council. The amendments proposed in this report have also been considered by Corporate Scrutiny and Management Committee at their meeting on 12 April 2021.

## **Options**

20. No further options have been considered by officers. The updated strategy is important to support best practice procurement across the Council.



## Council Plan

21. The procurement strategy demonstrates delivery of the Council Plan by focussing expenditure on key priorities, protecting vulnerable residents and delivering value for money in all council purchasing.

## Implications

22. The implications are:

- **Financial** The Procurement Strategy is designed to support the delivery of best value in all spending decisions. Agreement to the updated Strategy will continue to promote the most cost effective use of council resources.
- **Human Resources (HR)** There are no HR implications.
- **One Planet Council / Equalities** The Procurement Strategy aims to be as inclusive as possible, ensuring opportunities to promote and encourage local growth are built into our procurement exercises. When contracting with national suppliers, we will encourage them to engage local suppliers in the delivery of services. We will also require our suppliers to demonstrate a commitment to equalities and be responsive to the needs of our communities.
- **Legal** Failure to follow appropriate procurement guidance and legislation has the potential to create significant complications for the Council. The Strategy promotes best practice and ensures clarity for officers.
- **Crime and Disorder** There are no crime and disorder implications.
- **Information Technology (IT)** There are no IT implications.
- **Property** There are no property implications.
- **Other** There are no other implications.

## Risk Management

23. The key risks associated with procurement are that the Council does not get value for money from external spend or that it is challenged for non compliance with either our own internal processes or with the relevant legislation. Consistent procurement processes, effective planning and a focus on governance issues will mitigate these risks to an acceptable level.

## Contact details

<b>Author:</b>	<b>Chief Officer responsible for the report:</b>
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Debbie Mitchell Chief Finance Officer <a href="mailto:debbie.mitchell@york.gov.uk">debbie.mitchell@york.gov.uk</a>	Debbie Mitchell Chief Finance Officer		
	<b>Report Approved</b>	x	<b>Date</b> 27.10.2021
<b>Wards Affected:</b> <i>All</i>			
<b><i>For further information please contact the author of the report</i></b>			

Background papers:

Equalities Impact Assessment

Annexes:

Annex One - Procurement Strategy

Annex Two – Social Value Policy

## **Procurement Strategy City of York Council 2021 - 2024**

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### **Vision**

To work together with partners and suppliers to develop effective solutions that deliver quality, value for money goods and services and deliver broader economic social and environmental outcomes.

### **Introduction and context**

This strategy sets out the Council's ambitions for procurement and the actions necessary to achieve those ambitions.

All aspects of the public sector are continuing to face challenging times due to reducing funding and increasing demand. It is therefore necessary that we use our resources effectively and that the Procurement Strategy helps to deliver the Council priorities of:

- A prosperous city for all
- A focus on front line services
- A council that listens to residents

A commitment to sustainability, fairness and the development of our local economy will be built into our purchasing decisions. We will develop a mixed economy of delivery, with the Council commissioning services from those who are best placed to deliver them effectively, whether that is the private sector or community and voluntary sectors.

Economic considerations must be balanced with the need for environmental and social outcomes and this must all be done within the bounds of procurement legislation. We can build in measurement of broader social outcomes or carbon reduction targets alongside more traditional measures of cost and quality.

The council is strengthening its relationship with local people and its communities, building on the assets and strengths within the city. The procurement strategy will need to reflect this new, evolving relationship with citizens and enable innovative solutions that capitalise on our commitment to be a One Planet Council.

Commercial Procurement will support the delivery of the Council plan by:

- Focussing expenditure on our priorities whilst ensuring that all specifications are driven by customer requirements
- Protecting vulnerable people through sourcing appropriate levels of quality goods and services
- Delivering excellent value for money
- Supporting the local economy
- Collaborating with other public sector organisations to ensure maximum benefit for York
- Protecting our local environment by ensuring we source sustainable goods and services and build carbon reduction targets into our contracts

### **Commissioning and Procurement**

Commissioning is the local authority's cyclical activity to assess the needs of its local population for care and support services that will be arranged by the authority, then designing, delivering, monitoring and evaluating those services to ensure appropriate outcomes. Effective commissioning plays a central role in driving up quality, enabling people to meaningfully direct their own care, facilitating integrated service delivery, and making the most effective use of the available resources.

Procurement is the process we use to buy work, goods or services from external companies to deliver agreed outcomes. It includes the activities involved in establishing the fundamental requirements, sourcing activities such as market research and supplier evaluation and the negotiation of contracts.

Our commissioning and procurement activities will work in an integrated way, informed by our business intelligence, and will be actively shaped and designed by our service users and partners. Specialist commissioning skills will be augmented by specialist procurement skills to achieve the best results and outcomes for our residents.

The council's current operating model is organised around a central procurement unit which is based in the corporate centre and contracting / commissioning functions that sit within the People Directorate. These arrangements recognise the statutory responsibilities of the Corporate Director for People and reinforce accountability for outcomes in these critical service areas.

### **Compliance and transparency**

Public procurement operates in a highly regulated environment that is governed by legislation and policies set nationally through statute and locally by the Council's Contract Procedure Rules and Financial Regulations. In addition, the Council is also required to fulfil the obligations of the Transparency Code 2015.

We will pro actively monitor compliance and will ensure transparency by publishing a contracts register. The Council is committed to being open and transparent in all aspects of procurement.

Where the aggregate contract value exceeds £500k this is a key decision and must be entered onto the Forward Plan and treated as a key decision. The Executive has delegated authority to the Chief Finance Officer to approve routine procurements, as defined in the Contract Procedure Rules. This requirement is for extensions to existing contracts as well as new procurement exercises.

The Council's procurement activity will be driven by 6 key objectives;

### **1. Commissioning and Procurement**

We will work in an integrated way, informed by our business intelligence, and will be actively shaped and designed by our service users and partners. This strategy will link closely to the Councils Commissioning Strategy, currently being developed.

Within Social Care, personalisation is responding to individuals needs, wants and hopes rather than fitting people into existing services and ensuring that they have the means and support to live a full life and can contribute to society. Procuring compliant and cost effective services, whilst at the same time delivering choice and control for residents, creates a challenge for the Procurement Strategy. This can be overcome by engaging with stakeholders and ensuring a focus on outcomes.

### **2. Delivering Quality & Value for Money**

We will deliver value, both financial and social, ensuring that the maximum benefit is achieved throughout the life of the contract and that whole life costs and broader social benefits are delivered throughout the procurement process.

We will manage contracts and supplier relationships to ensure the benefits of contracts are delivered throughout the lifetime of the contract.

We will not operate approved supplier lists but may, where appropriate, use framework agreements. Decisions will be taken on a case by case basis to ensure fairness and transparency to all potential providers.

### **3. Social, Economic & Environmental Benefits**

We will use procurement to achieve social, economic and environmental outcomes, through the One Planet Council framework. We will carefully manage the risks, balancing compliance and control with the potential to innovate and achieve more significant savings and social outcomes.

We will embed the principles of the Single Equalities Act in all tenders and contracts. Our suppliers will have to support our commitment to equalities, be responsive to the needs of our communities, ensure services are accessible to all groups and appropriate to those with differing needs and commit to developing a diverse and inclusive workforce.

We will require all our suppliers to demonstrate their commitment to maintaining and promoting high ethical standards, reminding them of their duty of care in the use of public funds.

We will ensure that opportunities to promote and encourage local economic growth are built into appropriate contracts whilst ensuring compliance with legislation. When contracting with national/international suppliers we will encourage them to engage local providers in the delivery of services.

We will ensure that (where relevant to the subject matter of the contract) sustainability criteria are built into our procurements to tackle climate change and reduce waste.

The requirement for payment of the Foundation Living Wage will be explicitly made in the tender documentation, and the contract conditions that are issued with the tender, where permissible within the law.

### **4. Developing our markets**

We will work with existing and potential suppliers to ensure there is market capacity to deliver our requirements no matter what size of organisation we are procuring from. We will identify where market capacity may be weak and where new markets may need to be developed in order to deliver against our requirements and to support the creation of new businesses, new jobs and new skills.

### **5. Collaboration**

We will collaborate with public sector partners to share best practice and seek out to maximise financial benefit and avoid duplication. CYC will explore new models of service delivery and will work with communities and suppliers to achieve this.

We will encourage a diverse range of suppliers to work with us to deliver social value and allow opportunity for suppliers without an existing relationship with us to have the same opportunity as incumbents.

### **6. Effective Planning**

We will prepare detailed forward plans of procurement activity which will set timescales and resources to enable us to combine our own spending power, collaborate with others and engage the market and our communities to explore innovative solutions.

All of these principles will be delivered by adopting the following commercial procurement approach.

- **Demand management**

We will only buy what we really need and ensure that the level of quality we specify is good enough to do the job over time but not better than we need. We will eliminate unnecessary spend, remove waste and reduce the overall amount of money being spent on goods and services.

- **Category Management**

The Council operates a category management approach, within a centralised procurement function where commissioning activity is delivered by individual service areas.

By grouping together products and services according to their function (e.g. travel, construction etc) across the whole Council (or in collaboration with other organisations) we can manage the overall spend and maximise our buying power and achieve economies of scale.

This does not mean that we just let a small number of huge contracts but that we ensure tenders are structured in a way that provides a level playing field for all potential bidders irrespective of size.

- **Supplier Relationship Management**

We will build strong, long term, positive relationships with our suppliers across all sectors, not just when actively procuring goods and services but also when considering alternative delivery models.

We will establish strategic relationships with suppliers to ensure that both parties are delivering against the commitments within the contract and to embed continuous improvement practices throughout the contracted period and beyond. Effective engagement with suppliers will also inform future specifications to ensure we are approaching the market with requirements that meet our needs and are commercially attractive to the market, and therefore generate value for money contracts that can be successfully delivered.

Our procurement activity will be driven and informed by engagement with customers and our partner organisations.

- **Contract Management**

By managing contracts from the point of award until expiry, we will be able to ensure we get what we pay for and that suppliers perform well and consistently over time.

- **E-procurement**

The Council recognises the importance of electronic procurement in delivering lower transaction costs, improving visibility of contract opportunities to the supply market, making procurement activity visible to all and providing a clear audit trail.

All procurements over £100k are required to be conducted using the corporate procurement portal. Support is given to small businesses on how to use the portal. Purchasing cards are used for low value purchases where relevant, but the majority of spend will be commissioned via the Council's electronic purchase ordering system.

- **Personalisation**

Good commissioning is person-centred and focuses on the outcomes that people say matter most to them. It empowers people to have choice and control in their lives and over their care and support and ensures prevention and early intervention strategies improve outcomes for local people.

The Council will promote flexible, innovative person-centred models of care and ensure that there is a robust infrastructure in place to support micro-commissioning by people, through personal budgets, direct payments, Individual Service Funds and other approaches. We need to assure ourselves that our commissioning and contracting processes demonstrably help to prevent or delay people's care and support needs and support them to achieve their personal outcomes and an improved quality of life.

- **Making it easy to do business with us**

Our supplier and contract management system enables suppliers to update their information and load copies of relevant certificates and policies (e.g. insurance and health and safety) to help simplify the tender process and remove multiple requests for the same information each time we are tendering. This will reduce the time required to tender for all suppliers but especially SMEs and VCS providers.

By providing potential suppliers with accurate information about our requirements we will simplify and coordinate procedures for doing business with the Council. We will work collaboratively to agree effective contract monitoring arrangements.

We commit to making all procurement activity fair and transparent and encourage a diverse range of providers to bid for work irrespective of size and regardless of value to help improve supplier diversity, innovation and resilience.

All CYC staff involved in commissioning and procurement will be trained to ensure that we have a consistent approach to all our procurement activity.

A suite of standardised documents and contracts will be developed for use across the Council to ensure consistency and to make the procurement process more accessible to suppliers.

### **Deliverables**

We will:

- Have a rolling 12 month Procurement Plan
- Ensure value for money in all our spend on goods and services
- Continue to reduce our off contract spend
- Provide appropriate training to all relevant staff
- Build a skilled professional procurement and commissioning network – internal and external
- Actively collaborate with partners on procurement activity
- Contract with a wide range of organisations from different sectors
- Performance manage and realise the benefits of all contracts
- Improve relationships with suppliers, ensuring small businesses have the opportunity to bid for council contracts and increasing the proportion of council spend with local businesses

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## **Social Value Policy (Draft)**

### **Introduction**

As a council we spend £140m on goods and services each year, more than any other organisation in the city. This provides the council with significant leverage to incentivise suppliers to be more sustainable in their practices and to encourage the organisations we buy from to deliver additional social, environmental and economic benefits to the city. The term 'Social Value' has been developed to refer to the achievement of these extra benefits through procurement and commissioning. Social value is a way of thinking about how resources are allocated and looking beyond the cost of a contract to the collective benefits the contract will deliver to the wider community.

This statement sets out City of York Council's commitment to embedding social value into its procurement and commissioning processes, creating a supply chain that helps us work towards our strategic priorities. As service delivery increasingly shifts to external providers, this will become ever more important part of the council's aspiration to become a more sustainable and resilient city.

The statement will also enable us to meet our legal obligations set out in the Social Value Act (2012). The Act requires all public bodies to consider how they might improve the economic, environmental, social and cultural wellbeing of their area when buying services above the Public Contract Regulations thresholds, currently £189k for services and £4.7m for works.

### **Our social value priorities**

Three key social value priorities have been identified: a thriving local economy; strong communities and a sustainable way of life. These are the foundations of the One Planet York framework, which aims to drive progress towards a more sustainable and resilient city. Within this, One Planet Council makes a commitment to put economic, environmental, social and cultural sustainability at the heart of our organisation. These high level principles have been further broken down into a number of key objectives that we wish suppliers to contribute towards. Whilst these objectives are fixed, suppliers may propose to deliver social value in any number of ways. This is to cater for the varied nature of public sector contracts; encourage innovative approaches to service delivery; and ensure that any benefits meet specific local needs. There is no "one size fits all" model and each procurement exercise needs to be dealt with on a case by case basis.

The overall aim of the policy is to reduce inequality and narrow the gap in outcomes by attracting Social Value activities that will improve the lives and life chances of York residents, including the creation of new businesses, new jobs and new skills alongside enhanced sustainability of the city, tackling climate change and reducing waste and improving supplier diversity, innovation and resilience.

To achieve this it is important local intelligence is used to maximise the impact of any social value initiatives. The Ward Profiles and JSNA information is regarded as the, public facing, core data to use in support of any social value submissions. Other credible data sources are welcome to support and inform social value submissions.

In order to ensure good quality social value submissions and transparency the following principles are required in any future tenders:

- The submission clearly delivers and against one or more social value pillars: economic; environmental; social and cultural (the submission must state which pillar/s and objective/s the organisation is referring to, from the table below)
- The submission clearly defines the social value additionality offered during the lifetime of the contract
- The submission clearly references how this delivers against specific aspects of the service specification.
- The submission clearly defines any legacy intended beyond the lifetime of the contract.
- The submission clearly defines what intelligence is being used to inform the proposal (eg/ Ward Profiles or JSNA)
- The submission clearly identifies the outputs and outcomes that will be used by both the organisation and the commissioner to both demonstrate delivery and effectiveness of the delivery
- The submission demonstrates that the proposal is realistic and achievable through track record and or proposed partnership approaches to effectively deliver. Where appropriate the tender panel will seek additional guidance from City of York Council leads across specialist areas.

The tables below set out our key objectives and provide examples of how suppliers may help us meet them. The examples and associated outcome measures are illustrative rather than exhaustive.

## 1) Strong Community

Objective	Examples of social value	Example outcome measures
Investing in the health and wellbeing of communities	<ul style="list-style-type: none"> <li>• Providing health and wellbeing programmes for staff</li> <li>• Promoting education campaigns (for example, healthy living, debt or physical and mental health)</li> <li>• Providing schemes which encourage staff to cycle work</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees benefitting from health and wellbeing programmes</li> <li>• Campaign reach</li> <li>• Staff behavioural change</li> <li>• Increase in number of staff cycling to work</li> </ul>
Building capacity	<ul style="list-style-type: none"> <li>• Allowing voluntary, community and faith sector organisations / community groups to make use of business premises</li> <li>• Providing pro bono consultancy to voluntary sector organisations e.g. marketing, digital skills, financial management, etc.</li> <li>• Establishing an employee volunteering scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Number of hours premises rented out for</li> <li>• Number of hours of consultancy provided</li> <li>• Number of employee hours volunteered</li> </ul>
Supporting the most vulnerable residents & bringing communities together	<ul style="list-style-type: none"> <li>• Supporting employees who are vulnerable or on low income with their childcare</li> <li>• Engagement with community cohesion projects</li> <li>• Running or supporting befriending / mentoring schemes for vulnerable adults or children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees benefitting from childcare</li> <li>• Number of community projects supported</li> <li>• Number of vulnerable adults or children supported</li> <li>• Number of hours volunteered</li> </ul>

Relevant One Planet Principles: Health & Wellbeing, Strong Resilient Community, A City Working Together

## 2) Vibrant Cultural Offer

Objectives	Examples of Social Value	Example of Outcome/output Measures
Exceptional Place	<ul style="list-style-type: none"> <li>• Use arts and culture as a tool to engage local people in decision-making and in developing York's new shared vision and narrative</li> <li>• Ensure any place based developments bring arts and heritage ingredients, activity and events</li> </ul>	<ul style="list-style-type: none"> <li>• Number of engagements using culture as a tool</li> <li>• Defined places and activities utilising additional cultural offers</li> <li>• Defined art commissions to enhance locations</li> </ul>
Retaining and developing talent with children, adults and intergenerationally	<ul style="list-style-type: none"> <li>• Enhance the connections between the cultural offer and the universities and colleges in York in order to aid talent development and enhance community cohesion</li> <li>• Create deliberate connections with local schools to enable enhanced encouragement and/or access to the arts</li> <li>• Enhance/support any community based intergenerational opportunities through the medium of art and culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate establishments in York engaged with</li> <li>• Case studies of individual cultural engagements with outcomes</li> <li>• Quantity of project blogs/case studies demonstrating the cultural offer, outcomes and the impact including where appropriate quotes</li> <li>• Number of Schools engaged with</li> <li>• Demonstration of how offers are becoming more embed/sustainable to create legacy</li> </ul>
A National Pioneer in Culture and Wellbeing – creating the most creative collaborative city.	<ul style="list-style-type: none"> <li>• Enhance the offer through social prescribing through enabling inclusive offers through arts and heritage engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Case study to demonstrate how the Social Value offer has increased the opportunities to cultural engagement</li> </ul>

	<ul style="list-style-type: none"> <li>• Support of young people’s mental health through cultural and wellbeing commissioning</li> <li>• Support of an aging population through cultural and wellbeing commissioning</li> <li>• Support development of an effective and engaging network of artists, musicians, designers, makers and practitioners in the city to table ideas, explore possibilities and seek new collaboration</li> <li>• Create opportunities for take-over and participative events</li> </ul>	<ul style="list-style-type: none"> <li>• Outcomes through ways to wellbeing or other tools from social prescribers</li> <li>• Case studies from young people or older people where there has been support through the Social Value offer.</li> <li>• Briefing report of how the organisation has supported enhanced cultural infrastructures in York</li> <li>• Briefing report of where an organisations Place has enhanced the cultural offer in York</li> </ul>
World Class Ambition and Profile:	<ul style="list-style-type: none"> <li>• Enhance international relationships where there is connection to local communities eg/ through arts, culture and heritage within ethnic minority groups of York</li> <li>• Support existing, developing cultural programmes and festivals in York to enhance the profile and prestige of the cultural offer</li> </ul>	<ul style="list-style-type: none"> <li>• Briefing report demonstrating the approach used by the organisation to enhance international relationships through the arts and ethnic minority groups.</li> <li>• Case study, signed off by programme leads, demonstrating the contribution by the organisation.</li> </ul>

### 3) Vibrant & Inclusive Economy

Objectives	Examples of social value	Example outcome measures
Supporting the local economy	<ul style="list-style-type: none"> <li>• Maximising the total spend within the local supply chain</li> <li>• Involving SMEs, voluntary sector organisations and social enterprises within the supply chain</li> <li>• Providing support to new businesses, SMEs, social or green enterprises or voluntary sector organisations</li> <li>• Attracting inward investment into the city or wider region</li> </ul>	<ul style="list-style-type: none"> <li>• % of total spend within the local supply chain</li> <li>• Number of SMEs etc. supported</li> <li>• Amount of inward investment achieved</li> </ul>
Helping residents to get good quality jobs and ensuring we have the workforce of the future	<ul style="list-style-type: none"> <li>• Creating new jobs within the local economy</li> <li>• Providing apprenticeships or work experience placements</li> <li>• Supporting young people to develop their skills (e.g. by providing training courses, mentoring, career guidance, talks, mock interviews, advice on CVs, etc.)</li> <li>• Offering curriculum support to schools</li> <li>• Providing training courses or workshops to improve digital literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Number of jobs created</li> <li>• Number of apprenticeships or work experience placements provided</li> <li>• Number of young people supported</li> <li>• Number of schools engaged with and / or time committed</li> <li>• Number of digital literacy courses offered / reach of course</li> </ul>
Promoting equity and financial inclusion	<ul style="list-style-type: none"> <li>• Paying the Foundation Living Wage</li> <li>• Providing specific employment support to vulnerable or underrepresented groups, such as the long-term unemployed, ex-offenders, or individuals with disabilities</li> <li>• Targeting recruitment of the one or more of the above groups</li> </ul>	<ul style="list-style-type: none"> <li>• Number of vulnerable individuals receiving support</li> <li>• % increase in pay for lowest paid staff or reduction in the pay gap between lowest and highest paid staff members</li> </ul>

	<ul style="list-style-type: none"> <li>• Increasing the rate of pay for lowest-paid staff by adoption of the Foundation Living Wage</li> <li>• Supporting staff with additional needs by permitting flexible working</li> <li>• Working with schools to support children at risk of poor educational attainment or becoming NEET (not in education, employment or training), such as those in care</li> <li>• Providing guaranteed interview schemes for the unemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Number of staff with additional needs supported</li> <li>• Number of children engaged with</li> </ul>
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Relevant One Planet Principles: Decent standard of living, Education & Opportunity, Fairness & Inclusion, Sustainable Food and Materials

#### 4) Healthy Environment

Objective	Examples of social value	Example outcome measures
Minimising waste, water usage and energy consumption	<ul style="list-style-type: none"> <li>• Reducing waste sent to landfill*</li> <li>• Maximising % of waste recycled*</li> <li>• Maximising use of renewable and/or low-carbon energy sources *</li> <li>• Supporting local sustainable transport initiatives</li> <li>• Minimising distance travelled to access services</li> <li>• Supporting or delivering environmental education campaigns</li> <li>• Maximising use of sustainable materials</li> </ul> <p>*should be considered in relation to the entire supply chain</p>	<ul style="list-style-type: none"> <li>• Reduction in waste sent to landfill by X% (compared to previous contract)</li> <li>• % of waste recycled</li> <li>• % reduction in energy usage (compared to previous contract)</li> <li>• % of energy from a renewable source</li> <li>• % of service users or employees travelling by sustainable modes of transport</li> <li>• Number / reach of environmental campaigns</li> </ul>
Protecting and enhancing the natural environment	<ul style="list-style-type: none"> <li>• Providing additional open space</li> <li>• Significant investment in trees and landscaping</li> <li>• Minimising the impact on air quality</li> <li>• Minimising noise pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Amount of open space provided</li> <li>• Spend on trees / landscaping</li> <li>• Reduction in noise or air pollution compared to previous contract</li> </ul>
Supporting local and sustainable food suppliers	<ul style="list-style-type: none"> <li>• Maximising the use of locally-sourced, sustainable and / or fair-trade food</li> <li>• Reducing food miles (field to fork) through the use of local suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• % of food products that are locally-sourced, sustainable and / or fair-trade</li> </ul>

Relevant One Planet Principles: Zero Carbon and Sustainable Transport, Zero Waste, Land Use and Wildlife, Sustainable Food, Water and Materials



## **Why have we developed a social value policy?**

- To maximise the value we obtain from public spending
- To reduce demand on services, by encouraging suppliers to support our strategic priorities
- To meet our legal obligations
- To help support local businesses and the voluntary sector
- To enable us to deliver social value in a manner that is consistent and measurable

## **What will success look like?**

- An increase in the number of procurements that include social value in their specification and bid evaluation
- Social value is discussed at all meet the buyer events and throughout the pre-procurement stage
- Managers, members and suppliers are aware of what social value means and how they can help deliver it

## **How will we incorporate social value into the procurement process?**

Separate guidance will be developed to ensure that social value is fully embedded into procurement processes. Ongoing support and training will be provided for managers and members. We will engage with suppliers, partners and other stakeholders to ensure they are fully aware of what social value means and how they can contribute. Additional guidance and support will be offered to SME's and voluntary sector organisations.

## **When should the policy be applied?**

The policy must be considered when buying goods or services over the value of £100k, but can also apply to contracts of any value. The degree of consideration should be proportionate to the value of the contract. At least 10% of bid scoring will be allocated to social value. An exception must be sought if this is to be waived.

## **How has the policy been developed?**

The priorities set out in this social value policy reflect the principles underpinning One Planet Council and One Planet York. Both initiatives seeks to mobilise the city towards a more sustainable, resilient and collaborative future, with a vibrant and inclusive economy, strong community and healthy environment. One Planet Council addresses this from our own internal organisational perspective, whilst One Planet York is externally-focused and concerned with mobilising the city. At the centre of the two initiatives are ten key sustainability principles:

The ten principles are:

- Decent standard of living

- Education and opportunity
- Fairness and inclusion
- Health and wellbeing
- Strong resilient community
- A city working together
- Zero carbon and sustainable transport
- Zero waste
- Land use and wildlife
- Sustainable food, water and materials

The policy promotes the council values of working together to improve and make a difference.