



ADVANCE PUBLICATION OF REPORTS

This publication gives five clear working days' notice of the decisions listed below.

These decisions are due to be signed by individual Cabinet Members and operational key decision makers.

Once signed all decisions will be published on the Council's Publication of Decisions List.

- 1. HOUSEHOLD SUPPORT FUND - PROPOSALS FOR SPEND 1ST APRIL 2023 TO 31ST MARCH 2024 (Pages 1 - 30)**
- 2. PORTFOLIO REPORT - GRANTING OF A LEASE AND LICENCE FOR ALBANY PARK BUILDING AND ADJACENT LAND (Pages 31 - 46)**

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London Borough of



Enfield

Report Title	Household Support Fund – Proposals for spend 1 st April 2023 to 31 st March 2024
Report to:	Councillor Tim Leaver – Cabinet Member for Finance and Procurement
Date of Meeting:	19.6.2023
Directors:	Fay Hammond – Executive Director, Resources and Olga Bennet – Director of Finance, Capital & Commercial, Resources
Report Author:	Michael Sprosson – Head of Procurement Services Michael.Sprosson@enfield.gov.uk
Ward(s) affected:	All
Key Decision Number	KD 5606.
Implementation date, if not called in:	To be advised by Democratic Services
Classification:	Part I Public

Purpose of Report

- 1 To seek approval of the proposals outlined within this report that detail how the £5,695,989 Household Support Fund (HSF), funded by the Department for Work and Pensions (DWP) will be distributed in Enfield. The grant must be spent during the period 1st April 2023 to 31st March 2024.

Recommendations

- I. To note that on the 17th of November 2022 the Chancellor announced as part of measures to provide help with global inflationary challenges and the significantly rising cost of living, that the Household Support Fund (HSF) would be extended from 1st April 2023 to 31st March 2024.
- II. To note there have been several changes to the guidance compared with the requirements of the previous grant.
- III. To agree that the £5,695,989 grant provided to Enfield Council from the DWP is distributed against key themes and the detailed breakdown of the proposals is provided within the main body of this report.
- IV. To agree to delegate to the Executive Director of Resources the decision to reallocate funding between the themes if required. The Executive Director of Resources will have the authority to vire funds between the themes of no more the 10% of the total grant value or 50% of the value of the funds allocated to a particular theme. Changes above this will require Portfolio approval.
- V. To approve the Council entering into any legal documentation needed in order to give effect to the Recommendations within this Report.

Background and Options

- 2 On the 17th of November 2022 the Chancellor announced as part of measures to provide help with global inflationary challenges and the significantly rising cost of living, that the Household Support Fund (HSF) would be extended from 1st April 2023 to 31st March 2024. On Monday 20th February 2023 Local authorities received final confirmation of funding allocations (DWP Grant Determination Letter) and grant guidance (DWP Guidance 1 April 2023 to 31 March 2024: 'Household Support Fund guidance for county councils and unitary authorities in England Updated 21 February 2023')
- 3 The fund is intended to cover a wide range of low-income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and people with disabilities. The expectation is that The Fund should be used to support households in the most need; particularly those who may not be eligible for the other support government has recently made available but who are nevertheless in need and who require crisis support. Councils have discretion on exactly how this funding is used within the scope set out in the accompanying grant determination and guidance.
- 4 The funding allocation for this period follows previous iterations of the grant which Enfield has used to help a vast range of Enfield residents. The previous funding allocation of £2,847,994.64 for the period 1st October 2022 to 31st March 2023 enabled us to offer:

- a) Support to schools, with vouchers, support for school uniforms and school food banks.
 - b) Targeted support to 4764 households on Housing Benefit and Council Tax Support, offered £230 per household, supporting households who would otherwise struggle with energy, food, and water bills.
 - c) Support to voluntary organisations who will improve the supply of food (including culturally appropriate food) to foodbanks and help the supply of food and set up for food pantries.
 - d) Supported voluntary organisations to serve hot meals in a warm space.
 - e) Enabled the purchase of 2,800 electrical appliances and 9000 lightbulbs
- 5 The aim of this proposal, which responds to the new HSF grant allocation and amended guidance, is to use our experience gained so far and lessons learned to target the funding to those most in need and support the Council's budget sustainability.
- 6 This report outlines proposals for the distribution of the Household Support Fund covering the period 1st April 2023 to 31 March 2024 and responds to the new HSF grant allocation and amended guidance, using our experience gained so far to direct the limited grant funding at those most in need, with minimal administrative burden, and by accessing the best intelligence available on how to achieve this. A detailed breakdown of the proposals is provided in this report.
- 7 The grant is to be used to support a range of core living needs including food, utility bills and in some circumstances, other exceptional needs. Subject to the agreed allocation of the funds with the DWP, the grant will be paid to the Council in instalments and distributed to residents between 1 April 2023 and 31 March 2024. The grant conditions require the Council to provide management information (MI) returns outlining spend, volume of awards and number of households helped broken down by:
- a) Household composition - households with children, households with pensioners, households with a disabled person and other households.
 - b) Category - energy and water, food excluding Free School Meal (FSM) support in the holidays, FSM support in the holidays, Essentials linked to energy and water, wider essentials, and housing costs.
 - c) Types of support – vouchers, cash awards, third party organisations, tangible items and other.
 - d) Access routes – Application-based support, proactive support and other.
- 8 There have been several changes to the guidance compared with the requirements of the previous grant which include:
- a) mandatory element of application-based support delivered through the scheme is clearly advertised to residents and is available throughout much of the fund period, either continuously or in regular intervals over the course of the scheme

- b) details of the scheme must also be publicised on a dedicated website page with specific requirements set out in the guidance
 - c) funding for supplementary advice services, including debt and benefit advice, is now considered eligible spend within the HSF scheme. As the primary focus of this grant is on practical support, expenditure on such services is expected to be limited and linked to the provision of practical support
 - d) it is mandatory that in any publicity material for the scheme, including via online channels and media releases, Councils make clear that this funding is being provided by the Department for Work and Pensions or the UK Government
- 9 The proposals outlined within this report have been developed in line with the new grant requirements.
- 10 The council must prepare a Statement of Grant Usage to be submitted to the Department at a time and in a form directed by the Secretary of State. The Statement of Grant Usage must provide details of eligible expenditure in the Grant Period. The Statement of Grant Usage must be certified by the Council's Section 151 officer that, to the best of the officer's knowledge, the amounts shown on the Statement are all eligible expenditure and that the grant has been used for the purposes intended. Funds will be released to the Council in arrears.
- 11 There are range of considerations for the Council to ensure that the distribution of the funds is clear and transparent, but most importantly has maximum impact for those in financial hardship. The principles applied in developing these proposals included:
- a) Targeting the funding to ensure that funds are allocated to those most in need,
 - b) Ensuring that the proposed scheme allocates funding as quickly as possible,
 - c) Administering the funds as simply as possible to minimise administration burden and cost, and to provide the required record keeping as set out in the grant conditions,
 - d) Presenting a transparent scheme that can be readily explained to residents how the Council is spending the grant,
 - e) Minimising the need to claim on an individual basis thus making it easier for those at risk to get the help they need directly with dignity.
- 12 The proposal is that a targeted approach is applied to the distribution of the majority of the funding to individual households to ensure that funds are distributed to those households most in need. However, a mandatory claims process will also be set up to ensure those most in need that did not receive the targeted support can apply for support, giving the opportunity for benefit and debt advice with each claim made to ensure a more sustainable outcome. Residents will be signposted to the Councils Cost of Living webpage on how they can access support with the cost of living if they approach the authority to access funding if they have not

been targeted. In addition, community schools will be invited to apply for funding to deliver community projects within the fund criteria. However, running alongside this using the Councils separate discretionary funding, there are support mechanisms in place for those that present themselves to various support services, depending on their need. These services will make sure all benefits entitled to are claimed and debts checked as well as providing other advice and support. In cases of crisis there may also be some assistance that can be provided via the Emergency Support Scheme (Enfield's Local Welfare Assistance Scheme) fund, but this is not claimed or advertised and is part of the support package provided by numerous services and organisations when they feel it is needed. This approach of distributing funding using a combination of targeted and discretionary funding is intended to cover a wide range of low-income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people.

13 The eligible spend areas are set out below:

- Energy and water. The Fund should primarily be used to support 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 water bills including for drinking, washing, cooking, as well as for sanitary purposes and sewerage.
- Food. The Fund can be used to provide support with food, whether in kind or through vouchers or cash.
- Essentials linked to energy and water. The Fund can be used to provide support with essentials linked to energy and water (for example warm clothing, blankets, the purchase of equipment such as fridges, freezers, ovens, slow cookers), in recognition that a range of costs may arise which directly affect a household's ability to afford or access energy, food and water. Authorities are encouraged to consider supporting households on low incomes to repair or replace white goods and appliances with more energy efficient ones, or to invest in simple energy efficiency measures which will pay back quickly, such as insulating a hot water tank, fitting draft excluders to a front door, or replacing inefficient lightbulbs or white goods. The intention of this is to provide sustainable support which could result in both immediate and long-lasting savings for the household.
- Wider essentials. The Fund can be used to support 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, period and hygiene products, essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel. This list is not exhaustive.
- Advice services. The Fund may be used to provide supplementary advice services to award recipients, including debt and benefit advice, where Authorities consider this appropriate. Authorities are reminded that the primary intention of The Fund is to provide crisis support for households,

and we would expect any advice services to complement this. We would not expect a substantial portion of funding to be spent on advice services. We would expect to see a connection between the funding provided for advice services and the practical support provided under HSF. We anticipate that a significant proportion of this will be through signposting to existing advice services funded through other routes, such as the Help to Claim scheme which supports those making a claim to Universal Credit.

- Housing costs. The Fund can be used to support housing costs. However, where eligible, ongoing housing support for rent must be provided through the Housing cost element of UC (Universal Credit) and HB rather than The Fund. In addition, eligibility for DHPs must first be considered before housing support is offered through The 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). It is expected that the focus of support should be on bills and that support for housing costs should only be given where existing housing support schemes do not meet need. Beyond this, Authorities have discretion to determine the most appropriate Fund for their area, based on their understanding of local need and with due regard to equality considerations.
 - Households in receipt of HB, UC, or DHPs can still receive housing cost support through The 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 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 energy, food, 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. Those who are in receipt of or treated as receiving a qualifying benefit could be entitled to Support for Mortgage Interest.
 - 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 UC and HB. This is because these arrears are excluded from the criteria for DHPs. However, support with rent arrears is not the primary intent of the fund and should not be the focus of spend.
- 14 The Council is proposing to distribute the funding against several key themes as summarised in the table below:

Theme	Proposed
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	Allocation
Families with children	£2,000,000
Households in the most need	£1,780,000
Services within LBE that provide emergency support with food, fuel, wider essentials, housing costs and help with resettlement	£ 635,989
Proactive Support	£1,100,000
Administration	£ 180,000
TOTAL	£5,695,989

Details on each theme are provided in the sections below and in Appendix B to this report.

Families with Children (£2,000,000)

- The Families with Children element would cover all school aged children attending Enfield schools, focusing on approximately 17,000 children eligible for free school meals and 3,000 additional children identified by schools who would benefit from support.
- The breakdown of the support is as follows:
 - June Half term activities and food support
 - Summer and Christmas break food vouchers
 - October Half term activities and food support
 - School uniforms
 - School food banks
 - Residential visits support
- The food vouchers, which parents have been accessing since the start of Covid-19 lockdown, will ensure children had access to nutritious food throughout the school holidays. Food vouchers will continue to be issued via Edenred which is the system that has been since the start of Covid-19 lockdown. A handful of schools choose to purchase Supermarket vouchers and issue these to families.
- Schools will be issued budgets to support the purchasing of uniform and other essentials to support children accessing the curriculum, the initiative has received positive feedback during the past 3 rounds have doing it and have led to positive outcomes in terms of children attendance and participation in the curriculum.
- A total 43 schools across Enfield have school foodbanks.
- In Enfield we have an increasing number of children who are unable to attend residential visits that are part of the curriculum schools will have a budget to support or match fund what families are able to contribution to the trip.
- Families will receive a supporting letter highlighting what the funds can be used for. This letter will be branded in according with the DWP and Enfield Brand Guideline.
- Schools will be required to submit returns on the number of vouchers issued and at regular checkpoints throughout the year.

- It should be noted that £40k of the fund has been spent during the May half term.

A breakdown of spend is provided at Appendix C

Households in the most need (£1,780,000)

- Targeted to those in receipt of HB and/or Council Tax support who are not eligible for the governments cost of living payment (this cost-of-living payment is based on receiving certain DWP and HMRC (HM Revenue & Customs) benefits, but Housing Benefit and Council Tax Support alone do not qualify households for this award). Over 4,000 households currently identified as not receiving the qualifying benefits but do receive HB/CTS £250 to be paid to each of these households. HB/CTS data to be reviewed in October to identify any new claimants that fall into this category
- Hosting 4 events at various locations around the borough for Welfare Advice and debt support.
- Welfare Advice and Debt Support to support residents affected by food insecurity on Saturdays. (1100 per month – currently funded by public health but due to end soon). Already established at 2 food banks seeing 15-20 residents per month but will include drop-in sessions and appointments for on-going support. £15,000 to cover this support
- Welfare Advice and debt support officer for the year at £48,000, dealing with HSF claims process full time supporting over 600 households with an HSF payment up to £250 plus income maximisation and debt support for sustainment of support

Services within LBE that provide emergency support with food, fuel, wider essentials, housing costs and help with resettlement (£635,989)

- £600K will partly be allocated to various internal services and trusted organisations that currently support helping Enfield residents within their client groups that face a crisis within their own assessment of need plus will also support the overspend of Discretionary Housing Pay. These services and groups are:
 - Welfare Advice and Debt Support Team
 - Children's Services
 - Mental Health Enablement
 - Adult Social Care
 - Housing Floating Support
 - SOLACE
 - North Enfield Foodbank
 - Carers Centre
 - Citizens Advice

- The remainder of this £600K will also be used to cover Discretionary Housing Payments where the government allocation for the year is used up. This is to ensure homeless prevention can continue where government funding may not cover the need for the year.
- £35,989 has been allocated to the Community Hubs to deliver food pantries 4 days a week in Edmonton Green and Enfield Town Libraries and to deliver free tea and toast breakfast sessions weekly to residents in Edmonton Green and Enfield Town Libraries.

Proactive Support (£1,100,000)

- Temporary Accommodation - £1M to support and fund necessary out of borough placements and resulting resettlement and support payments to residents and costs associated with obtaining the properties. The private rented sector in Enfield is in a serious crisis of affordability. This is resulting in increasing numbers of families in serious hardship being made homeless. There are also a vanishingly small number of properties available for the Council to house these families once they are homeless. Increasingly, placements are having to be made out of area, and even these are challenging to secure. The families require significant support in moving to alleviate distress. The fund will therefore cover:
 - Relocation payments to households (£200k) – made up of payments of £2500 to families relocating and £1000 to singles and couples relocating
 - Costs additional to rent in securing properties (£600k)
 - Continuing support to enable families to maintain tenancies (£200k)
- £100,000 to help the most vulnerable children young people and families in the Borough who are in receipt of support from Children and Family Services. The funding will be targeted to those clients who have been assessed as needing help with energy, food, housing, and wider essentials.

Administration (£180,000)

- The HSF funding allocation includes reasonable administration costs to enable Authorities to deliver The Fund. Examples of reasonable costs include:
 - Staff costs – These will include the coordination of the project as well as monitoring colleague's, Financial and FOI/MEQ support
 - Advertising and publicity to raise awareness of the Fund
 - Web page design
 - Funding of vouchers administration costs
 - Small IT changes

15 Delivering the fund is resource intense, with costs primarily relating to staffing costs and include costs associated with processing and issuing

vouchers and meeting the management information reporting requirements.

- 16 The Council's communications team will issue press releases and comms to support the grant period. In addition, Ward Councillors will receive information about the help and support available to residences through the scheme.

Preferred Option and Reasons for Preferred Option

- 17 No other options have been considered. The proposals have been developed based on our experience gained so far, lessons learned to target the funding to those most in need and support the Council's budget sustainability.

Relevance to Council Plans and Strategies

- 18 Good homes in well-connected neighbourhoods

Good homes and well-connected neighbourhoods are more than simply the bricks and mortar that dwellings are constructed from. Good homes are about the lives that people lead within those homes. The proposed use of the DWP grant will enhance the lives of some of the borough's most vulnerable people by providing them with a means to help support them or their families over the 6 months funding period and during school holidays. By doing this, the borough's residents will be able to lead better lives in better homes.

- 19 Sustain strong and healthy communities

Food and warmth are a basic need for all people. The ability to have food and stay warm is essential for the health of the community, and the proposed spend outlined within this report will help those residents that are most at risk of missing these basic essential needs.

- 20 Build our local economy to create a thriving place

The proposals outlined within this report for the distribution of the DWP grant will ensure that those residents at risk of financial hardship will be able to spend money in the local community through the purchase of food and utilities. A proportion of the funds will be spent in shops within the borough, boosting the local economy and helping to create thriving high streets.

Financial Implications

- 21 The Household Support Grant allocation for 2023/24 is £5,695,989. This funding covers the period 1st April 2023 to 31st March 2024. The planned expenditure in the report has been allocated in line with the grant

conditions. The grant will be paid to the Council in instalments in arrears and distributed to residents between 1st April 2023 to 31st March 2024.

- 22 The expenditure will require close and regular monitoring to ensure that the percentage allocations as per the conditions are adhered to. Where expenditure is being allocated via the voucher scheme, not all vouchers are claimed and therefore regular uptake reporting is required and spend will be based on actual uptake. This will mean that subsequent decisions may be required to reallocate funding based on the actual uptake of voucher and funding.

Implications provided by Neil Goddard (Head of Financial Strategy)

Legal Implications

- 23 S.1 of the Localism Act 2011 provides the Council with the power to do anything an individual may do, subject to certain limitations. This is referred to as the "general power of competence" (GPOC). A local authority may exercise the GPOC for its own purpose, for a commercial purpose and/or for the benefit of others. This GPOC provides sufficient power for the Council to enter into the grant funding arrangements with the DWP. In addition, under s.111 of the Local Government Act 1972 local authorities may do anything, including incurring expenditure or borrowing which is calculated to facilitate or is conducive or incidental to the discharge of their functions.
- 24 The Council must comply with all relevant guidance regarding this grant – the DWP Guidance 1 April 2023 to 31 March 2024: 'Household Support Fund guidance for county councils and unitary authorities in England Updated 21 February 2023' and any updated version. The payment of the grant is in arrears, so in the event of any non-compliance with the terms and conditions attached to the funding, there is a risk that the grant could be withheld.
- 25 Although the guidance makes it clear that the grant should not be used for any economic undertaking, it does envisage grants being issued to third parties, and requires local authorities to ensure that whichever way they use the funding - including where they work in partnership with others - they consider all Subsidy rules (previously State Aid). It also requires local authorities to follow government procurement procedures where relevant.
- 26 The guidance says that local authorities must have a clear rationale or documented policy/framework outlining their approach, including how eligibility is defined and how households access the scheme. The guidance also reminds local authorities of its Public Sector Equality duty and when considering how any support may help people facing severe financial hardship, any impact this may have on those with a characteristic protected under the Equality Act 2010. In addition, when developing a delivery framework, a local authority should ensure people are not disadvantaged or treated unfairly. It is strongly recommended that the

local authority develop a published eligibility policy formulated by an equality impact assessment.

Implications provided by Clare Paine (Assistant Principal Lawyer) & Innes Deuchars (Assistant Principal Lawyer)

Equalities Implications

- 27 An Equalities Impact Assessment has been completed. Eligibility for support from the fund is based on needs and demonstrates that the project will reach a significant number of residents across the borough. Where necessary, mitigating action has been noted to avoid or counteract any negative impacts.
- 28 The Equalities Impact Assessment was completed by the business leads of this project, overseen by the Senior Responsible Officer and was signed off by the Project Executive, the Executive Director – Resources.
- 29 The Equality Impact Assessment will be reviewed during the project period and updated as necessary for future learning.

Public Health Implications

- 30 The proposals outlined within this report will have positive public health benefits for a considerable number of the borough's residents, specifically those who may potentially have greater health challenges.
- 31 Children's health will be improved via the availability of food vouchers during school holidays and an extension of the free school meals during the spring term.
- 32 Families in crisis and at risk will also benefit via the payments that will help them to pay for basic needs such as food and fuel for heating. This package of measures will certainly benefit the health of some of the most deprived people in the borough

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Appendices

Appendix A: Letter from Department of Work & Pensions announcing fund extension

Appendix B: Spend Breakdown

Background Papers

None

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Appendix A



By email

Chief Executive Officers
Chief Finance Officers
LA Single Points of Contact

Dear colleagues

Household Support Fund extension (from 1 April 2023 until 31 March 2024)

On 17 November 2022 in the Autumn Statement the Chancellor announced, as part of several measures to provide help with global inflationary challenges and the significantly rising cost of living, that the Household Support Fund (HSF) would be extended from 1 April 2023 to 31 March 2024 with a further £842m of funding. As has been done for previous schemes, the fund will be made available to County Councils and Unitary Authorities in England to support those most in need.

As part of the support package, the Devolved Administrations have also been allocated funding in parallel because of the Barnett Formula to spend at their discretion.

Included in the guidance for this extension are several changes from previous versions, so it is strongly recommended that even those familiar with previous iterations of the HSF familiarise themselves with this new guidance. We bring to your attention several key differences:

- Authorities must make sure that the mandatory element of application-based support delivered through the scheme is clearly advertised to residents and is available throughout most of the fund period, either continuously or in regular intervals over the course of the scheme
- details of the scheme must also be publicised on a dedicated website page with specific requirements set out in the guidance
- funding for supplementary advice services, including debt and benefit advice, is now considered eligible spend within the HSF scheme. As the primary focus of this grant is on practical support, expenditure on such

- services is expected to be limited and linked to the provision of practical support
- it is mandatory that in any publicity material for the scheme, including via online channels and media releases, Authorities make clear that this funding is being provided by the Department for Work and Pensions or the UK Government
 - the guidance document itself has been reduced in size and there is now separate MI and Delivery plan guidance.
 - delivery plans must be signed off by both your 151 Officer and the responsible Cabinet Member.

There also remains an expectation of Authorities to particularly consider those groups who may not have benefited from any of the recent cost of living support.

In terms of type of support, energy bills may be of particular concern to low-income households during the period of the scheme, and Authorities should prioritise supporting households with the cost of energy. The fund can also be used to provide support with food, essentials linked to energy and water, wider essentials.

As with previous iterations of the Household Support Fund, Authorities are unable to carry forward any underspends from previous schemes. This is because this is a new grant with different conditions.

This HSF scheme will be distributed as usual by County Councils and Unitary Authorities in England. Shire Councils must work closely with District Councils and other local partners to identify a broad range of vulnerable households across their local area. The scheme runs from 1 April 2023 to 31 March 2024 and Authorities should aim to have arrangements in place as quickly as possible to support vulnerable households throughout the grant period.

Authorities will be required to provide four management information (MI) returns outlining their grant spend and the volume of awards:

- an interim MI return for the period 1 April 2023 to 30 June 2023 will be due by 21 July 2023
- a second interim MI return for the period 1 April 2023 to 30 September 2023 will be due by 20 October 2023
- a third interim MI return for the period 1 April 2023 to 31 December 2023 will be due by 26 January 2024
- a FINAL MI return and delivery record for the period 1 April 2023 to 31 March 2024 will be due by 26 April 2024.

The third interim and FINAL MI return dates have been extended by 1 week as we are aware processing of the return may be impacted by leave over the Christmas and Easter holidays.

Grant payments will be made to Authorities in arrears on receipt of a fully completed, compliant and verified MI return.

All interim and FINAL payments will be made in 2 tranches if required. Tranche 1 will be for all Authorities who have submitted fully compliant MI by the return date. Tranche 2 will be made after we have received the last submitted compliant MI.

The funding for this grant has been allocated to Authorities using the population of each Authority weighted by a function of the English Index of Multiple Deprivation. Authority allocations are shown in **Annex B**. Authorities can add their own funding or partner contributions from local organisations on top of the grant, including seeking match funding from local community foundations.

Authorities are asked to provide the Department for Work and Pensions (DWP) with a summary of how you are planning to spend the additional funding during the period 1 April 2023 to 31 March 2024.

The planning questionnaire has been issued with this letter asking Authorities to outline their spending plans. Please complete and return this questionnaire to lawelfare.pdt@dwp.gov.uk by 17 May 2023. **Do not amend the questionnaire format or add lines as this causes issues with its uploading.** Any questionnaire that has had its format changed will need to be returned to the Authority to recomplete. At the end of the scheme, we will also ask for a summary of spend against the original delivery plan.

Authorities are required to complete a quarterly MI reporting template. The MI template has been updated and any changes are covered in the new guidance document. Additionally, MI must be returned on the MI template provided and copied to your 151 Officer. **No local versions or PDF copies are acceptable and will be returned to the Authority.**

DWP will continue to share the Universal Credit, Pension Credit and Employment Support Allowance (income related) customer data to local authorities (LAs) monthly. DWP will also continue to provide additional data for customers who are in receipt of Housing Benefit only and are not in receipt of a means tested benefit. Authorities may find this useful in targeting support to vulnerable households.

Authorities must ensure that they have signed the Memorandum of Understanding (April 2022) and sign the revised version when it is issued later this year to receive the data.

Following feedback from Authorities we have decided to hold a number of knowledge-share events and 'drop in' sessions throughout the scheme where you are encouraged to attend to raise any questions you may have or to share good practice. Full details of these will be made available in due course.

Urgent next steps for Authorities

The grant period runs from 1 April 2023 and Authorities are asked to start making immediate preparations to administer The Fund and deliver the support to

vulnerable households as soon as possible. Following feedback from Authorities and due to the length of the scheme and the number of Bank Holidays in the planning period, the deadline for the return of the Delivery plan has been extended.

Please complete and return your planning questionnaire to lawelfare.pdt@dwp.gov.uk by 17 May 2023.

You or your nominated single point of contact should dial into a County Councils and Unitary Authorities all-LA MS Teams call on 1 March 2023 at 14.00pm. The purpose of this call is to discuss the grant arrangements and give Authority representatives the opportunity to ask any questions or raise any points of clarification. Dial-in details are attached in **Annex A**.

If you have any additional questions, contact LA-PED.lagrantsprojectteam@dwp.gov.uk

Yours faithfully



Head of LA-PED

Annex A

County Councils and Unitary Authorities all LA MS Teams call on 1 March 2023

Title	County Councils and Unitary Authority Household Support Fund 4 information event
Speaker(s)	Rebecca Bryning
Event call time	1 March 2023 at 14.00pm to 15.00pm (60 minutes) (Dublin, Edinburgh, Lisbon, London)

Link and dial in details

Join on your computer, mobile app, or room device

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Annex B**Household Support Fund 1 April 2023 to 31 March 2024 allocations.**

County Councils and Unitary Authorities	DWP allocation of £842 million
Barking and Dagenham	£4,324,103
Barnet	£4,910,366
Barnsley	£4,702,528
Bath and North East Somerset	£1,933,721
Bedford	£2,402,970
Bexley	£3,084,619
Birmingham	£25,582,270
Blackburn with Darwen	£3,237,053
Blackpool	£3,491,715
Bolton	£5,560,633
Bournemouth, Christchurch and Poole Council	£5,306,734
Bracknell Forest	£1,110,936
Bradford	£11,388,976
Brent	£5,562,445
Brighton and Hove	£4,280,722
Bristol, City of	£8,079,930
Bromley	£3,735,765
Buckinghamshire	£4,798,381
Bury	£3,068,400
Calderdale	£3,666,007
Cambridgeshire	£7,162,849
Camden	£4,013,864
Central Bedfordshire	£2,966,148
Cheshire East	£4,407,784
Cheshire West and Chester	£4,580,095
City of London	£126,161
Cornwall	£9,057,140
Coventry	£6,448,445
Croydon	£6,027,379
Cumberland	£4,334,878
Darlington	£1,827,708
Derby	£4,449,423
Derbyshire	£10,808,162
Devon	£10,129,752
Doncaster	£5,978,546
Dorset	£4,589,883
Dudley	£5,251,038

Durham	£9,352,199
Ealing	£5,317,610
East Riding of Yorkshire	£4,123,665
East Sussex	£7,793,568
Enfield	£5,695,989
Essex	£18,873,086
Gateshead	£3,673,260
Gloucestershire	£7,384,966
Greenwich	£4,757,386
Hackney	£5,644,517
Halton	£2,595,761
Hammersmith and Fulham	£2,828,750
Hampshire	£14,248,254
Haringey	£4,813,343
Harrow	£2,953,414
Hartlepool	£1,986,043
Havering	£3,296,302
Herefordshire	£2,659,204
Hertfordshire	£12,344,130
Hillingdon	£4,138,684
Hounslow	£4,084,792
Isle of Wight	£2,263,152
Isles of Scilly	£22,260
Islington	£4,436,319
Kensington and Chelsea	£2,360,738
Kent	£22,130,762
Kingston upon Hull, City of	£6,076,587
Kingston upon Thames	£1,725,734
Kirklees	£7,405,647
Knowsley	£3,724,377
Lambeth	£5,441,274
Lancashire	£19,356,470
Leeds	£14,197,296
Leicester	£6,858,706
Leicestershire	£7,240,078
Lewisham	£5,337,075
Lincolnshire	£10,929,370
Liverpool	£12,108,040
Luton	£3,658,548
Manchester	£12,906,326
Medway	£4,524,926
Merton	£2,373,215
Middlesbrough	£3,307,230
Milton Keynes	£3,585,033
Newcastle upon Tyne	£5,796,808
Newham	£6,678,390
Norfolk	£13,393,612

North East Lincolnshire	£3,119,329
North Lincolnshire	£2,647,786
North Northamptonshire	£4,930,984
North Somerset	£2,615,696
North Tyneside	£3,219,996
North Yorkshire	£7,075,100
Northumberland	£4,960,660
Nottingham	£7,113,868
Nottinghamshire	£11,292,900
Oldham	£4,838,738
Oxfordshire	£6,722,512
Peterborough	£3,649,273
Plymouth	£4,589,594
Portsmouth	£3,776,429
Reading	£2,261,298
Redbridge	£3,931,958
Redcar and Cleveland	£2,592,762
Richmond upon Thames	£1,672,713
Rochdale	£4,674,768
Rotherham	£4,978,060
Rutland	£314,742
Salford	£5,467,798
Sandwell	£6,942,885
Sefton	£4,870,222
Sheffield	£10,407,651
Shropshire	£4,177,590
Slough	£2,355,383
Solihull	£2,816,718
Somerset	£7,640,831
South Gloucestershire	£2,820,033
South Tyneside	£2,969,708
Southampton	£4,445,352
Southend-on-Sea	£2,826,158
Southwark	£5,468,732
St. Helens	£3,559,162
Staffordshire	£11,013,096
Stockport	£4,326,259
Stockton-on-Tees	£3,371,748
Stoke-on-Trent	£5,373,444
Suffolk	£10,212,060
Sunderland	£5,347,124
Surrey	£10,581,659
Sutton	£2,311,578
Swindon	£3,030,691
Tameside	£4,449,373
Telford and Wrekin	£3,029,094
Thurrock	£2,590,082

Torbay	£2,470,714
Tower Hamlets	£5,992,559
Trafford	£2,916,149
Wakefield	£6,249,854
Walsall	£5,639,620
Waltham Forest	£4,655,055
Wandsworth	£4,138,970
Warrington	£2,881,501
Warwickshire	£6,945,994
West Berkshire	£1,389,699
West Northamptonshire	£5,199,257
West Sussex	£9,740,724
Westminster	£3,903,014
Westmorland and Furness	£3,045,591
Wigan	£5,636,469
Wiltshire	£5,457,313
Windsor and Maidenhead	£1,175,810
Wirral	£6,098,690
Wokingham	£1,051,147
Wolverhampton	£5,263,754
Worcestershire	£7,898,278
York	£2,075,813
Total	£842,000,000

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Appendix B – Spend Breakdown

Families with Children - £2,000,000

Number of children	Support	Total Cost	Category	Type of Support	Access Route Applicable
10,000	£30 Uniform Vouchers	£ 300,000.00	Wider essentials	Vouchers	Proactive Support
25,000	£10 per visit to food banks	£ 250,000.00	Food (excluding FSM support in the holidays)	Tangible items	Proactive Support
15,000	£10 HT per visit	£ 150,000.00	FSM support in the holidays	Tangible items	Proactive Support
	Residential Visits	£ 40,000.00	Wider essentials	Cash awards	Application Based Support
15,750	£40 - Summer Voucher	£ 630,000.00	FSM support in the holidays	Vouchers	Proactive Support
15,750	£40 - Christmas Voucher	£ 630,000.00	FSM support in the holidays	Vouchers	Proactive Support
81,500		£ 2,000,000.00			

Households in Most Need

Proposal of Support to be provided	Approximate number of residents to be supported	Cost	Completion Dates or period covered	Total
<p>Claims Process. To support residents with emergency/crisis support this to include food, fuel, energy efficient white goods.</p> <p>Housing costs - support with rent costs where no other support is available</p>	Funding to be allocated on a quarterly basis = £50,000 per quarter or until funding for period exhausted this will enable funding to be spread throughout the period of the grant - supporting approx. 600 Households. 100 Households who require support with a rent shortfall	Average payment of £250 -£300 per person plus on average £1000 per household to support where DHP cannot cover rent shortfall or arrears	Claims Process to cover financial year 23/24	£300,000
<p>Targeted Approach - Using HB/CTS information to identify those would not have received a DWP Cost of Living Payment</p>	4431 households, have already been identified using the LIFT (Low Income Family Tracker) dashboard and HB/CTS data who would not be eligible to receive a DWP administered Cost of Living payment	£250.00 per person	First tranche of payments to be administered throughout the summer with final redemption date 30th September	£1,125,000
October 23 re-run of data to identify any new cohort who meet targeting criteria	Estimate 1000 households	£250	Administer November 23 with final redemption date 31st January24	£250,000

Events - 4 events = 1 per quarter to be held in different parts of the borough to cater for all - to offer advice and support, refreshments etc	Approx. 50 residents per event	cost to cover advertising, light refreshments, travel for guest speakers, small give aways such as Leaflets etc	2023/2024	£2,000
Welfare Advice & Debt Support - Benefit advice and Support with Council Debts in establishments that support residents who are affected by food insecurity. Sessions to be held on a Saturday	15 - 20 residents per month but will include drop-in sessions and appointments for ongoing support. The service has already been established in 2 Food banks	£1100 per month -	April'23 - March'24	£13,000
HEET - Supporting residents who are in Fuel Poverty - This support will include Home Visits, small energy efficient items such as draft excluders, energy efficient light bulbs and support with referrals for larger items such Boiler Replacement Scheme, legal support with energy bills & disputes.	300 households	£300 per person	April 23 – March 24	£90,000
TOTAL				£1,780,000

Services within LBE providing emergency support with food, fuel, wider essentials, housing costs and help with resettlement

Proposal of support	Completion date / period covered	Amount
£250K to be spent on 3,000 households via 7 internal and external teams who make assessments on their client groups to help with food, fuel, resettlement, and wider essentials	April 23 – March 24	£250,000
£350K to be spent on an addition 500 household to help with Housing costs where a DHP cannot be made as not enough government funding to support all those in need	April 23 – March 24	£350,000
Community Hubs: Food for Pantries (dignity products) OBJ £26,600 Tea & Toast (per annum) OBJ £4,660 Pantries food appropriate for people in hotels and temporary accommodation i.e., food that does not need a cooker, and emergency food donations to people in homeless and other crises. £4,729	April 23 – March 24	£35,989
TOTAL		£635,989

Proactive Support

Proposal of support	Completion Date / period covered	Amount
Temporary Accommodation	April 23 to March 24	
Relocation Costs to Families		£300,000
Incentives to secure properties		£500,000
Additional support to families		£200,000
Children & Family Services		
Food		£20,000
FSM Holidays		£10,000
Energy		£15,000
Housing Costs		£20,000
Advice		£10,000
Wider Essentials		£25,000
TOTAL		£1,100,000

Administration

Proposal	Completion Date / Period Covered	Amount
Post office costs for administering targeted payments:	Paid upon receipt of invoice during funding period	£6,978.75
Production cost per letter - £1.07		
2nd Class postage - £0.43		
Datafile per submission - £8.00		
Cancellations: £0.60 p/voucher		
£6646.50 for production costs and postage. Total Costs have increased by		

5% to include additional charges such as submission, voucher cancellation costs etc £6978.75		
Costs for issuing PO payments to new cohort	As per above charges	£1,575.00
Expansion of Welfare Advice and Debt Support Team to increase capacity to administer the HSF grant, administering HSF applications, making referrals to other available support and manage the day-to-day HSF Queries and targeting also keeping detailed records of the above aspects of the scheme to keep in line with requirements and MI reporting. This is to recruit case workers, income maximisation officers and SC5 admin assistant.	April 23 to March 24	£164,446.25
Project Management Support	April 23 to March 24	£7,000.00
TOTAL		£180,000



London Borough of Enfield

Title:	<i>Portfolio Report – Granting of a Lease and Licence for Albany Park Building and Adjacent Land</i>
Report to:	<i>Cllr Tim Leaver – Cabinet Member for Finance and Procurement</i>
Date of Report:	<i>Cllr Leaver briefing dated 19th June 2023</i>
Executive Director/ Directors:	<i>Sarah Cary – Executive Director – Housing, Regeneration and Development James Wheeler – Acting Director of Development (Property)</i>
Report Author:	<i>Rebecca Hammond</i> Rebecca.hammond@enfield.gov.uk
Ward(s) affected:	Brimsdown
Key Decision	Non Key
Classification:	Part 1 Public and Part 2 Private (appendix 2 only)
Reason for exemption	By virtue of paragraph(s) marked below with * of Part 1 of Schedule 12A of the Local Government Act 1972: 1 Information relating to any individual. 2 Information which is likely to reveal the identity of an individual. 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information). 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. *5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

	<p>6a Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person.</p> <p>6b Information which reveals that the authority proposes to make an order or direction under any enactment.</p> <p>7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p> <p>Disclosure of the detailed information in Appendix 2 would be likely to have a negative impact on the Council by exposing possible risks and challenges to the lease.</p>
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Purpose of Report

1. This report sets out the proposals to let part of the building known as the old Bowling Club and Green (sometimes referred to as Albany Community Hub) and to licence use of part of the adjoining former allotment land at Albany Park to London Community Kitchens (LCK), who will create a café for the provision of hot and cold drinks and snacks from the building for consumption by users of the park and a community kitchen, including hot food distribution.

Recommendations

<ol style="list-style-type: none"> i. ii. iii. iv. 	<p>Agree to grant a lease to LCK for the ex-bowling club building and green and licence for part of the adjoining growing land, in accordance with the Council's Property Procedure Rules (PPR) for off-market letting.</p> <p>Agree the lease and license will be for two years and at a peppercorn rent.</p> <p>Agrees that LCK will be provided with a small Public Health grant to cover the ongoing property costs and service charges.</p> <p>The proposals are approved subject to the publishing in a local newspaper of a statutory notice of the Council's intention to let part of an open space and consideration of any objections to the statutory notice.</p>
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Background and Options

2. Albany Park is located in the North East of the borough and is in an area of high deprivation, densely populated and diverse. It is easily accessible by foot, road and public transport. Park facilities in the vicinity of the property include a large DDA compliant play area, enclosed dog exercise field, a MUGA, some outdoor gym equipment, well-used tennis courts and sports pitches. On the west side of the park, is another children's play area with a skate bowl.
3. There are 3 individual blocks on the site. The main building (Block D) known as the ex-Bowling Club is separated into 2 self-contained lots; (Lot 1)

kitchenette and club/cafe area and (Lot 2) the ex-bowling club changing rooms, showers and toilets. (Appendix 1).

4. The lease will be granted for Block D Lot 1 only. Following recent repair works, lot 1 is in good condition and does not require any immediate maintenance and complies with all routine compliance surveys/inspections. Lot 2 of Block D and blocks E & F are in a poor condition and would not be lettable in their current state. They would require considerable upfront investment that has not been budgeted for.
5. The adjacent allotment is non-statutory and currently unused. Part of it will be licensed to LCK to enable them to grow food products thereat, for use in the café and community kitchen and to showcase them to the local community showing what foodstuffs can be grown locally. The allotment land has previously been used as a community growing space. A small area of the land is subject to encroachment by an adjoining resident and the matter is being dealt with separately. We are seeking vacant possession.
6. The Covid-19 crisis has highlighted how important our role is in the preservation and nurturing of safe, healthy and confident communities. There is a strong programme of work established in Enfield in relation to food insecurity. LCK will collaborate with local organisations and the Council will work with LCK to link these existing projects.
7. The Council recently undertook a data collection exercise to ascertain the number of visits to food banks, food pantries and the provision of cooked meals in a 3-week period. Across 30 different organisations offering these services across the borough, there were approximately 18,600 visits in those 3 weeks alone.
8. The Council wants to test the concept of community kitchens and food growing spaces within the borough. LCK operate a model of community kitchen based on surplus food redistribution, training and employment, urban food growing and volunteering. LCK successfully work in a number of boroughs across London, have significant experience and an excellent reputation of successfully developing community kitchens. Granting a lease to LCK, who are currently supporting other local voluntary organisations in the borough, will allow the Council to respond to the urgency of the cost of living crisis.
9. The growing of healthy food from land adjacent to the building and the preparation and cooking of healthy food products at the building will help improve the knowledge, health and wellbeing of users of the facility. Provision of the community kitchen should also build capacity and collaboration within existing local voluntary groups and be financially sustainable.
10. The Albany Park buildings and the adjacent former allotment land have been vacant for many years. The use of the former bowling club and green and a part of the former allotment land will reduce risks of anti-social behaviour and encourage use of this part of the park by local residents. LCK's use of the premises will help individuals and local organisations to respond to food

insecurity across the borough and support officers with monitoring and measuring the concept of community kitchens in the borough.

11. The Council has sought an independent rental valuation of the property. The proposed occupational terms are considered extremely prohibitive particularly with reference to the limited usage, menu requirements, short-term lease and council's option to determine. The view is that if the property were to be offered to the market on the terms listed, it would struggle to attract any interest. The terms would negate any rental value completely and therefore a peppercorn rent is proposed. This will also enable LCK to provide their service as cheaply as possible or free to those most in need.
12. The Council has recently undertaken some repairs to the building following incursion and vandalism. The building will be leased in its current condition. The Council will continue with a schedule of compliance inspections and carry out general repairs and maintenance. These costs will be recharged to the tenant by way of a service charge. LCK will be provided with a public health grant to pay for these service charges.
13. It is anticipated that throughout the term, LCK will seek additional grant funding to support expansion and growth should its operation be successful. The initial lease period is a 'proof of concept' phase to determine whether LCK can operate from Albany on more commercial terms, i.e. lease on the same or similar terms but without the Public Health grant.
14. The initial lease term is to be for 2 years. This provides the Council with the opportunity to have delivered a positive, much needed, service whilst gathering proof of the concept of the community kitchen and parks cafe. During the term, the Council will review the success of this project and consider future options. This could include renewing the lease, growing the scope or perhaps offering to the open market either for a similar use or alternatives.
15. Although part of Albany Park is designated as a King George V field, overseen by Fields in Trust, the building does not form part of the designation.
16. There are restrictions on what buildings within parks can be used for. The land was purchased for the purpose of open space for public use and recreation. As such, any buildings built and used thereat must be ancillary to the use of the land as open space for public use and recreation. Having a café in the building will help to realise this.
17. The proposed use for the building falls within the current planning Class of Use. However, should any or part of the buildings be used for different purposes, then planning advice and consent must be sought.
18. LCK will require a bedding in period but the Public Health Team will work with them to create some key performance indicators that will be monitored throughout the term and will form part of the grant conditions. The lease is considered short and having a break-clause will allow the Council to react as necessary should LCK performance be deemed unsatisfactory.

19. The use of Albany Park and other park buildings is part of a wider project to review all park buildings, the outcome of which will not be known for some considerable time. The above proposal is being made to bring a redundant building back into use by the tenant to provide help and advice to the local community during the cost of living crisis and to enhance the use of the park by users of the park.
20. An alternative option is to identify substantial funds to invest in the building with a view to marketing it. This option does not support the Council's immediate need.
21. Alternatively, the Council could carry out a marketing exercise (including restrictions on building use) with the building in its current condition and without compliance inspections/works and pass all responsibilities to a commercial tenant. This option does not support the Council's immediate need.
22. The building could remain empty and redundant as is the current status. Leaving buildings empty increases the risk of anti-social behaviour, incursion and vandalism, as was experienced recently. If left unattended, these buildings will continue to deteriorate and eventually become uneconomical to repair. Not occupying buildings where possible, continue to be an unproductive use of resources.
23. Part 2 Confidential – See Appendix 2

Preferred Option and Reasons For Preferred Option

24. The proposal to lease to LCK will support the Council's vision to establish a community kitchen/network of community kitchens focusing on areas of high deprivation within the east of Enfield. It will allow us to monitor and measure the service provision and provide proof of the concept of a café and community kitchen for possible future, longer term, community kitchen projects.
25. Additionally, it will support the delivery of the manifesto pledge to have a café in all major parks, allowing the tenant to offer drinks and snacks to park users where there currently are no such facilities. The service is likely to operate for 2-3 days per week initially and be gradually scaled up to incorporate more local groups and activities. Eventually this will be a 7 day a week operation at full scale.
26. LCK are one of the foremost community kitchen groups in London and have done a lot of work with Enfield's local groups and primary schools delivering healthy and nutritious cookery workshops at Raynham Primary and other local schools. The CEO is a Chef/Lecturer with Barnet Southgate College which delivers community courses in Enfield. LCK supported the Enfield Food Alliance with food supplies during the pandemic and continue to do so.
27. LCK (being a registered Community Interest Company) will help improve the social economic and environmental wellbeing of the local community. In order

to mitigate the risk of any challenge to the grant of the lease, the lease will be granted for a short term (2 years), be contracted out of the security of tenure provisions and be granted subject to a landlord's break option.

28. LCK has connections across London and proven experience in working collaboratively with multiple voluntary groups to deliver complimentary services.
29. The use of the premises will support other 'early help' developments including community/ family/ healthy living hubs.
30. The proposals above justify the off market letting of the Albany Park building, and licence to use part of the adjoining allotment land direct to LCK in order to quickly respond to the Council's vision to reduce food insecurity, the impact of the cost of living crisis and goes some way towards delivering the Enfield Poverty and Inequality Commission (EPIC) recommendations.
31. Despite the properties being vacant, the Council continues to incur costs for security, utilities, removal of trespassers and immediate repairs to vandalism.

Relevance to Council Plans and Strategies

32. Addressing food insecurity is a key Council objective. The Enfield Poverty and Inequality Commission (EPIC) made 27 recommendations which aim to support Enfield's poorest residents and help the Borough continue to be an attractive and inclusive place to live. Part of one of these recommendations was to create a 'Kitchen for all' in the east of the borough where families can cook and eat healthy meals.
33. Additionally, good nutrition is a key priority within the Council's Health and Wellbeing Strategy and empowering communities building resilience and capacity is a key priority within our Early Help for All Strategy
34. One of the administration's manifesto pledges is to provide a café and WCs in all major parks in the borough. Albany Park is defined as a major park and this proposal goes some way to supporting that pledge.

Financial Implications

35. The report seeks to agree to grant a lease to LCK for the ex-bowling club building and green and licence for part of the adjoining growing land, in accordance with the Council's Property Procedure Rules (PPR) for off-market letting. The lease and license will be for two years and at a peppercorn rent.
36. The building will be leased in its current condition following recent repairs and is fully compliant. The Council will continue with a schedule of compliance inspections and carry out general repairs and maintenance. These costs will be recharged to the tenant by way of a service charge.
37. LCK will be provided with a small Public Health grant to cover the property costs and service charges.

38. LCK are a Community Interest Company (CIC) Limited by Guarantee without share capital (Company number **12391200**). The Company is not established or conducted for private gain; any surplus or assets are used principally for the benefit of the community.
39. Financial checks have been carried out on LCK and the person with significant control. These are considered satisfactory.
40. It is anticipated that, during the term of the lease, LCK will seek grant funding opportunities that will potentially finance future improvements or changes to the buildings.

Legal Implications

41. Section 111 of the Local Government Act 1972 permits local authorities to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of their functions.
42. The Council is also required as a best value authority under section 3 of the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
43. In entering into property transactions, the Council must comply with the provisions of its Constitution, including but not limited to its Property Procedure Rules, which set out mandatory procedures regarding (amongst other things) the acquisition, management and disposal of property assets.
44. Section 123(2) Local Government Act 1972 requires a Local Authority to secure the best consideration reasonably obtainable when it disposes of land except on a short tenancy. A short tenancy is defined as a lease of not more than 7 years or the assignment of a lease which has not more than 7 years unexpired of the term.
45. Prior to agreeing any proposed lettings, the Council must first comply with the requirements of Section 123(2A) of the Local Government Act 1972, which directs that a Council may not dispose of any land consisting or forming part of an open space unless before disposing of the land they cause notice of their intention to do so, specifying the land in question, to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed disposal which may be made to them. The Council must comply with this procedure before granting the lease.
46. The Council is required to act in accordance with the Public Sector Equality Duty under section 149 of the Equality Act 2010 and have due regard to this when carrying out its functions, which includes making new decisions. The Council will have to ensure that it removes or mitigates any potential factors which may interfere with its Public Sector Equality duty.

47. The Council must ensure that any legal agreements arising from the matters described in this report are in a form approved by Legal Services on behalf of the Director of Law and Governance.

Equalities Implications

48. A full EqIA was carried out as part of an original project on parks buildings to include cafes and WCs. Based on that assessment it is anticipated that the delivery of a café and community kitchen and the award of a lease to LCK will have a positive impact on all who use the service.

49. Where necessary and proportionate, the Council will request from LCK copies of any relevant policies, risk assessments and future plans. We seek to work with organisations who maintain high standards of ethical conduct, treat employees/volunteers fairly, promote equality and diversity in employment/volunteering and service provision.

Environmental and Climate Change Implications

50. The Energy Performance Certificate is grade E, a minimum requirement of letting legislation. The Minimum Energy Efficiency Standards (MEES) regulations make it unlawful to let a property with an EPC rating below E.

51. The strategy of LCK is to redistribute food destined for landfill, composting or anaerobic digestion back into the community instead. This helps them to not only feed the people who need it most but also reduce the overall carbon footprint.

52. As the use of the building has yet to be commenced it is not possible to outline likely energy consumption.

53. The lease is for 2 years only. However, during the term, we will be looking at opportunities for investment in the building/s. If funds are forthcoming, then any improvement to the building/s will include raising the EPC ratings.

54. This project will not build any new buildings in parks. Bringing the existing buildings back into use will cause an increase in day to day energy and water use. All buildings have an EPC rating and where possible, we will look to improve ratings if necessary and possible. Where maintenance or replacement of equipment is required, we will seek the most energy efficient options.

55. Refurbishments and any development should be undertaken with sustainability and climate change as a key principle, seeking to deliver against the Council's overarching theme of Climate Action and the Climate Action Plan, to be a carbon neutral borough by 2040.

Public Health Implications

56. Good nutrition is a key priority within the Council's Health and Wellbeing Strategy. The grant of the lease will support the Council's aim to reduce food insecurity and poverty for the most vulnerable residents of Enfield.

57. Other possible activities which might be provided by LCK such as development of skills and employment opportunities are key to enhancing public health.
58. Parks properties can play an important role in promoting public health/sports, reducing antisocial behaviour by encouraging a broader range of park users including children, and supporting community cohesion through local projects.
59. Where possible, we will include conditions within lease terms so that it has actionable strength i.e. Healthy Catering Commitment, Smoke Free Zones, Digital Inclusivity etc
60. Delivering the community kitchen from an existing park property will encourage the users of this service to take advantage of the park and its associated facilities.

Property Implications

61. Property implications are included in the body of the report

Safeguarding Implications

62. Having empty properties in parks occupied can potentially reduce the risk of anti-social behaviour and risks to children, young people and vulnerable adults. There is likely to be a greater presence in areas that in turn reduces criminal opportunities.
63. The use of the premises will help support vulnerable groups, and there will be a requirement for LCK to provide copies of their safeguarding policies.

Crime and Disorder Implications

64. Occupying empty parks properties can potentially reduce the risk of anti-social behaviour, vandalism and incursions.

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Appendices

- Appendix 1 – Albany Park Photos
Appendix 2 – Confidential Part 2

Background Papers

None

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Appendix 1

HRD2324_021 - Albany Park





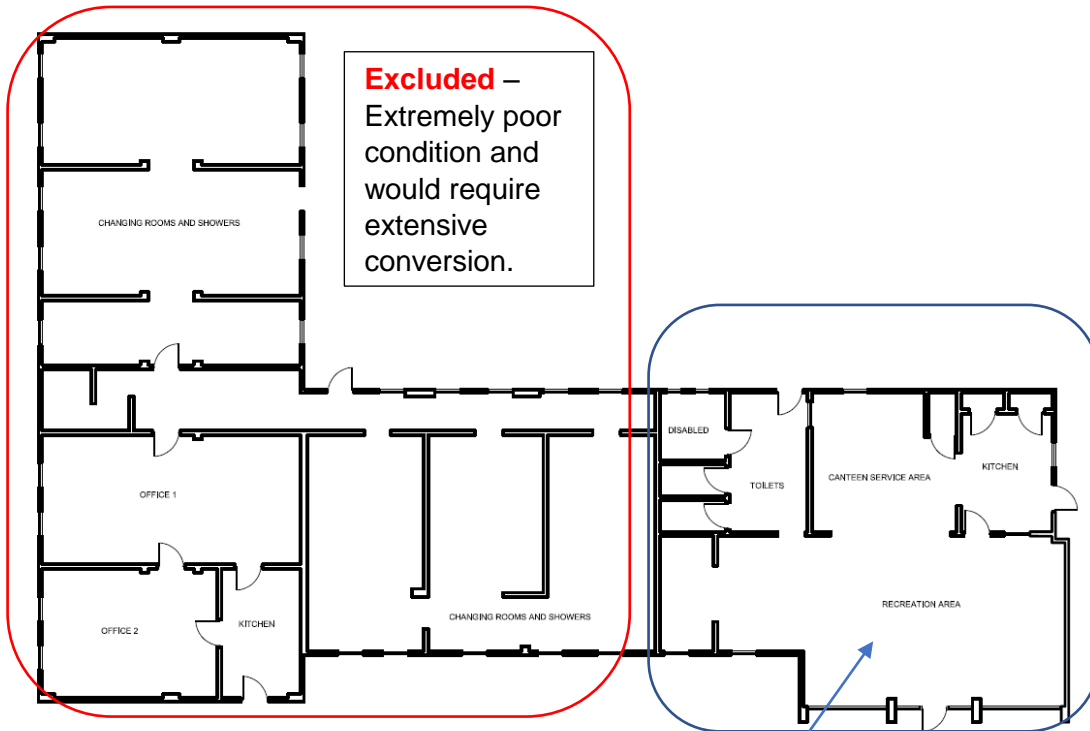
Lot 1 – Rear of Bowling Club

Changing Rooms, showers and toilets -not included

Entrance to building from car park – Block D ex bowling club. No interconnecting doors.



Main Entrance to ex-Bowling Club view from Bowling Green – Block D – Lot 1



Excluded –
Extremely poor
condition and
would require
extensive
conversion.

Main Entrance to ex-Bowling Club view
from Bowling Green – Block D – Lot 1.
Included.



*General View of the kitchen/Cafe Area –
Block D*

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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