

Appendix A



Department
for Work &
Pensions

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

[Click here to join the meeting](#)

Meeting ID: 337 648 746 317

Passcode: W36JJR

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+44 20 3787 4277,,89936260#](#) United Kingdom, London

Phone Conference ID: 899 362 60#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#) | [Legal](#)

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