

Public Document Pack



Notice of Meeting:

Cabinet

Meeting Location:

The Liz Cantell Room, Ealing Town Hall,
New Broadway, Ealing, W5 2BY

Date and Time:

Wednesday, 19 April 2023 at 7.00 pm

Contact for Enquiries:

Email: democraticservices@ealing.gov.uk

Telephone: 020 8825 6302

Chief Executive:

Tony Clements

Members:

J Anand
J Blacker
D Costigan

S Donnelly
B Mahfouz
S Manro

P Mason (Chair)
K K Nagpal
A Raza

Portfolio

Cabinet Member for Thriving Communities
Cabinet Member for Healthy Lives
Deputy Leader and Cabinet Member for
Climate Action
Cabinet Member for Inclusive Economy
Cabinet Member for Decent Living Incomes
Cabinet Member for Good Growth and New
Homes
Leader of the Council
Cabinet Member for A Fairer Start
Cabinet Member for Tackling Inequality

AGENDA

Webcast Meeting

This meeting will be webcast live on the Council's YouTube site:

[Ealing Council - YouTube](#)

- 1 Apologies for Absence**
- 2 Urgent Matters**
- 3 Matters to be Considered in Private**

Item 10, Public Sector Decarbonisation Scheme Update and Phase 3b Contract Award Appendix A is exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972
- 4 Declarations of Interest**
- 5 Minutes** (Pages 5 - 20)

To approve as a correct record the minutes of the meeting held on 29 March 2023.
- 6 Appointments to Sub Committees and Outside Bodies**
- 7 Council Plan Performance Report Q3 22/23** (Pages 21 - 54)
- 8 Household Support Fund 2023/24 - local eligibility framework and approach** (Pages 55 - 124)
- 9 London Boroughs Legal Alliance (LBLA) Barristers Framework 2023** (Pages 125 - 132)
- 10 Public Sector Decarbonisation Scheme Update and Phase 3b Contract Award** (Pages 133 - 150)
- 11 Ealing's Strategy for Additional and Special Educational Needs and Disabilities (SEND) and Inclusion 2023-2027** (Pages 151 - 212)
- 12 Renovation of the Young Adult Centre and Undertaking an Options review on youth service provision** (Pages 213 - 224)

13 Date of the Next Meeting

The next meeting is scheduled for 18 May 2023.

Exclusion of the Public and Press

Published: Tuesday, 11 April 2023

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Minutes of the meeting of the Cabinet

Date: Wednesday, 29 March 2023

Venue: The Liz Cantell Room, Ealing Town Hall, New Broadway,
Ealing, W5 2BY

Attendees (in person): Councillors

P Mason (Chair)
J Anand, J Blacker, D Costigan, S Donnelly, B Mahfouz, S Manro, K K Nagpal and
A Raza

Apologies:

None

Attendees (virtual): Councillors

None

Also present: Councillors

J Gallant, G Malcolm

1 Apologies for Absence

There were no apologies received.

Request to speak:

In accordance with paragraph 2.6(a) of the Constitution, the following speakers addressed the Cabinet with regard to the following items:

Item 7 - Cultural Manifesto

- Cllr Julian Gallant
- Cllr Gary Malcolm

Item 9 - Land and Property Strategy

- Cllr Gary Malcolm

Item 10 - Transport and Highways: LIP Programme 2023/24 and Development of a New Transport and Active Travel Strategy

- Cllr Julian Gallant
- Cllr Gary Malcolm

This meeting was held in a hybrid format with members and officers able to join the meeting remotely. However, regulations did not allow for members attending virtually to be counted as present in the attendance section of the minutes, and their attendance would not count as attendance in relation to section 85(1) of the Local Government Act 1972. Members attending virtually would be able to speak but would not be able to vote. There were no Members joining virtually.

2 Urgent Matters

There were none.

3 Matters to be Considered in Private

There were none.

4 Declarations of Interest

There were none.

5 Minutes

The minutes of the meeting, 22 February 2023, were discussed

RESOLVED:

The minutes of the meeting, 22 February 2023, were approved as a true and accurate record.

6 Appointments to Sub Committees and Outside Bodies

There were none.

7 Cultural Manifesto

RESOLVED:

- I. That Cabinet adopts Ealing's Cultural Manifesto 2023-2028 and the associated action plan.

REASONS FOR DECISION AND OPTIONS CONSIDERED:

- 1.1. In 2021, Ealing Council recognised the need for the Arts & Culture Service (ACS) to have engage with communities, the sector, and internal working groups to co-develop a 'cultural manifesto' and 'action plan', which followed key principles of Thriving Communities, such as establishing collaborative processes and empowering/supporting communities to make local decisions.

1.2. In consultation with Ealing's creative sector, it was agreed that a cultural manifesto and action plan was developed.

1.3. Why the need for a Cultural Manifesto?

1.3.1. This Council's previous Ealing Arts & Cultural Strategy 2013-18 needed updating. (See background information). In the 10 years since the previous strategy was developed, there were significant changes in the cultural landscape in London that a Cultural Manifesto will reflect.

1.3.2. Scrutiny Review Panel 4 – 2019/2020: Leisure, recommended (R 11): 'Ealing Council should proactively work with the local arts and culture organisations including young people in devising the new Culture Strategy for the borough.'

1.3.3. The results of the Council's 2022 Arts & Culture Survey evidenced opportunities, gaps, needs and barriers for our communities and for the creative sector that would be best served by setting out in a strategic framework. As culture cuts across many areas and priorities of the council (for example, around regeneration, economic recovery, health & wellbeing, bringing diverse communities together), such a framework will also aid collaborative working across departments and provide a focus for the council, the creative sector, whilst sending a strong signal of the council's ambitions to key agencies such as Arts Council England and the GLA.

1.3.4. The development of a Culture Manifesto and Action Plan, would support the growth of our borough's cultural sector in a more joined-up and strategic way, realising long term benefits, addressing inequalities, and better evidencing the significant impact of arts & culture on people and places.

1.3.5. The adoption of a Cultural Manifesto for Ealing would ensure Ealing Council is in a much stronger position to apply for London Borough of Culture (LBOC) for 2025 or 2027, as set out in the Council Plan. (In 2017, Ealing council unsuccessfully applied to become a LBOC. LBOC puts culture at the heart of local communities, illuminating the character and diversity of London's boroughs and showing culture is for everyone. Previous awards went to Waltham Forest, Brent, Lewisham and Croydon. The scheme is likely to be opened up for applications again this year, 2023.)

1.4. Aims

1.4.1. The manifesto would provide a vision and action plan for Ealing that achieved a step-change in the growth, resilience and sustainability of our creative economy and skills sectors; promoted excellence and accessibility in our arts, culture and heritage offer and ensured creativity permeates our sense of place and identity.

1.4.2. As the manifesto was co-created with and co-owned by the

cultural sector, the aim was that all creatives and cultural organisations recognise themselves in the cultural manifesto, that it related to them and their practice, and that they could identify actions they could enact. It should also support their 'businesses', for example giving greater visibility, showing funders the wider strategic vision and ambitions their work forms part of, helping to connect with new partners and using the cultural manifesto logo.

1.5. Principles

1.5.1. The principles set out in the manifesto are:

1.5.1.1. Recognising cultural democracy/democracy of cultures: reflecting all cultures of Ealing/protected characteristics/geographic equity.

1.5.1.2. Co-authored and co-owned by the culture sector.

1.5.1.3. The inclusion of Youth Voice to inform the Cultural Manifesto.

1.5.1.4. To encourage localism, local decision making and empower grassroots.

1.5.2. Delivery of the manifesto will require ongoing activism. We will commission and enable activations, installations and artistic expressions around the manifesto across each of the seven towns after the approval of the Cultural Manifesto. The action plan will be a rolling action plan that is continuously updated and when new sources of funding are obtained.

1.5.3. The role of engagement in establishing the Cultural Manifesto

1.5.4. The following outlines the eight steps of the engagement and consultation approach that were implemented in the forming of the Cultural Manifesto.

1.5.4.1. Step 1: Mapping through updating the GLA Cultural Infrastructure Plan

1.5.4.2. Step 2: Consultation and engagement through our arts and culture survey 2022, an online survey that was widely publicised through various council channels and networks.

1.5.4.3. Step 3: To democratically inform the manifesto and in order to ensure that we don't just reach 'the usual suspects' with a council consultation, we also reached out through:- 3 pilot Youth Collectives in Acton, Greenford and Northolt. To reach a more diverse range of youth voice and young people that the council would otherwise not reach. - a creative installation that travelled to all seven Towns and Park Royal, acting as an icebreaker, a conversation starter, an innovative intervention to reach people that would otherwise not engage.

1.5.4.4. Step 4: To ensure that the cultural manifesto is informed by a wide range of voices, we set up a Culture Task Group, a diverse group of external stakeholders who act as a steering group to co-develop the manifesto. The group consists of large and small organisations as well as individual artists and creative practitioners from across all Ealing towns.

- 1.5.4.5. The purpose of the Culture Task Group was to co-decide on processes and to steer the content of the Cultural Manifesto. The group is a task-and-finish group, i.e., set up solely to support and steer the development of the Cultural Manifesto.
- 1.5.4.6. Step 5: A cross Council group was set up to feedback and input in the drafting, in particular to ensure that the action plan is owned across service areas and directorates, not just the ACS. (Please see named individuals in 'consultation' section.)
- 1.5.4.7. Step 6: Further feedback and consultation: During the drafting stages, further feedback was sought from external specialists, including a panel of academics at University of West London and external specialist/consultant Adriana Marques, Head of Cultural Strategy for Thamesmead at Peabody. They were unanimously impressed with the quality and creativity of the document.
- 1.5.4.8. Step 7: During drafting, five further focus groups were set up in January 2023, with the South Asian, Somali and Arab community in Southall; African Caribbean group in Acton; Syrian and Afghan groups in North Acton and West Ealing; young people group in Northolt/Greenford; Polish community group.
- 1.5.4.9. Step 8: A schools' video competition was launched in January 2023 around the relevance of the Cultural Manifesto for young people. 1 minute video submissions invited on 'how does the manifesto relate to me, my generation, my school'. This is delivered through our Cultural Education Partnership.

8 Greener Ealing Business Plan 2023/24

RESOLVED:

- I. Agreed the appended Greener Ealing Business Plan for 2023/24.
- II. Noted that the related Council budget for the total GEL scheduled works contract sum of £23.102m for 2023/24 was subject to approval of the contract inflation of £0.567m which was delegated to the Strategic Directors of Resources and Housing and Environment in-year.
- III. Noted that the remaining GEL scheduled works budget gap was to be mitigated in-year either through other efficiencies and/ or use of reserves.
- IV. Noted the acceleration of the approved GEL FE1 savings from 2024/25 to 2023/24.

- V. Noted the non-scheduled GEL works and emerging cost pressures risk to the Council budget which will need to be managed in year.(see para 4.2 for further details)

REASONS FOR DECISION AND OPTIONS CONSIDERED:

1. The attached Business Plan for 2023/24 supports the short to medium term GEL objectives agreed with the Council in line with performance requirements and affordability.
2. Greener Ealing was established following a detailed options appraisal which recommended the creation of a Local Authority Trading Company (LATCO) as the optimal value for money means of delivering the Council's environmental services. As stated in previous related reports to the Cabinet, Greener Ealing has been created with the necessary supporting infrastructure, legal and governance arrangements – together with a significant financial commitment from the Council (including an entirely new fleet of waste collection, street cleansing and grounds maintenance vehicles) to ensure that the business is positioned to fully deliver on the Council's objectives.
3. Greener Ealing has a public service ethos, and this is reflected in the nature of support given to its staff. All staff have benefited from an uplift in salary and are now paid more than the London Living Wage. All staff have access to an improved pension scheme and a number of former Ealing employees have admitted body access to the Local Government Pension Scheme.
4. Although the use of temporary staff is commonplace in the services covered by Greener Ealing, the company has reduced the reliance on agency workers In line with the Council's good jobs objectives, prioritising the provision of permanent local employment opportunities. Greener Ealing provides training and development opportunities for staff, identifying opportunities for advancement for front line staff to Drivers and beyond to Supervisory and Managerial levels and improve in areas where skills development has been neglected or left behind e.g. horticultural skills, vehicle fitters or HGV training – the company will grow its own. Greener Ealing is also developing a new apprenticeship programme.
5. The significant investment by the Council and by Greener Ealing in people and infrastructure, has resulted in a dramatic improvement in performance across all key contract services in comparison to the previous contractor. This is demonstrated in the tables later in this report.

6. Greener Ealing and its senior management team is held transparent and accountable to the Council with performance measured against robust key performance indicators. These are governed by monthly Board meetings in addition to management meetings and fit for purpose contract monitoring arrangements.

9 Land and Property Strategy 2023-2027

RESOLVED:

- I. Approved the Land and Property Strategy 2023-2027
- II. Delegated authority to the Strategic Director of Corporate Resources to make minor amendments prior to publishing the final version of the Land and Property Strategy 2023-2027 following consultation with the Cabinet Member for Good Growth and New Housing.
- III. Approved the Property Purchase Policy and proposed governance process.
- IV. Approved the creation of a one-off £50m Property Purchase Capital Fund for use only in line with the Property Purchase Policy, with any individual property purchase price capped at £20m.
- V. Delegated authority to the Cabinet Member for Good Growth and New Housing, following consultation with the Leader, the Cabinet Member for Inclusive Economy, the Strategic Director of Corporate Resources and the Director of Legal and Democratic Services to authorise individual purchases and the inception of the associated budget within the Capital Programme, subject to meeting the criteria in the Property Purchase Policy and the purchase not exceeding the funding available.

REASONS FOR DECISION AND OPTIONS CONSIDERED:

- 1.1. Ealing Council owned around 18,000 housing stock assets and 760 non-residential assets, which comprised of land, buildings and infrastructure that are used for a wide range of purposes to deliver services to our communities. These uses included children's centres, schools, leisure centres, libraries, car parks, community centres, adult services centres, parks, sports facilities, highways, shops and offices.
- 1.2. Historically, the Council managed the land and property portfolio through individual services holding strategic ownership and responsibility for their operational sites. As a result, different property strategies across the Council were created, each with service specific goals. While this approach proved successful for some services, opportunities for efficiencies were missed in this process and with ever increasing demand

for Council assets, the Council needed to revisit how it manages the entire land and property portfolio.

1.3. The Council always adapted how it uses land and property to meet the needs of the borough, and previous strategies reflected this. Since 2010 Ealing's core government grant was cut by over 64%, and aligned to this, the 2010 Property Strategy focused on rationalising the portfolio, reducing operating costs and realising capital receipts to support the budget.

1.4. In 2018 the Council prioritised delivering services, followed by generating genuinely affordable housing to meet the local housing crisis, and the Council was awarded over £209m of funding from the Greater London Authority for this purpose.

1.5. The Council was in a position to launch a new strategy, to improve how we manage our land and property, and deliver much needed services to our residents and communities.

1.6. The Mission for the Strategy was:

“Ensuring that we use current and future land and property assets for the maximum benefit of our residents.”

1.7. The Aim of the Strategy was:

“To deliver a balanced, efficient and effective portfolio that enables delivery of the commitments in the Council Plan, enables transformation of public services and empowers our communities to create a lasting legacy for our borough.”

1.8. The Land and Property Strategy 2023-2027 was designed with 5 key objectives and associated principles that will shape how we look at our land and property in order to achieve our Aim and Mission.

1.9. The five key objectives in the Strategy were:

- To plan and manage the property portfolio as a corporate resource to enable service delivery from fit-for-purpose, accessible, resilient properties and achieve the Council's corporate priorities
- To manage and maintain land and property effectively and efficiently, together with optimising financial return, social value and commercial opportunities
- To use land and buildings in an efficient, inclusive way to create social infrastructure that supports local community needs and empowers and strengthens communities
- To use land and buildings to stimulate development and growth and

encourage new jobs and businesses to the area

- To use land and buildings to support the delivery of our net zero carbon goals, ensuring our land and properties become increasingly sustainable through improved design, use, operation and redevelopment

1.10. All five objectives were intended to be considered for each asset and would enable the Council to consider its broad range of commitments in its decision-making around land and property to ensure that it maximises the benefits from limited resources.

Property Purchase Policy

1.11. Historically, the Council missed opportunities to purchase property in order to meet our objectives due to the challenges of a fast-moving property market. Specific difficulties encountered include a consistent way of appraising purchases, identification of capital funding for purchase and identification of a revenue fund for feasibility and due diligence which may be abortive if the acquisition is not successful.

1.12. The Property Purchase Policy identified the governance approach for approving property and land purchases which are time critical, whilst ensuring a clear, robust and consistent framework for risk assessment, management and mitigation during the decision-making process.

1.13. It was proposed that a one-off £50m Property Purchase Capital Fund would be created with individual acquisitions using this fund having a purchase price cap of £20m. A revolving corporate feasibility fund has been identified to explore potential opportunities.

1.14. The Property Purchase Policy will take a similar approach to Council's Temporary Accommodation Framework that was approved by Cabinet in February 2020, which similarly has its own funding pot and governance process to enable timely acquisitions.

10 Transport and Highways: LIP Programme 2023/24 and Development of a New Transport and Active Travel Strategy

RESOLVED:

Cabinet approved:

- I. The Transport and Highways – LIP Programme 2023/24, including:
 - a. Local Implementation Plan (LIP) grant and other Transport for London (TfL) grant funded programmes.
 - b. Capital Programme on Infrastructure Renewal Programme,

Sustainable Drainage (SuDS), School Safety Schemes and CPZs.

c. Authority to ringfence funding from School Streets PCNs for the delivery of School Streets.

- I. The £0.492m revenue expenditure budget and to incept into the capital programme an additional capital budget of £5.023m for Transport and Highways – LIP Programme 2023/24.
- II. Incepted into the capital programme a School Streets capital budget of £2.523m for three years from 2023/24 to 2025/26, to be funded from the Parking Revenue Account where School Street PCNs are collated.
- III. Delegated authority to the Strategic Director of Housing and Environment to approve a revised Transport and Highways Programme 2023/24, should the level of confirmed TfL grant for the Council be lower than expected, following consultation with the Chief Finance Officer and the Portfolio Holder(s).
- IV. Delegated authority to the Strategic Director of Housing and Environment to take the necessary steps to implement the schemes identified in the programme (which includes those schemes funded through S106) amend the programme within available funding should any of the proposed projects not be possible to be implemented) following consultation with the Portfolio Holder(s), subject to relevant detailed design and approvals and the outcome of any statutory consultation that may be required.
- V. Delegated authority to the Strategic Director of Housing and Environment following consultation with the Portfolio Holder(s) and the Strategic Director of Finance, to authorise the ringfencing of funding for the delivery of the School Streets from 2023/24 to 2025/26.
- VI. Commenced a wide-ranging strategic review to develop a new Transport and Active Travel strategy to provide a clear, strategic, and sustainable approach to inform effective future investment into infrastructure and services.

REASONS FOR DECISION AND OPTIONS CONSIDERED:

1.1 The Council's prior Transport Strategy (2019) set out the transport priorities for the Council in accordance with the Mayor's Transport Strategy 2018 (MTS) and focused on the initial 2019-22 period.

The strategy had three core objectives which are as follows:

- 1) Mode Shift to more sustainable travel
- 2) Reducing the Environmental Footprint of Transport
- 3) Improving Road Safety

These three objectives were underpinned by four main principles:

- improve health and well-being
- improve air quality and the environment
- provide a more efficient and safe active transport network
- support good growth and enhance the Borough's economy

1.2 The Vision for the current Transport Strategy was:

Within the context of good growth, to improve streets and transport infrastructure to reduce dependency on cars to prioritise active, efficient, and sustainable travel modes, making Ealing a healthier, cleaner, safer, and more accessible place for all.

1.3 The Strategy's objectives and principles would be implemented by ten specific transport policies covering encouraging active travel modes, improving accessibility, to implement Sustainable Urban Drainage Schemes (SuDS), reducing vehicle emissions, noise, and congestion, enhancing public transport, improving road safety, to designing streets for people and to ensure that economic growth and new developments contribute to increasing active travel.

1.4 The prior Transport Strategy supported the work of the entire Council and had significant input including from the Highways, Parking, Regeneration, Planning, Pollution, Public Health teams as well as the Transport Planning team.

1.5 A Local Implementation Plan (LIP) followed the existing Transport Strategy and was the statutory document to implement the MTS contains details including a delivery plan and performance indicators for transport projects and initiatives, such as specific 'Mode Plans' for specific areas such as parking and cycling. The LIP was required to be consistent with the MTS together with other emerging strategic transport initiatives across London and how we implement these at the local level.

11 Grant agreement with GLA for Ealing's UKSPF core grant allocation

RESOLVED:

That Cabinet authorised the Strategic Director for Economy & Sustainability, following consultation with the Director of Finance and Portfolio Holder for Decent Living Incomes, to

- i. accept the £2.08M UKSPF core grant allocation from the GLA and progress deliver of projects under the grant funding agreement to 31 March 2025.
- ii. utilise the grant in compliance with associated Government guidance, ensuring oversight, governance and monitoring of the programme to March 31, 2025
- iii. Enter into the necessary grant agreement with the GLA necessary to secure the funding.
- iv. Incept the UKSPF capital budget of £1.06m in the capital programme to be funded by UKSPF capital grant subject to accepting the £2.08m UKSPF grant from GLA (see section 5 for more details).

Recommendations for NOTING

- i. That the council will engage with Ealing's High Street Taskforce in the design, implementation and delivery of relevant UKSPF projects under the Community & Place Investment strand.
- ii. That the council submit a competitive bid requesting £500,870 to the GLA under its UKSPF Open Call programme, if successful a further Key Officer Decision will be necessary.

REASONS FOR DECISION AND OPTIONS CONSIDERED:

- 1.1. It is necessary for Ealing Council to enter into a grant funding agreement with the GLA in order to draw down the borough's total allocation of £2.08M under the GLA's £144M UKSPF programme for London.
- 1.2. The delivery timescale for the UKSPF funding is from 1st of April 2022 to end of March 2025. While some costs have been incurred during 2022/23, the majority of spend is expected to be re-profiled into 23/24 and 24/25 once the funding agreement is signed.
- 1.3. No other options were considered or necessary.

12 Update on Equality Diversity & Inclusion Workforce Action Plan

RESOLVED:

- I. Noted and agreed the implementation of the 2-year corporate EDI

RESOLVED TO NOTE:

- II. Noted the following key corporate EDI actions and activities delivered to date

REASONS FOR DECISION AND OPTIONS CONSIDERED:

- 1.1 Tackling inequality was one the council's three strategy priorities. The Council Plan 2022-26 set out commitments to address inequality and in particular racial inequalities. Ensuring a diverse workforce that reflects the diversity of the community served, where we could attract and maximise the talents of a diverse range of staff contributing to the council's success. In 2020, the council held 'A Big conversation' with staff to understand their views on equality and followed up by implementing several actions in response including the development of the Corporate Action Plan.
- 1.2 The Corporate EDI Strategy reinforces the commitment of the organisation to pace, leadership and accountability on this agenda. The attached corporate action plan represented a whole organisation approach to address these concerns, at the same time as recognising that each directorate must bear responsibility for addressing the specific issues relevant to their immediate workforce, at pace.
- 1.3 The council had therefore committed to placing a 'high priority and high ambition' on its priority of tackling race inequality and ensuring race equality is central to all we do internally with our workforce and externally in communities in delivering our responsibilities as a local authority. Inaction would not add sufficient value to the council's business objective nor meet the principles established by the public sector equality duty. The alternative option considered was not to develop an action plan which was discounted in view of the level of importance attached to this agenda.
- 1.4 Our increased focus on EDI coincided with the events following the death of George Floyd, including the world-wide and national Black Lives Matter protests. Another crucial factor was the disproportionate impacts that covid-19 has on different minority ethnic communities. Recognising the sensitivities associated with the EDI agenda, we sought external support and advice to progress our actions and the strategic leadership team committed to identifying resources and holding all stakeholders to account.

1.5 The staff engagement approach included Trade Union representatives to gain rich information about employees' lived experiences in Ealing Council. Over two hundred staff took part, and some sessions were specific to the Equality Act 2010 protected characteristics. The outcome of this exercise has been considered by the strategic leadership team and consolidated into the corporate action plan (Appendix 1). In addition, elected members across the political divide attended a session as part of a separate commissioning arrangement.

1.6 There was also a significant engagement with senior managers across all directorates, HR and L&D, trade union representatives and the various 'equality groupings' across the council.

13 Report by the Local Government and Social Care Ombudsman

RESOLVED:

That Cabinet:

- I. Noted the findings of the Local Government and Social Care Ombudsman (LGO).
- II. Noted that the Council accepts the recommendations and has issued an apology to the complainant and paid her £500 as suggested by the LGO as a remedy.
- III. Noted that the other recommendations that the LGO has made have either been completed or are underway.

REASONS FOR DECISION AND OPTIONS CONSIDERED:

- 1.1 The LGO completed its investigation into a complaint made against the Council in June 2021.
- 1.2 The Council accepted the LGO's findings and recommendations and has actioned, or in the process of actioning all of the recommendations.
- 1.3 The LGO asked the Council to report its findings to an appropriate body of Council as it found that the complainant had suffered injustice as a result of maladministration. The Council is required to comply with this request by Section 31 (2) of the Local Government Act 1974.

- 1.4 The Council was also required to place two public notices in local newspapers or local newspaper websites notifying the public of the existence of a report of injustice as a result of maladministration made by the LGO. This requirement has also been completed.
- 1.5 The complainant received a formal apology and was paid the £500 remedy.
- 1.6 The Council also agreed to obtain the missing information referred to in the report, and investigate the stage two complaint without further delay.
- 1.7 A review of information sharing arrangements with the National Fostering Agency and other Fostering Agencies is currently underway. This exercise should improve information sharing and prevent a repeat of this issue in the future.

14 Date of the next meeting

The next meeting will be on 19 April 2023.

Meeting commenced: Time Not Specified

Meeting finished: Time Not Specified

Signed:

Dated: Wednesday, 19 April 2023

P Mason (Chair)

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Report for: INFORMATION
Item Number:

Contains Confidential or Exempt Information	NO
Title	Council Plan Performance Report Q3 2022/23
Responsible Officer(s)	Amanda Askham Strategic Director of Strategy & Change 020 8825 5005 Email: AskhamA@ealing.gov.uk
Author(s)	Maria Gull Research and Performance Officer 0208 825 6430 Email: GullMa@ealing.gov.uk Rajiv Ahlawat Strategic Intelligence & Corporate Performance Manager 0208 825 6380 Email: AhlawatR@ealing.gov.uk
Portfolio(s)	Cllr. Mason, Leader of the Council
For Consideration By	Cabinet
Date to be Considered	19 April 2023
Implementation Date if Not Called In	N/A – Information only
Affected Wards	All
Keywords/Index	Key Performance Indicators, Priorities, Corporate Performance, Council Plan, Delivery Plan
Purpose of Report: This report presents progress on the delivery of the Council Plan 2022-26, with specific reference to performance against the 2022/23 Delivery Plan as at the end of the third quarter of this year. It also updates on the operational effectiveness of the council.	

1. Recommendations for DECISION

None

2. Recommendations for NOTING

That Cabinet notes the:

- i) key performance highlights against the 2022/23 Council Plan Delivery Plan
- ii) progress on the Council Plan numeric targets
- iii) progress against the Corporate Health Check indicators as at Quarter 3 (Q3) 2022/23

3. Reason for Decision and Options Considered

The purpose of this report is to present progress on the delivery of the Council Plan 2022-26, with specific reference to performance against the 2022/23 Delivery Plan. Performance management is an essential part of a high performing organisation and therefore not providing a performance report was discounted as an option.

4. Council Plan Performance Framework

The Council Plan 2022-26, including a 2022/23 Delivery Plan, was agreed in July 2022. Progress on delivery of the council's priorities has been presented in this report in the following three ways:

- a) Narrative updates on key achievements in the third quarter of the year, against the council's 2022/23 Delivery Plan.
- b) Progress against numeric, quantifiable, targets under the '4-year commitments' contained within the Council Plan 2022-26, as of December 2022.
- c) Performance against target as of Q3 2022/23 on the key performance indicators (KPIs) that enable a 'corporate health check' of the organisation in terms of its operational effectiveness.

4.1 Council Plan deliverables

This section presents key highlights of the council's 2022/23 Delivery Plan. These deliverables are designed to contribute towards the achievement of our overall 4-year goals contained within the Council Plan 2022-26. Highlights are presented by the nine council priorities, outlining what we said we would do as part of the 2022/23 Delivery Plan and what we have achieved during the third quarter of this year (Oct-Dec 2022).

4.1.1 Tacking Inequality and Crime

<i>We said we would...</i>	<i>We achieved...</i>
<p>Increase the number of officers able to enforce our borough-wide Public Spaces Protection Order (PSPO)</p>	<p>Ealing's Safer Communities Patrol, delivered by our partner Parkguard in parks and housing estates, are now authorised to serve fines for violation of the PSPO, in addition to the police service.</p>
<p>Continue to focus as a partnership on locations that see the most crime, ASB or violence, and work collectively to design out crime, improve crime reduction measures like street lighting and CCTV, and tackle poor behaviours to make spaces feels safer</p>	<p>Work has begun to install additional CCTV cameras across identified areas where residents have told us they feel unsafe, and to upgrade existing cameras to maximise coverage and quality of images for identifying perpetrators and protecting residents.</p> <p>In addition to the existing partnership work focusing on improving public spaces, the council has established the Spaces Panel partnership forum to review and agree improvement plans for specific areas where data and feedback from residents and professionals has identified community safety concerns.</p> <p>Further, the power reduction regime to dim streetlights was removed in October 2022. Equipment has been ordered for 135 Town Centre lanterns within the Ealing Broadway area, which are expected to be installed soon.</p>
<p>Embed early intervention programmes in schools, the community and through the youth service to support vulnerable children identified as being at risk of criminality. Following a successful pilot, we will now extend into 10 primary schools, and 1-2 secondary schools</p>	<p>The Alternative Provision Specialist Taskforce is delivering its service in Ealing Alternative Provision - focused on reducing truancy, the numbers of children not in education, employment or training (NEET), serious youth violence (SYV) and improving mental health and wellbeing. An Integrated Youth Service team member is seconded into Ealing Alternative Provision to facilitate the early intervention and diversion support. The Mayor's Office for Policing and Crime (MOPAC) has funded an early intervention programme called Turnaround to intervene earlier in criminality for children arrested but not charged. The programme has engaged in four primary schools to give early intervention messages.</p>

4.1.2 Climate Action

<i>We said we would...</i>	<i>We achieved...</i>
<p>Initiate a communications campaign to encourage behaviour change around reducing contamination of recycling post pandemic across all properties, including targeted leaflets to 30,000 households and targeted social media campaigns</p>	<p>Door-knocking in targeted areas has been carried out and leaflets delivered to over 28,000 households in high contamination areas with a focus on food waste bin usage. Households in these areas whose residents were not spoken with received a more generic “what goes in which bin” recycling information card. Communal bin contamination stickers have been produced and anticipated to be in use in February 2023. A revised leaflet / guide to “what goes in what bin” will also be completed / available in February 2023. Social media and other communications channels continue to be used to drive behaviour change as part of ongoing campaign.</p>
<p>Establish a tree planting programme</p>	<p>The programme for planting of 50,000 trees has been mapped out, starting with 7,000 new trees by March 2023 and 13,500 by March 2024.</p>
<p>Directly support neighbourhood environmental activism</p>	<p>The council continues to support the early development of ActForEaling, a community-led climate action hub. The hub has forged partnerships with 26 local groups tackling climate change, and they have developed a delivery plan for the next twelve months of activity. The climate action and sustainability team have also been awarded grant funding to develop a project under the GLA’s Breaking Ground programme. The aim is to work with ethnically diverse communities to create a project that addresses climate change and social justice.</p>

4.1.3 Healthy Lives

<i>We said we would...</i>	<i>We achieved...</i>
Continue to gear our commissioning of home care services to providers who are Care Quality Commission (CQC) rated good or above	Performance targets have been achieved in year, with more than two thirds (68.5%) of agencies currently rated Good or Outstanding. There is enough capacity in 'Good' rated homecare provision.
Begin construction of 71 homes for older adults at Lexden Road, Acton	Lexden project is due to start on site with 71 sheltered homes in March 2023. Neville Close and Shillaker Court are also now named projects within the GLA's Affordable Homes Programme 2021-26 and are supported by circa £38m grant.
Following consultation, commission a new round of grant funded voluntary sector services that offer support to reduce social isolation	Commissioning process is progressing to plan. VCS grant applications are now live . Ealing & Hounslow Community & Voluntary Service (EHCVS) will be providing workshops and one-to-one sessions during the 12-week application window for organisations that would like support in making an application.

4.1.4 A Fairer Start

<i>We said we would...</i>	<i>We achieved...</i>
<p>Deliver at least 40 additional specialist places to meet the needs of children and young people with complex SEN in 2022/23</p>	<p>We have delivered 50 new SEN places, well above the target of 40. These have been created in Castlebar Special School, Fielding Primary School Additionally Resourced Provision (ARP), Havelock ARP, and in specialist foundation stage settings where reception provision has been opened.</p>
<p>Establish a 'Family Hub model' of delivery aimed at providing a central access point for integrated services, ensuring that families know where to get help, and that staff and volunteers are trained to respond sensitively and effectively to families' needs. As part of this we will pilot a one-stop shop approach in one of the children's centres in year 1</p>	<p>The Ealing Borough Based Partnership has agreed to support a 'discovery & consensus phase' with a grant of £99,500 to co-produce a place-based 'Start for Life/ Family hub' model of accessible and integrated early help and support for Ealing families. This will include a review of how we currently provide services, how we communicate with families, and an 'Enabling Early Childhood Development in Ealing' research inquiry led by the Institute of Development Studies, which will bring a qualitative and context sensitive lens to the lived experiences, perceptions and priorities of families with young children in Ealing.</p>
<p>Increase the capacity of schools and parents to support children with additional needs access learning, make progress and become independent through developing 30 SEND parent ambassadors in Southall and Northolt and by launching the new SEND Family Partnership Award for schools in 2022 – 2023</p>	<p>SEND Family Partnership Award has been developed and pilot completed. Eight schools were involved in the first cohort. A total of 23 Parent Ambassadors developed through Southall resilience project and John Lyon Securing Success Programme. 70 parents attended ESOL IT in Health course and are able to support other parents. We will be repeating the Building Confidence to Empower Parents project with Contact for another year.</p>

4.1.5 Decent Living Incomes

<i>We said we would...</i>	<i>We achieved...</i>
Deliver at least 1,250 jobs and apprenticeships in 2022/23	2,014 jobs and apprenticeships have been delivered as of December 2022, of which 1,627 were job starts, 56 apprenticeship starts, and 331 apprenticeship vacancies.
Invest £180K over the next three years to deliver maths workshops and courses to support residents improve their maths skills for life and work	A total of over £192,500 worth of funding has been received under the government's "Multiply" scheme, a programme to increase the levels of functional numeracy in the adult population across the UK. A total of ten Multiply workshops have been delivered so far, in Southall and Northolt.
Support 500 residents with the toughest barriers to employment through specialist training and employment programmes including: Work and Health Programme, Borough Employment Support Service (BESS), specialist programmes supporting residents who are homeless or at risk of homelessness	1,341 residents with toughest barriers to employment supported through a range of programmes: <ul style="list-style-type: none"> - BEAM - supporting residents who are homeless or at risk of homelessness into training and employment - BESS - supporting those who are unemployed, long-term unemployed and economically inactive into employment - Work and Health Programme – offering personalised employment support to those who are currently unemployed and have a health condition or a disability - Youth Offer - an exciting education, training and employment offer for young people aged 16-30 to help them obtain the skills and experience they need to find quality employment and good careers.

4.1.6 Inclusive Economy

<i>We said we would...</i>	<i>We achieved...</i>
<p>Host a supply chain event with key focus on supporting Ealing businesses, encourage supply chain diversity and economic growth</p>	<p>Hosted by West London Chambers, a webinar was held in November 2022 to inform local suppliers on how to bid for contract opportunities and details of the council's procurement procedures. Further, in partnership with the University of West London, a Local Business Forum event was held in November 2022. The event was attended by around 50 local businesses operating in the built environment sector, and associated organisations. The council's Commercial Hub presented details of the council's procurement for capital works projects & programmes, and routes for local business to engage with Ealing contract opportunities.</p>
<p>Deliver a budget process on efficiencies across all council services</p>	<p>We have completed the Medium-Term Financial Strategy for 2023/24 to 2026/27 and proposed a balanced budget for 2023/24, which was presented to Cabinet on 25 February 2023 and was approved by Full Council in March. More than £7m worth of savings have been identified for delivery in 2023/24.</p>
<p>Donate 1,100 of the council's retired surface devices for refurbishment and distribution to digitally excluded residents and community groups in partnership with the Ealing and Hounslow CVS 'Re-Klaim' programme</p>	<p>We are working in partnership with the Re-Klaim scheme (Re-Klaim IT Ealing Device & Distribution Project), a subsidiary of the Ealing & Hounslow Community Volunteer Service (EHCVS). We have already provided Re-Klaim with around 800 old Microsoft Surface devices, recovered from a recent Ealing ICT project to roll out new devices to Council colleagues. The newly refurbished devices are distributed by Re-Klaim working with a number of different agencies, volunteer organisations, charities, NGOs, and various departments within Ealing Council. Digitally excluded Ealing residents are referred to Re-Klaim by such organisations – all referrals are assessed by Re-Klaim for suitability. Once genuine need has been established, devices are handed over to selected Ealing residents, where full training is given, and ongoing support offered.</p>

4.1.7 Genuinely Affordable Homes

<i>We said we would...</i>	<i>We achieved...</i>
<p>Partner with the Cambridge House Safer Renting Team to strengthen rights and access to justice for people exploited by criminal landlords, making private renting safe for all. This will include challenging landlord harassment and illegal evictions and providing support with legal action where necessary</p>	<p>The Safer Renting referral programme is now implemented. Officers from housing demand, homelessness prevention and private sector rented property regulation will refer on vulnerable tenants who might be at risk of exploitation by criminal landlords so they can access the advocacy and support services of Cambridge House to challenge landlord harassment and illegal evictions, and provide support with legal action where necessary.</p>
<p>Commission and mobilise all relevant services to support rough sleepers including: » 12 No First Night Out rough sleeping prevention beds, 15 high needs staging post, 15 assessment beds, 10 public health protection beds for winter, 12 places through the A2 Dominion supported scheme, 11 supported beds through St Mungo's supported beds, seven self-contained rough sleeper units and eight Housing First supported long term accommodation units</p>	<p>All the services and accommodation listed under the aim have been commissioned.</p>
<p>Secure government funding to cover the full cost of supporting and accommodating 100 rough sleepers from June 2022 for three years</p>	<p>We have housed all rough sleepers in suitable accommodation and only three eligible rough sleepers remained on the streets as of December 2022.</p>

4.1.8 Good Growth

<i>We said we would...</i>	<i>We achieved...</i>
<p>Publish '20 Minute Neighbourhood' plans for Northolt, Greenford, Perivale, and Acton and begin work on the Hanwell and Ealing Metropolitan Town Centre town plans</p>	<p>This has been completed. Acton, Northolt, Greenford and Perivale frameworks have now been published on Ealing website.</p>
<p>'Visions for Northolt' endorsed by the community and deliver the 'Thriving Northolt' projects having had findings from the Visions of Northolt engagement programme endorsed</p>	<p>Visions for Northolt, our community-led regeneration programme that is delivering improvements which reflect the priorities of local people, has been endorsed by the community and a 20-minute neighbourhood framework has been published for the town.</p>
<p>Implement a modern, digital s106 system, capturing contributions from developers and tracking expenditure</p>	<p>We have procured and implemented the new Exacom software product since October 2022. It is now sequentially being populated with data and data is cleansed by a dedicated project team in liaison with our finance and legal teams.</p>

4.1.9 Thriving Communities

<i>We said we would...</i>	<i>We achieved...</i>
Publish Ealing Sports Facility Strategy 2022-2031	<p>We have delivered a range of improvements to sports provision in the borough, while some projects are underway. These include:</p> <ul style="list-style-type: none"> - Successful bid to London Cricket trust for three non-turf pitches to be installed this summer at Perivale and Rectory Parks - Elthorne Park Tennis courts – planning permission granted for floodlights and a kiosk with toilets - Ealing Central Sports Ground – two cricket pitches back in use this summer - Ealing Croquet Club – planning permission granted for pavilion refurbishment - Tir Chonail Gaels - planning permission granted for a new pavilion build - Playzone Expression of Interest submitted in December 2022.
Providing 1,000 bikes in Southall as part of the Let’s Ride Southall programme to encourage take up among children and adults, including 35 specially adapted bikes	Over 650 cycles have been distributed, with nearly 10,000 cycled miles tracked by recipients.
Explore the feasibility of establishing a council-run Ealing wide Faith Forum	Ealing Faith Forum was launched in March.

4.2 Progress against numeric, quantifiable, targets under the ‘4-year commitments’ contained within the Council Plan 2022-26, as of December 2022

A summary of progress towards the numeric ‘4-year’ Council Plan commitments can be found at Appendix 1. No annual targets are being set for these commitments, but regular tracking will help ensure that all commitments are delivered over the life of the administration.

4.3 Summary of Quarter 3 2022/23 performance on Corporate Health Check KPIs

This section presents performance of the 67 indicators in the Corporate Health Check KPI set (Appendix 2). Out of 67 indicators, there are 23 annual or six-monthly indicators which are not due for reporting in the third quarter.

Further, out of the 44 reportable indicators, three indicators are contextual and therefore do not have specific targets. Their performance is monitored and reported on a quarterly basis to ensure we regularly track progress. These indicators are as below.

Table 1: 'Monitoring only' Corporate Health Check KPIs

Council Plan Priority	Performance Indicator	Polarity	Freq.	Perf. Q1 2022/23	Perf. Q2 2022/23	Perf. Q3 2022/23	Perf. YTD 2022/23
Tackling Inequality and Crime	Percentage of ethnic minority residents among those supported into employment through Council schemes	Bigger is better	Quarterly	65.6%	57.6%	42.2%	55.4%
Healthy Lives	Number of contacts to adult social care front door	Smaller is better	Quarterly	11,002	11,565	10,643	33,210
	Number of referrals from the social care contact centre	Smaller is better	Quarterly	818	997	1,292	3,107

Therefore, performance against target (RAG status) is presented only for 41 indicators in the table below:

Table 2: Year-to-date performance of Corporate Healthcheck KPIs at Q3 2022/23

Status	Number of KPIs reportable with a RAG status	Percent of total KPIs	Proportion of available KPIs at Q3 2022/23
Green	25	61%	64%
Amber	7	17%	18%
Red	7	17%	18%
Not available	2	5%	-
Total	41	100%	

Nearly four in five (32 or 78%) of the 41 indicators have either met their target or were within tolerance at the end of the third quarter, while seven (17%) did not meet their target. Information on two remaining indicators is not available because they have a reporting time-lag i.e., their performance becomes available a certain period after the end of Quarter 3.

The full list of KPIs is provided at Appendix 2, followed by commentary where performance did not meet target at the end of Q3 2022/23.

5. Financial

There are no direct financial implications as part of this report.

6. Legal

There are no direct legal implications as part of this report.

7. Value for Money

Having clear objectives and measurable targets assists the Council to ensure that all activity is focused on delivery, makes officers accountable for that delivery and increases effectiveness.

8. Sustainability Impact Appraisal

There are no direct sustainability impact appraisal implications for this report.

9. Risk Management

There is a clear link between managing performance and risk management. Performance indicators are used to regularly monitor the performance of services – this information is used to highlight trends in performance and enable the early identification of any potential issues. Through this regular monitoring of information by both members and senior officers, informed decisions can be made regarding any mitigating actions that need to be taken.

10. Community Safety

There are no direct community safety implications as part of this report.

11. Links to the 3 Key Priorities for the Borough

Performance measures in the framework contribute to all three key priorities for the borough.

The council's administration has three key priorities for Ealing. They are:

- creating good jobs
- tackling the climate crisis
- fighting inequality

12. Equalities, Human Rights and Community Cohesion

There are no direct equalities implications of the report. Both council plan commitments and organisational health check indicators include a focus on narrowing inequalities in line with the council's strategic priority on tackling inequalities. Effective performance management is therefore a key part of achieving the council's objectives.

13. Staffing/Workforce and Accommodation implications:

There are a number of workforce indicators as part of the organisational healthcheck suite.

14. Property and Assets

None.

15. Any other implications:

None.

16. Consultation

None. This report is for information only.

17. Timetable for Implementation

Implementation is dependent on specific action plans for improving performance in key areas.

18. Appendices

Appendix 1: Update on Council Plan numeric targets as of December 2022/23

Appendix 2: Performance on Corporate Health Check KPIs Q3 2022/23

19. Background Information

- Ealing Council Plan 2022/26
- Ealing Council Delivery Plan 2022/23

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Cabinet members	Various	17/02/2023	07/03/2023	
Strategic Leadership Team	Various	16/03/2023	22/03/2023	
Una McCarthy	Interim Head of Strategy, Performance and Intelligence	08/03/2023	15/03/2023	
Amanda Askham	Strategic Director of Strategy & Change	08/03/2023	16/03/2023	
Baljinder Sangha	Finance Manager – Planning & Monitoring, Corporate Resources	07/03/2023	30/03/2023	
External				

Report History

Decision type: **Urgency item?**

For information

Report no.: Report authors and contact for queries:
Rajiv Ahlawat – extn 6380
Maria Gull – extn 6430

Appendix 1: Update on Council Plan numeric targets as of December 2022

In the Council Plan 2022-26 we have committed to deliver on some specific goals that can be numerically quantified, for example delivering 4,000 genuinely affordable homes by the end of March 2026. This section presents progress updates on the 43 such targets, as of December 2022 (Q3 2022/23).

Measure	4-year target	Progress at Q3 2022/23	Commentary
Tackling Inequality and Crime			
Investment in fighting antisocial behaviour, burglary, violent crime, and violence against women	£13m	On course	This is being delivered and is on course in terms of spend.
Investment alongside the NHS in drug, alcohol, and substance abuse services	£15m	On track	Any underspend is reprofiled each quarter and needs to be signed off by central government. All reprofiling has been agreed so we are on track to spend the full amount by year-end.
Investment in making public spaces safer and well lit	£1m	£0.31m	Power reduction regime to dim street lights was removed in October 2022. Equipment has been ordered for 135 Town Centre lanterns within the Ealing Broadway area, which should be installed by February/ March 2023.
Investment in preventing youth violence	£2m	On track	£600k will be spent during the year on activity cutting across children's services and safer communities.
Climate Action			
No. of new parks and open spaces created	10	0	A high-level project plan outlining timescales has been developed. Most sites set to open in 2023/24 are smaller, apart from Glade Lane that may open towards the latter part of the year. There has been good progress on Twyford Abbey South Lawn with planning approval achieved.

Measure	4-year target	Progress at Q3 2022/23	Commentary
Area rewilded	800,000m2	17,000sqm	<p>Rewilding Projects 22/23 financial year update:</p> <p>Ponds: A series of 4 ponds created including at Hanger Hill Park and Golf course, Marnham Field and Southall Park (March 2023).</p> <p>Trees For Cities projects include a new Hedge Northolt Park where 400 whips, 23 new trees and 12 new orchard trees were planted. 13,000 native bulbs were planted at Mandeville Parkway.</p> <p>Meadow improvements, including sowing yellow rattle and overseeding with perennial wildflower mixes:</p> <ul style="list-style-type: none"> • Belvue Park (40,000sqm) and Glade Lane Park (10,000sqm). • New swales at Ealing Central Sports ground seeded with perennial wildflower mix (4,000sqm) • Northala Fields new area seeded with native perennial mix and some annuals (3,000sqm). • Sowing of crops for finches including linnets at Horsenden Hill West, Marnham Fields, King George's Playing Fields, Cayton Green Park and Perivale Park (4.5 hectares in total) • Yeading Brook Meadow: 300 linear metres of ditch were cleared to enhance biodiversity.
No. of new community growing spaces	10	2	<p>Western Road, Southall is now nearing completion. The urban garden, funded by a grant from the GLA, is designed to be a place for recreation and food growing for the community in Southall Green with storage facilities, polytunnel, fruit orchard, allotments and a compostable toilet on site.</p> <p>Funded via S106, Dean Gardens has seen a variety of improvements to the playground and other facilities on site. Dedicated growing spaces have also been created which offer a new type of community-led gardening in the park.</p>

Measure	4-year target	Progress at Q3 2022/23	Commentary
Investment in increasing cycling, walking, running, and scooting	£10m	£1.2m	Two small schemes on course for delivery by April 2023: bridge-widening on path near Ruislip Road East; crossing at Ealing Common near Hanger Lane. Northolt Kensington Road cycle track engagement complete, proceeding to design. Public engagement on last phase of Ealing to Greenford Quietway (at St Stephen's) to take place by April 2023.
No. of School Streets implemented	50	17	Four school streets are scheduled to be implemented in March 2023. The next tranche of four streets will be delivered in September 2023.
No. of trees planted	50,000	7,000	1,500 street trees are programmed for this planting season (1,000 completed), and projects at Horsenden Hill will see a further 5,000 new trees in partnership with Trees for Cities, scheduled for February 2023. 500 trees will be planted through other smaller planting schemes across the borough.
No. of bike hangers	150	47	Consultation on individual locations of outstanding bike hangars has already been launched. Implementation is scheduled to commence in March 2023.
No. of electric vehicle charge points (EVCPs) installed	2,000	258	258 EVCPs have been installed since April 2022 and a further 257 will be installed by the end of this year.
Investment in improving our roads, tracks and pavements	£35m	£5.57m	Programme has commenced and 60% of the 90 schemes were completed by the end of December 2022. A total of £7.75m will be invested during the year.
No. of homes retrofitted	750	36	36 properties are currently being retrofitted under the Green Homes Grant Phase 3. The retrofit of 44 homes and 4 flats under the Energiesprong project has been confirmed, with a planned retrofit of additional 20 flats - to be completed by summer 2023. The NexGen (electric heating pilot) on 25 properties is planned to begin by summer 2023.

Measure	4-year target	Progress at Q3 2022/23	Commentary
No. of new community led energy projects	20	1	Progress has been made on the development of community-led energy projects, including solar PV installations on three new schools with District Network Operator approval in progress.
Healthy Lives			
No. of new supported accommodation homes for older people	300	0	Lexden Road scheme is due to start on site with 71 sheltered homes this March. Neville Close and Shillaker Court are now named projects within the GLA's Affordable Homes Programme 2021-26 and are supported by circa £38m grant.
No. of vulnerable residents supported to live at home	3,000	2,948	We continue to manage demand through our front door, hospital pathways, assessment and review programmes. In recent months we have been responding to additional seasonal pressures.
Investment in home adaptations	£20m	£2.24m	This includes work in both the private sector through Disabled Facilities Grant and in council housing through the Housing Revenue Account spending. We are on track in terms of investment, however increasing delivery costs and additional work to meet new building safety regulations and addressing maintenance backlogs from the period of pandemic are putting pressure on spend.
Investment to enable people to live healthy, active and independent lives	£100m	£18.75m	On track.
Fairer Start			
Increase in the no. of young people receiving specialist support	300	75	The Youth Service has been supporting 75 vulnerable children referred by partners for additional support.
% increase in the no. of young people involved	10%	14,151 attendances	There have been 14,151 attendances in the Youth Centres by 2,206 children.

Measure	4-year target	Progress at Q3 2022/23	Commentary
No. of new special educational needs places	70	50	We have delivered 50 new SEN places, well above the target of 40. These have been created in Castlebar Special School, Fielding Primary School ARP, Havelock ARP, and in specialist foundation stage settings where Reception provision has been opened.
Investment in working with families to prevent those on the edge, falling into care	£1.5m	Spend is on track as intended	This is the investment to fund our Intensive Family Support team to provide additional non-statutory support to families where a young person is likely to come into care, working instead to keep them at home. The team will also work with young people being reunified out of care, and those children in care who are at risk of placement breakdown that would necessitate an out of London residential placement.
Decent Living Incomes			
No. of new jobs created	10,000	2,014	2,014 jobs and apprenticeships have been delivered as of December 2022, of which: - 1,627 were job starts (545 delivered by developers) - 56 apprenticeship starts (7 delivered by developers) - 331 apprenticeship vacancies.
No. of registered London Living Wage employers	200	47	There have been five more registrations in the third quarter. We are working on an Action Plan to engage and encourage more business registrations.
No. of qualifications and training programme graduations	12,000	2,347	2,347 qualifications and training programme graduations achieved as of December 2022. We are aiming to achieve 3,000 qualifications and graduations by 31 March 2023.
No. of new apprenticeships secured	2,000	331	331 apprenticeship vacancies reported as of December 2022.

Measure	4-year target	Progress at Q3 2022/23	Commentary
Levy transfers made (£)	£200,000	£83,279	This is investment on quality in-work training through apprenticeship levy transfers.
Investment to help coordinate enhancements to our high streets and local parades	£1m	£0	UK Shared Prosperity Fund (UKSPF) funding is being secured through the Greater London Authority, which will help fund our commitment to support local high streets. Funding agreement is due to be signed imminently.
No. of residents with the toughest barriers to employment supported into employment	2,000	1,341	1,341 residents with toughest barriers to employment supported through: <ul style="list-style-type: none"> - BEAM - Steps4success - BESS Ealing - WHP - Youth Offer.
Investment in training and supporting those excluded from the jobs market	£1m	£262,450	The following programmes are being delivered or due to start as a result of the investment into training and supporting those excluded from the labour market: <ul style="list-style-type: none"> - Learn Ealing delivering courses/workshops to develop residents' maths skills and how to manage their finances - BEAM - supporting residents who are homeless or at risk of homelessness into training and employment - Action West London - supporting a cohort of young black men into training and employment - Spark! - working with schools to look at opportunities - OPDC - Delivering support to residents and businesses within the Park Royal area - BESS - supporting those that are unemployed, long-term unemployed and economically inactive into employment - Digital Access Programme - devices donated to eligible residents who lack digital skills to support with job search and training - Film Workshops - Bollo Youth Centre Creative Project with young people with multiple barriers - Summer Youth Festival 2022

Measure	4-year target	Progress at Q3 2022/23	Commentary
Genuinely Affordable Homes			
Investment in safe and secure places for people to stay, instead of in B&B temporary accommodation	£20m	£8.6m	Delivery is on track. This is a 4-year programme so we are well on the way to completing it.
No. of new safe and secure places for people to stay	100	58	Delivery on track - 31 properties due to complete in February 2023.
Investment in the council's housing to ensure everyone can live in a safe, secure, and healthy home	£400m	£25.7m	We are on track in terms of the spend figure, however increasing delivery costs and additional work to meet new building safety regulations and addressing maintenance backlogs from covid period are putting pressure on spend.
Percentage of homes that are affordable	35%	On track	Emerging Local Plan Regulation 18 consultation sets out the ambition for 40% of homes to be affordable. Development Management processes continue to seek to maximise and balance affordable housing content of schemes, subject to feasibility testing.
No. of new genuinely affordable homes across the borough	4,000	15	15 Genuinely Affordable Homes developed by Registered Providers within the borough have now started on site. A further 1,248 will start on site by March 2023.
No. of supported places for rough-sleepers	100	43	43 supported places for rough sleepers have been delivered so far.
Good Growth			
Amount raised/year from developers via s106/CIL	£12m per year	On track	Underway within Local Plan, Infrastructure Development Plan and S106 Obligations Supplementary Planning Document work across 2023.

Measure	4-year target	Progress at Q3 2022/23	Commentary
No. of new sports facilities	a) 5 new cricket pitches b) 4 tennis courts c) 8 football pitches	0	Lawn Tennis Association Phase 1 application was successful; Phase 2 application to be confirmed shortly. All works to be completed by September 2023.
New investment in Southall to improve cycling facilities	£3.2m	£0.6m	We are addressing some issues with the supply chain and the capacity to distribute cycles that meets the agreed process.
Investment in new and renewed playgrounds	£2m	£0.25m	Progress is on track.
Investment in community and grassroots art, music, dance and culture	£1m	£0.107m	Progress is on track.
CIL/s106 over which communities exert control	£2m	£0	This will be progressed once the CIL is in place.

Appendix 2: Performance on Corporate Health Check KPIs Q3 YTD 2022/23

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
1	Tackling Inequality and Crime	First time entrants to the Youth Justice System aged 10-17 (Rate per 100,000 10-17 population)	Smaller is better	Quarterly	200.0	50.0	29.4	150.0	105.9	Green
2	Tackling Inequality and Crime	Percentage of young offenders engaged in suitable education, training or employment	Bigger is better	Quarterly	86.0%	86.0%	92.30%	86.0%	88.6%	Green
3	Tackling Inequality and Crime	Percentage of the top paid 5% of local authority staff who are from an ethnic minority (excluding those in maintained schools)	Bigger is better	Annual	19.0%	N/A	N/A	N/A	N/A	N/A
4	Tackling Inequality and Crime	Percentage of the top paid 5% of local authority staff who have a disability (excluding those in maintained schools)	Bigger is better	Annual	4.0%	N/A	N/A	N/A	N/A	N/A
5	Tackling Inequality and Crime	Percentage of the top paid 5% of local authority staff who are female (excluding those in maintained schools)	Bigger is better	Annual	49.0%	N/A	N/A	N/A	N/A	N/A
6	Tackling Inequality and Crime	Mean disability pay gap within the council	Smaller is better	Annual	0.2%	N/A	N/A	N/A	N/A	N/A
7	Tackling Inequality and Crime	Mean ethnicity pay gap within the council	Smaller is better	Annual	11.0%	N/A	N/A	N/A	N/A	N/A

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
8	Tackling Inequality and Crime	Mean gender pay gap for council employees	Smaller is better	Annual	3.6%	N/A	N/A	N/A	N/A	N/A
9	Tackling inequality and crime	Percentage of ethnic minority residents among those supported into employment through Council schemes	Bigger is better	Quarterly	Monitoring only	Monitoring only	42.2%	Monitoring only	55.4%	Monitoring only
10	Climate Action	Percentage of household waste sent for reuse, recycling and composting	Bigger is better	Quarterly	50.0%	50.0%	49.2%	50.0%	48.3%	Amber
11	Climate Action	Percentage of bin collections completed on relevant day or rescheduled in advance	Bigger is better	Quarterly	100.0%	100.0%	100.0%	100.0%	100.0%	Green
12	Climate Action	Fly tips cleared within target time	Bigger is better	Quarterly	95%	95%	98%	95%	98%	Green
13	Climate Action	Levels of cleanliness (Percentage streets free of litter)	Bigger is better	Every 4 months	94%	94%	94%	94%	96%	Green
14	Climate Action	Levels of cleanliness (Percentage streets free of detritus)	Bigger is better	Every 4 months	92%	92%	96%	92%	97%	Green
15	Climate Action	Levels of cleanliness (Percentage streets free of graffiti)	Bigger is better	Every 4 months	97%	97%	95%	97%	96%	Amber
16	Climate Action	Levels of cleanliness (Percentage streets free of fly posting)	Bigger is better	Every 4 months	98%	98%	99%	98%	99%	Green

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
17	Healthy Lives	Admissions into permanent residential and nursing care (Rate per 100,000 population aged 18-64)	Smaller is better	Quarterly	12.0	9.0	5.8	9.0	5.8	Green
18	Healthy Lives	Admissions into permanent residential and nursing care (Rate per 100,000 population aged 65+)	Smaller is better	Quarterly	360.0	270.0	158.6	270.0	158.6	Green
19	Healthy Lives	Proportion of older people (65+) not in permanent residential care 91 days after discharge from hospital into reablement	Bigger is better	Quarterly	95.0%	95.0%	100.0%	95.0%	96.0%	Green
20	Healthy Lives	Percentage of reablement services at home that reduce the level of ongoing support needed	Bigger is better	Quarterly	80.0%	80.0%	94.3%	80.0%	90.0%	Green
21	Healthy Lives	Percentage of CQC regulated care agencies rated Good or Outstanding	Bigger is better	Quarterly	69.0%	67.0%	68.5%	67.0%	68.5%	Green
22	Healthy Lives	Number of contacts to adults social care front door	Smaller is better	Quarterly	Monitoring only	Monitoring only	10,643	Monitoring only	33,210	Monitoring only
23	Healthy Lives	Number of referrals from the social care contact centre	Smaller is better	Quarterly	Monitoring only	Monitoring only	1,292	Monitoring only	3,107	Monitoring only
24	Healthy Lives	Average Waiting Times for Contacts (days)	Smaller is better	Quarterly	28	28	20	28	19	Green

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
25	Healthy Lives	Percentage of delayed reviews	Smaller is better	Quarterly	40%	40%	41%	40%	39%	Green
26	Healthy Lives	Percentage of people who use services who are satisfied with their care and support	Bigger is better	Annual	55%	N/A	N/A	N/A	N/A	N/A
27	A Fairer Start	Percentage of care leavers who were in EET (19-21)	Bigger is better	Quarterly	65.0%	63.0%	60.0%	63.0%	60.0%	Red
28	A Fairer Start	Percentage of care leavers who were in EET (17-18)	Bigger is better	Quarterly	82.0%	81.0%	79.8	81.0%	79.8%	Amber
29	A Fairer Start	Percentage of children looked after with more than 3 placements within a year	Smaller is better	Quarterly	12.0%	9.0%	8.3%	9.0%	8.3%	Green
30	A Fairer Start	Percentage of child and family assessments following a referral to social care completed within 45 days	Bigger is better	Quarterly	90.0%	85.0%	81.4%	85.0%	85.1%	Green
31	A Fairer Start	Percentage of EHC plans issued within 20 weeks (exc. exceptions)	Bigger is better	Quarterly	75.0%	75.0%	35.0%	75.0%	35.4%	Red
32	A Fairer Start	Percentage of 16-17 year olds not in education, employment or training	Smaller is better	Quarterly	1.4%	1.4%	1.0%	1.4%	1.0%	Green
33	A Fairer Start	Percentage of Ealing primary schools rated good or outstanding	Bigger is better	Annual	94.0%	N/A	N/A	N/A	N/A	N/A

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
34	A Fairer Start	Percentage of Ealing secondary schools rated good or outstanding	Bigger is better	Annual	93.3%	N/A	N/A	N/A	N/A	N/A
35	A Fairer Start	Percentage of pupils reaching the expected standard in Reading, Writing and Maths at Key Stage 2	Bigger is better	Annual	64.0%	N/A	N/A	N/A	N/A	N/A
36	A Fairer Start	Percentage of pupils receiving a standard pass in English and Maths at Key Stage 4	Bigger is better	Annual	76.6%	N/A	N/A	N/A	N/A	N/A
37	A Fairer Start	Gap between disadvantaged pupils and all other pupils nationally reaching the expected standard in Reading, Writing and Maths at Key Stage 2	Smaller is better	Annual	-15.0%	N/A	N/A	N/A	N/A	N/A
38	A Fairer Start	Gap between disadvantaged pupils and all other pupils nationally receiving a standard pass in English and Maths at Key Stage 4	Smaller is better	Annual	-5.5%	N/A	N/A	N/A	N/A	N/A
39	A Fairer Start	Gap between Black Caribbean pupils and all pupils nationally reaching the expected standard in Reading, Writing and Maths at Key Stage 2	Smaller is better	Annual	-20.0%	N/A	N/A	N/A	N/A	N/A
40	A Fairer Start	Gap between Black Caribbean pupils and all pupils nationally receiving a standard pass in English and Maths at Key Stage 4	Smaller is better	Annual	-13%	N/A	N/A	N/A	N/A	N/A
41	Decent Living Incomes	Average days taken to process new benefit claims	Smaller is better	Quarterly	24	25	25	25	25	Green

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42	Decent Living Incomes	Average days to process Local Welfare Assistance claims	Smaller is better	Quarterly	8	8	10	8	8	Green
43	Decent Living Incomes	Number of people completing employability and professional courses	Bigger is better	Quarterly	1110	300	312	860	906	Green
44	Decent Living Incomes	Percentage of outstanding food safety interventions completed as per the Food Safety recovery plan	Bigger is better	Quarterly	100.0%	60.0%	58.0%	60.0%	58.0%	Amber
45	Inclusive Economy	Reduction in number of complaints received	Bigger is better	Annual	5%	N/A	N/A	N/A	N/A	N/A
46	Inclusive Economy	Percentage of telephone calls answered within 5 minutes	Bigger is better	Quarterly	80%	80%	69%	80%	69%	Red
47	Inclusive Economy	Percentage of customers using digital to access council services	Bigger is better	6 monthly	80%	N/A	N/A	N/A	N/A	N/A
48	Inclusive Economy	Percentage of council services available digitally	Bigger is better	6 monthly	90%	N/A	N/A	N/A	N/A	N/A
49	Inclusive Economy	Sickness absence (Number of days lost per FTE)	Smaller is better	Quarterly	8.0	8.2	9.0	8.2	9.0	Red
50	Inclusive Economy	Percentage of council tax collected in year	Bigger is better	Quarterly	97.2%	83.8%	81.8%	83.8%	81.8%	Amber

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
51	Inclusive Economy	Percentage of business rates collected in year	Bigger is better	Quarterly	97.2%	77.7%	77.6%	77.7%	77.6%	Amber
52	Inclusive Economy	FOIs responded to within 20 days	Bigger is better	Quarterly	100.0%	100.0%	85.4%	100.0%	79.4%	Red
53	Inclusive Economy	Percentage of total council spend within the borough	Bigger is better	Quarterly	25%	25%	28%	25%	28%	Green
54	Inclusive Economy	Percentage of total council spend with small and medium enterprises	Bigger is better	Quarterly	65%	65%	Not yet available	65%	Not yet available	Not available
55	Genuinely Affordable Homes	Households with children in B&B over 6 weeks	Smaller is better	Quarterly	50	50	100	50	100	Red
56	Genuinely Affordable Homes	Number of families in B&B	Smaller is better	Quarterly	100	100	126	100	126	Red
57	Genuinely Affordable Homes	Number of households in Temporary Accommodation	Smaller is better	Quarterly	2321	2,291	Not yet available	2,291	Not yet available	Not available
58	Genuinely Affordable Homes	Percentage of homelessness applications prevented through early intervention as a percentage of total cases where duty was owed	Bigger is better	Quarterly	60%	60%	62%	60%	64%	Green
59	Genuinely Affordable Homes	Percentage of homes meeting Decent Homes Standard	Bigger is better	Annual	98%	N/A	N/A	N/A	N/A	N/A

S.no	Council Plan Priority	Performance Indicator	Polarity	Freq.	Target 2022/23	Target Q3 (Oct-Dec) 2022/23	Performance Q3 (Oct-Dec) 2022/23	Target YTD (Apr-Dec) 2022/23	Performance YTD (Apr-Dec) 2022/23	RAG rating YTD Q3
60	Genuinely Affordable Homes	Number of eligible rough sleepers on Ealing's streets without an offer of accommodation	Smaller is better	Annual	0	N/A	N/A	N/A	N/A	N/A
61	Genuinely Affordable Homes	Percentage of milestones in the Housing Safety Recovery Programme closed within agreed timescales	Bigger is better	Quarterly	100%	100%	100%	100%	100%	Green
62	Good Growth	Percentage of 'Other' planning applications determined within target time	Bigger is better	Annual	95%	N/A	N/A	N/A	N/A	N/A
63	Good Growth	Increase in total number of businesses (local units) in the borough	Bigger is better	Annual	150	N/A	N/A	N/A	N/A	N/A
64	Thriving Communities	Number of participants attracted to take part in the borough's cultural offer annually	Bigger is better	Annual	66,000	N/A	N/A	N/A	N/A	N/A
65	Thriving Communities	Number of physical visits to libraries	Bigger is better	Quarterly	483,600	150,000	141,787	333,600	326,182	Amber
66	Thriving Communities	Number of electronic/virtual visits to libraries	Bigger is better	Quarterly	384,900	96,500	267,625	287,900	463,876	Green
67	Thriving Communities	Number of visits to leisure centres	Bigger is better	Quarterly	1,652,347	394,515	455,596	1,171,611	1,377,164	Green

Commentary on the KPIs that did not meet target at the end of Q3 (rated Red)

a) Care leavers who were in EET (19-21)

60% of care leavers aged 19-21 were in education, employment or training at the end of Quarter 3, 3% short of target. Of the cohort who were not in EET, there were groups prevented from work due to immigration status, or those unable to secure employment due to disability, drug or mental health concerns. Some young people, including those in custody, refuse to engage with the service, which affects the overall performance.

A number of care leavers will be assisted into pre-apprenticeships in the next quarter and the figures are expected to rise, reaching the year-end target of 65%. There are allocated personal advisors who meet with young people regularly providing support and advice into EET to ensure they receive the best possible service. Ealing has consistently been above comparators in helping and supporting care leavers to secure the best outcomes, and the service continue to robustly monitor this activity.

b) Education, Health and Care plans issued within 20 weeks

The percentage of Education, Health and Care (EHC) plans issued within 20 weeks (excluding exceptions) was at 35.4% against the set target of 75%. Whilst the target is highly ambitious, the service is experiencing a number of challenges that have contributed to underperformance. Firstly, there has been a dip in the timeliness of statutory psychological and health advice from the educational psychology service and the Central North West London community health service respectively, which inform the EHC needs assessment. Statutory assessments cannot be completed until this is received; therefore delays have been unavoidable.

Actions are in place to address backlog and deal with the peak flow expected in April-May 2023. Investment and recruitment within special educational needs assessment service (SENAS) and educational psychology teams are expected to bring caseloads down and improve timelines. With the additional resources and processes in place performance has improved in January and should continue to improve over the course of the year.

c) Telephone calls answered within 5 minutes

69% of all telephone calls were answered within 5 minutes as at the end of the third quarter. The target of 80% remains a challenge due to continuing high volumes of calls regarding the recent energy rebate scheme, cost of living and housing repairs. Additional staff have been recruited to assist in managing demand, with a view to improving the time to answer.

c) Sickness absence (Number of days lost per FTE)

The number of days lost per FTE was 9 in Quarter 3, which is above the target of 8.2 days. We are seeing an increase in the number of absences due to cold/flu and Covid-19. It is reported nationally that people are still getting Covid, it is affecting them for longer and, as a result of reduced immunity from prolonged lockdown, strains of flu are affecting people more and for longer. Work has been commissioned to look into sickness levels data further and establish how this can be addressed.

d) FOI requests responded to within 20 days

79.4% of FOI requests were responded to within 20 days in Q3, against the statutory target of 100%. Although the target has not been met, there has been a consistent improvement throughout the year, with December 2022 rate reaching 85.4%, indicating a commitment to prioritise FOI responses across the organisation.

f) Families (including with children) in B&B

At the end of the third quarter, 126 families were staying in Bed & Breakfast (B&B) accommodation, an increase of 25 since Q2 this year. Of these, 100 households were those with children staying in B&B for over six weeks, which is double the target of 50 families. The overall level of homelessness is rising and is the highest in 2022/23 when compared to the previous two years, which is primarily a result of increased evictions from the private sector. Landlords are ending tenancies for a variety of reasons: the wish to raise rents and seek tenants not affected by the Local Housing Allowance (LHA) rate cap; the wish to increase rent per property by changing from sole use lets to Houses in Multiple Occupation (HMO) use; or the decision to move out of the market altogether and sell, some of which will be based on fears of increased security of tenure in the new legislation. The impact is being felt London-wide, leading to reduced success rates in prevention and particularly relief opportunities, as it became increasingly more difficult to assist the client into a new affordable and suitable Private Rented Sector (PRS) property. It has led to the loss of self-contained leased temporary accommodation through handbacks from large suppliers and an increased use of B&B where families stay for a longer period of time before we can move them on.

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Report for: ACTION/ Item Number:

Contains Confidential or Exempt Information	No confidential or exempt information
Title	Household Support Fund 2023/24 – local eligibility framework and approach
Responsible Officer(s)	Emily Hill, Interim Strategic Director, Corporate Resources
Author(s)	Joanna Pavlides, Assistant Director, Financial Assessments
Portfolio(s)	Decent Living Incomes (Cllr Bassam Mahfouz), and Inclusive Economy (Cllr Steve Donnelly)
For Consideration By	Cabinet
Date to be Considered	19/04/2023
Implementation Date if Not Called In	03/05/2023
Affected Wards	All
Keywords/Index	Cost of living crisis, support, household support fund, support for vulnerable

Purpose of Report:

To seek approval for distribution of the Household Support Fund (HSF) under the conditions laid down by central Government and a local scheme.

Following on from the Government announcement on the extension of Household Support Fund for 2023/24, this report sets out how Ealing Council will allocate and process the grant payments to vulnerable households.

The main purpose of the grant is to support those most in need to help with global inflationary challenges and the significantly rising cost of living.

The report sets out scheme eligibility criteria to distribute the funds to residents together with award mechanisms and application processes where necessary.

The Council has already been providing support to vulnerable households under Household Support Fund available between 6 October 2021 and 31 March 2023.

The most recent grant conditions no longer ring fence proportions of the funding to any particular groups of residents; however, they now include mandatory application processes for at least some of the funding.

The objective of the Household Support Fund is to provide support to wide range of vulnerable households in most need of support to help with significantly rising living costs through period from 1 April 2023 to 31 March 2024.

1. Recommendations

It is recommended that Cabinet:

- 1.1 Approves the proposed distribution of Household Support Fund to residents who qualify for grant payments under conditions laid down by central government and local scheme guidance.
- 1.2 Authorises the Strategic Director of Corporate Resources, following consultation with the Cabinet Member for Decent Living Incomes and the Cabinet Member for Inclusive Economy and the Director of Legal and Democratic Services, to determine and amend the award criteria as may be appropriate in response to circumstances and further guidance from central government.
- 1.3 Approves temporary expansion of eligibility criteria for Local Welfare Assistance in line with eligibility criteria of Household Support Fund to be applicable until 31 March 2024.

2. Reason for Decision

- 2.1 The cost of living has been increasing since late 2021 and has been caused by high inflation fueled by sharp increases of energy costs. Overall inflation for February 2023 was reported to be 12%, however, the cost of food, energy and housing have been rising at much higher rate. The energy cap has been set at £3,000 from 1 July 2023 which means that households will see their energy costs increasing further.
- 2.2 As part of the measures to address the raising prices of food and fuel, the Department for Work and Pensions (DWP) is providing further allocation of Household Support Fund from 1 April 2023 until 31 March 2024.
- 2.3 The objective of the Household Support Fund is to provide support to vulnerable households in most need of support to help with significantly rising living costs.
- 2.4 Allocation of funding for Ealing under the scheme is £5,317,610.
- 2.5 There is no separate allocation for administration of the scheme and the Council is allowed to use part of this funding towards administration costs as long as these are 'reasonable'.

3. Objective, key principles and eligibility criteria of Household Support Fund.

- 3.1 The objective of the Household Support Fund (HSF) is to provide support to vulnerable households in most need of support to help with significantly rising living costs.
- 3.2 Grant conditions applicable from 1 April 2023 to 31 March 2024 no longer ringfence any specific percentage of funding to individual cohorts and give the Council more flexibility in how the funding should be spent. Funds should be spent or committed before 31 March 2024 and cannot be held over for future use.
- 3.3 There is a requirement is for the Council to operate at least part of the scheme on an application basis, which Ealing Council has been operating since HSF was first introduced and made some of the funding available to residents through an expanded Local Welfare Assistance (LWA) scheme.
- 3.4 The Council has the flexibility and discretion within the scheme to identify which vulnerable households are in most need of support and to apply their own discretion when identifying eligibility. The Council 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 to undertake a means test or conduct a benefit check unless this specifically forms part of the Council's local eligibility criteria.
- 3.5 The awards may include households not currently in receipt of DWP welfare benefits therefore also supporting people in employment or on other income, i.e., pensions.
- 3.6 Eligible spend includes:
- Energy and water. HSF should 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.
 - Food. HSF should also primarily be used to provide support with food whether in kind or through vouchers or cash.
 - Essentials linked to energy and water. HSF 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. Councils 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. HSF can be used to support with wider essential needs not linked to energy and water should the Council 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, HSF can be used to support housing costs.
- Advice services. HSF may be used to provide supplementary advice services to award recipients, including debt and benefit advice, where the Council considers this appropriate. However, the primary intention of HSF is to provide crisis support for households, and it is expected that any advice services to complement this and that not a large portion of funding is spent on advice services. There is an expectation that there is a connection between the funding provided for advice services and the practical support provided under HSF.

3.7 The funding cannot be used to provide mortgage support.

3.8 The funding can be used for reasonable Council's administrative costs such as staff costs, advertising and publicity to raise awareness of the scheme, web page design, printing application forms, small IT changes, for example, to facilitate management information production.

3.9 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, the Council 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.

3.10 Any unspent funds after 31 March 2024 will have to be paid back to DWP.

4. Proposals for distribution of Household Support Fund

4.1 The main purpose of the funding is to provide support with food, utility bills and other essentials including housing costs in emergency situations.

4.2 Council has flexibility in specifying vulnerable groups and the methods for the grant distribution, however, the Council must also have an application-based process for individuals to approach the Council for the support.

4.3 It is proposed that the Council distributes the HSF through 3 main channels:

- Via automatic awards to groups requiring support as identified through Council data sets;

- Via LWA to residents requiring support who cannot be identified through the data sets or who require further support (application and referral routes); and
- Via voluntary sector grants.

4.4 The Council will provide support in the form of a supermarket vouchers to the groups of residents as identified under the previous DWP HSF. These are:

- Free School Meals (FSM) to eligible children where eligibility is based on low-income criteria. Households with FSM eligibility are households on various DWP benefits such as Income Support, Jobseeker's Allowance, Employment and Support Allowance and Universal Credit either unemployed or with earned income less than £7,400 a year. These groups are likely to experience hardship during the school holidays.
- Families with children under 5 who are in receipt of Housing Benefit or Council Tax Support. These households are either in receipt of DWP benefits or in low paid employment.
- Care Leavers.
- Households in receipt of Housing Benefits and/or Council Tax Reduction, who are not in receipt of DWP benefits or Tax Credits and thus not eligible for the Government's cost of living payments, such as: £900 Cost of Living Payments for those on means tested benefits; £150 Disability Cost of Living Payment or One-off £300 Pensioner Cost of Living Payment (through the Winter Fuel Payment).

4.5 The Council will provide support in the form of a Post Office payments vouchers to the following group of residents:

- People receiving home care where the Council is contributing to their care costs due to them being on low income and/or having high cost of care.

4.6 The above households can be automatically identified through Council data and support will be issued automatically without a need for individuals to make applications to the Council.

4.7 Other vulnerable households will be supported through the Council's LWA scheme to ensure that those who cannot be easily identified as in genuine need of support can also access the funding via an application process or via a referral from another service.

- 4.8 Further temporary expansion of eligibility criteria for the LWA scheme is proposed to align them with Household Support Fund criteria for the duration of the grant, until 31 March 2024. This will ensure that an adequate provision for support with cash (rather than vouchers) towards food, utility bills and other essentials is in place and that the scheme is accessible to all residents in need of support.
- 4.9 Proposed expanded eligibility criteria for LWA has been attached in Appendix 3.
- 4.10 Qualifying conditions for LWA will continue to be expanded from the previous conditions set out in October 2013 as follows:

- LWA will allow referrals from other Council services and will accept these referrals as a verified application with needs of these referred customers already established by another Council service such as Social Services, Housing and others.
- Allow maximum of one payment of LWA every three months with a discretion to provide further payments in cases of emergency.
- Ealing Temporary Accommodation tenants who have been placed in out of borough accommodation but remain liable for rent to Ealing Council will be eligible for support under Ealing’s LWA if they are unable to obtain support in the area they live in.
- Those who are employed or self-employed (regardless of whether any other DWP benefits are in payment) will be able to apply for LWA payments as long as their income does not exceed the following income thresholds:

	Single person	Couple
Weekly	£293	£482
Monthly	£1,270	£2,089

- The maximum income thresholds have been set in line with Minimum Income Standards for 2022 as published in Joseph Rowntree Foundation report on ‘Minimum Income Standards for the UK in 2022’.
- Those with no income, where the lack of income is not an act of an omission or negligence, will also be entitled to LWA if they meet other eligibility criteria.
- List of items, towards which LWA payments can be made, will be expanded in line with eligible spend as specified by the Household Support Fund conditions.
- Housing costs will also be paid under LWA in cases of exceptional

emergency where existing benefits or discretionary grants do not meet this exceptional need.

- 4.11 All LWA payments will be made at the Council's discretion and will be subject to available funds.
- 4.12 The application process for residents and referral process from Council services will ensure that the 'genuine' need is met, and ongoing support is available to those who are struggling financially but have not been identified through the Council's data or who require extra support in addition to the vouchers.
- 4.13 HSF will be distributed in a form of supermarket vouchers to those identified through the Council databases as eligible for support: families eligible for FSM, families with children under the age of 5 on housing benefit or council tax reduction, care leavers, and households in receipt of housing benefits or council tax reduction who are not in receipt of DWP benefits or Tax Credits.
- 4.14 Supermarket vouchers have been the quickest and the most cost-effective way of distributing the grant funding and Hawk Incentives Limited has distributed the vouchers on behalf the Council.
- 4.15 Where the child's school provided the Council with an email address, Hawk Incentives Limited will issue an email with a code which could be redeemed by the customer against a supermarket of their choice: Tesco, Morrisons, Sainsbury's, Asda, M&S, Waitrose and Aldi. In small number of cases where the school or the Council do not hold a valid email address, the Council will either issue the code via a text message or else issue a letter with a code and instructions on how to redeem the code.
- 4.16 The Council received discount on the vouchers purchased and the money for unredeemed vouchers are returned so they can be reused to purchase more vouchers or support other residents under the HSF scheme.
- 4.17 The payments for residents in receipt of home care will be distributed via Post Office payments. The Post Office will issue a voucher to individual households which can be cashed at the local post office.
- 4.18 Cash payments will be made directly into the individual bank account for successful applications to LWA scheme.
- 4.19 Applications made to LWA will be verified according to the current procedures and the identity of an applicant, bank details together with 'genuine need' will be verified before any payments are issued.
- 4.20 The Council will distribute supermarket vouchers to help with food and will align the distribution to school holidays dates and at the rate as specified below:

DATE OF ISSUE	GROUP	DURATION	ESTIMATED VOLUMES	VALUE UNIT	TOTAL COST	%SPEND
May-23	FSM children	1 week	13,900	£15.00	£ 205,831.20	3.87%
May-23	Families with children under 5 on HB/CTR	1 week	1,200	£15.00	£ 17,769.60	0.33%
May-23	Care leavers	1 week	300	£50.00	£ 14,808.00	0.28%
Jul-23	FSM children	6 weeks	13,900	£90.00	£ 1,234,987.20	23.22%
Jul-23	Families with children under 5 on HB/CTR	6 weeks	1,200	£90.00	£ 106,617.60	2.00%
Jul-23	Care leavers	6 weeks	300	£50.00	£ 14,808.00	0.28%
Oct-23	FSM children	1 week	13,900	£15.00	£ 205,831.20	3.87%
Oct-23	Families with children under 5 on HB/CTR	1 week	1,200	£15.00	£ 17,769.60	0.33%
Oct-23	Care leavers	1 week	300	£50.00	£ 14,808.00	0.28%
Oct-23	HB/CTR claimants not on DWP benefits or Tax Credits	n/a	2,520	£175.00	£ 435,355.20	8.19%
Oct-23	Residents receiving home care where Council contributes to cost of care	n/a	2,200	£100.00	£ 220,000.00	4.14%
Dec-23	FSM children	2 weeks	13,900	£40.00	£ 548,883.20	10.32%
Dec-23	Families with children under 5 on HB/CTR	2 weeks	1,200	£40.00	£ 47,385.60	0.89%
Dec-23	Care leavers	2 weeks	300	£50.00	£ 14,808.00	0.28%
Feb-24	FSM children	1 week	13,900	£15.00	£ 205,831.20	3.87%
Feb-24	Families with children under 5 on HB/CTR	1 week	1,200	£15.00	£ 17,769.60	0.33%
Feb-24	Care leavers	1 week	300	£50.00	£ 14,808.00	0.28%
Feb-24	HB/CTR claimants not on DWP benefits or Tax Credits	n/a	2,520	£175.00	£ 435,355.20	8.19%
Feb-24	Residents receiving home care where Council contributes to cost of care	n/a	2,200	£100.00	£ 220,000.00	4.14%
Mar-24	FSM children	2 weeks	13,900	£30.00	£ 411,662.40	7.74%
Mar-24	Families with children under 5 on HB/CTR	2 weeks	1,200	£30.00	£ 35,539.20	0.67%
Mar-24	Care leavers	2 weeks	300	£50.00	£ 14,808.00	0.28%

4.21 The numbers of HSF recipients have been estimated based on the current data. The actual numbers of recipients will fluctuate depending on the number of eligible cases at the time of issuing awards.

4.22 Voucher payments for May 23, July 23, October 23, February 24 and March 24 are based on the standard rate of £15 per child per week as previously

provided for Free School Meals eligible children. The voucher payments for December will be increased to £20 per week per child.

- 4.23 The same level of support will also be provided for households in receipt of Housing Benefit and/or Council Tax Reduction with children under the age of 5 as identified above.
- 4.24 Care leavers will receive 6 payments of £50 over the 12-month period and the dates of these payments have been aligned to support being issued to other families with children.
- 4.25 Awards for households in receipt of housing benefits or council tax reduction who are not in receipt of DWP benefits/tax credits and also for those who receive care at home will be made in 2 installments, in October 2023 and February 2024, supporting them through a winter period.
- 4.26 The households receiving automatic awards are also entitled to apply for LWA payments if they are still experiencing financial hardship.
- 4.27 Voluntary Sector organizations will be given an opportunity to apply for grants to provide support to residents in line with the HSF eligibility criteria. The support provided via Voluntary Sector will complement the support provided by the Council. It will help to reach out to groups which are hard to engage with and will support provision in a different form to what is already available, for example hot meals or food parcels.
- 4.28 Voluntary sector organisations will also be required to provide money and debt advice linked to awards where appropriate.

5. Key Implications

- 5.1 The expectation is that HSF 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, including the Cost-of-Living payments.
- 5.2 This may include but is not limited to people who are entitled to but not claiming qualifying benefits, people who are claiming Housing Benefit only, people who begin a claim or return to payment of a benefit after the relevant qualifying date as well as people who have fuel costs but who cannot access the £400 of energy support from the Energy Bill Support Scheme or the equivalent package.
- 5.3 HSF 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.
- 5.4 Energy bills may be of particular concern to low-income households during the period and DWP advises that the Council should prioritise supporting households with the cost of energy.

- 5.5 Support, especially to families with children eligible for FSM, should be distributed no later than during the week prior to any school holidays commencing. This will ensure families have got funds available around school holidays. Ealing schools play a crucial role in communicating to parents the availability of vouchers. In small number of cases, they have also assisted parents with voucher redemption. If the vouchers are not distributed in timely manner, the opportunity for the communication with parents and additional support with voucher redemption will be lost until children return to school after their holiday break.
- 5.6 Any unspent funding at the end of the Government scheme on 31 March 2024 will have to be repaid to DWP.
- 5.7 The Council must have a clear rationale or documented policy/framework outlining their approach including how they are defining eligibility and how households access the scheme. The Council is required to submit management information to the DWP who will make payments of the grant upon receipt of this information.
- 5.8 The support under temporarily expanded LWA eligibility criteria will be provided until 31 March 2024. From 1 April 2024, the Council's original LWA policy will apply unless the HSF scheme is extended.
- 5.9 It is mandatory for the Council to reference that the grant is funded by the DWP or the UK Government in any publicity material, including online channels and media releases.
- 5.10 It is mandatory for the Council to make public their plans for HSF, including how and when it intends to deliver the application-based portion of their scheme. This should be through a website page dedicated to the HSF headed with 'Household Support Fund' on the Council's website. This webpage must be easily accessible for residents and outline the Council's plans for funding, including with details of who is eligible in the area, as well as how and when residents might be able to apply for the application-based element of the scheme. Links to the Government's Cost of Living Hub should be included, as well as a specific reference that the grant is funded by the DWP or the UK Government.
- 5.11 The Council is required to operate an application-based process for at least part of the scheme to make the scheme accessible to all residents who may require assistance.

6. Financial

- 6.1 The Household Support Fund is provided by the DWP and Ealing has been allocated £5,317,610. There is no additional cost to the Council related to the distribution of this grant.
- 6.2 There is no separate administration grant, however, the Council is allowed to use the grant for reasonable admin costs incurred.

- 6.3 The schedule of payments has for groups identified as eligible for automatic award of vouchers has been provided in point 4.18.
- 6.4 The volumes of awards have been estimated based on the current data and may change depending on the actual numbers of eligible households at the time of issuing awards.
- 6.5 The breakdown of planned expenditure under the grant allocation between 1 April 2023 and 31 March 2024 has been provided below.

HSF ALLOCATION PER GROUP		
FSM children	£2,813,026.40	53%
Families with children under 5 on HB/CTR	£242,851.20	5%
Care leavers	£88,848.00	2%
HB/CTR claimants not on DWP benefits or Tax Credits	£ 870,710.40	16%
Residents receiving home care where Council contributes to cost of care	£ 440,000.00	8%
LWA allocation	£350,174	7%
Voluntary sector grants	£200,000	4%
Admin costs	£312,000.00	6%
TOTAL	£ 5,317,610.00	

7. Legal

- 7.1 The Household Support Fund is being classified as Local Welfare Provision (LWP). The HSF funding must only be used to provide support as defined within the grant conditions. To this end the Council is required to develop a local eligibility framework and approach. Officers have set out a proposed approach in Section 4 of this report.
- 7.2 The Council has signed and returned the relevant section (Annex C) of the DWP/LA Memorandum of Understanding (MoU) and has legal permission to access DWP's Searchlight portal. This portal provides information on individual citizen's entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help the Council identify those families and individuals to whom to target this support.
- 7.3 Under the Local Government Act 2003 s.31, a Minister of the Crown may pay a grant to a local authority in England towards expenditure incurred or to be incurred by it. The Council also has the power, under section 1 of the Localism Act 2011, to do anything that individuals generally may do.
- 7.4 Part 3 of the Council Constitution sets out the responsibility and function for central government grants to the portfolio holder for Inclusive Economy and

welfare reform to the portfolio holder for Decent Living Incomes.

- 7.5 The report confirms that the Council's section 151 officer is responsible for ensuring that all funding by external bodies is received and properly accounted for in accordance with Council's Financial Regulations.
- 7.6 The Council must comply with the principles set out under section 149 of the Equality Act 2010 and the Human Rights Act 1988, including the need to protect from discrimination anyone with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).
- 7.7 Where proposals will have equalities implications, an equalities analysis assessment (EAA) is required, and officers have provided an up-to-date assessment.
- 7.8 When making decisions, the Council must act reasonably and rationally. It must take into account all relevant information and disregard all irrelevant information.
- 7.9 Grant payments must be paid strictly in accordance with the criteria specified by Government and the local scheme. The Council will be unable to claim reimbursement for any payments made outside those criteria. All grants will be made in accordance with the requirements of the Subsidy Control Act 2022 and related regulations.

8. Value For Money

- 8.1 Whilst delivering these measures the Council will continue to operate, as it does currently, to ensure effective and efficient use of public monies. In doing so, it will ensure robust financial framework and processes are in place which allow the Council to stand up to any financial scrutiny at later date.
- 8.2 The Strategic Director of Corporate Resources (Section 151 officer) will ensure that accurate records are kept of the expenditure undertaken as a result of this grant scheme and will submit required management information to Government to ensure all funding spent has been claimed.

9. Sustainability Impact Appraisal

- 9.1 N/A

10. Risk Management

- 10.1 It is important for the Council to ensure spending for delivering this policy is contained within budget and central Government grant provision is available for this. The proposals set out in this report look to put in place suite of financial measures which look to minimise the risk and to provide swift

financial support to vulnerable households.

11. Community Safety

None

12. Links to the 3 Key Priorities for the Borough

12.1 The Council's administration has three key priorities for Ealing. They are:

- Creating good jobs
- Tackling climate crisis
- Fighting inequality

13. Equalities, Human Rights and Community Cohesion

13.1 When making decisions the Council must act reasonably and rationally. It must take into account all relevant information and disregard all irrelevant information and consult those affected, taking into account their views before final decisions are made. It must also comply with its legal duties, including those relating to equalities as referred to above.

13.2 An Equality Impact Assessment has been reviewed and updated by the Council to consider how the support the Council is providing under the scheme impacts these with characteristics protected under the Equality Act (Appendix 2). The Equality Impact Assessment shall continue to be kept under review as required.

14. Staffing/Workforce and Accommodation implications:

14.1 It is anticipated that up to additional 3-4 members of staff will be required in anticipation of an increase of inquiries regarding payments, applications received by the LWA scheme and to manage the process of issuing payments.

15. Property and Assets

There are no property implications.

16. Any other implications

Not applicable

17. Consultation

17.1 Consultation would normally be required in relation to the package of

proposals within this report. However, given the late notice of allocations and grant conditions, it is unlikely in practice that there will be time for consultation to be carried out before implementation is required.

- 17.2 The Financial Assessment Service is proactively working with other departments, in particular Children’s Services, Adult Social Services and Housing to ensure that the HSF is available and accessible to the most vulnerable residents in the borough.
- 17.3 Voluntary sector who are involved in the distribution of the HSF provide regular feedback on the progress of the scheme.
- 17.4 The details of the scheme are published on the website and the Council’s communication department is involved in regular promotion of the scheme.

18. Timetable for Implementation

The scheme runs between 1 April 2023 and 31 March 2024.

The vouchers to children eligible for FSM should be distributed prior to half term breaks to make funds available to parents during school holidays.

19. Appendices

Appendix 1: Ealing Household Support Fund Policy 2023/24

Appendix 2: EAA

Appendix 3. LWA policy – temporary expansion applicable until 31 March 2024

Appendix 4. DWP Final Household Support guidance

18. Background Information

[Get help with the cost of living from your local council - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Household Support Fund: guidance for local councils - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Tony Clements	Chief Executive	Continuous	Continuous	Throughout
Emily Hill	Strategic Director - Resources	Continuous	Continuous	Throughout
Kerry Stevens	Strategic Director -Adult Services and Public Health	Continuous	Continuous	Throughout

Carolyn Fair	Strategic Director – Children’s Services	Continuous	Continuous	Throughout
Darren Henaghan	Strategic Director – Housing and Environment	Continuous	Continuous	Throughout
Sandra Fryer	Strategic Director – Economy	Continuous	Continuous	Throughout
Councillor Bassam Mahfouz	Cabinet Member for Finance and Leisure	Continuous	Continuous	Throughout
Councillor Steve Donnelly	Cabinet Member for inclusive economy	Continuous	Continuous	Throughout
Alison Reynolds	Director of Customer and Transactional Services	Continuous	Continuous	Throughout
Justin Morley	Head of Legal Services	Continuous	Continuous	Throughout
Shabana Kausar	Assistant Director – Strategic Finance	Continuous	Continuous	Throughout

Report History

Decision type:	Urgency item?
Key decision	No
Report no.:	Joanna Pavlides, Assistant Director Financial Assessments, pavlidej@ealing.gov.uk ; 020 8825 9279

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HOUSEHOLD SUPPORT FUND – EALING POLICY

1. Introduction

Household Support Fund (HSF) has been made available to councils in England to support those most in need to help with significantly rising living costs. This funding covers the period 1 April 2023 to 31 March 2024 inclusive. The Council has discretion on exactly how this funding is used within the scope set out in the DWP guidance. The expectation is that it should primarily be used to support households in the most need particularly those who may not be eligible for the Government's Cost of Living Support and for those who despite the support find themselves vulnerable to the rising prices. Energy bills may be of particular concern to low-income households during the period of the scheme and Local Authorities should especially consider how they can support households with the cost of energy. 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 Ealing allocation under the scheme is £ 5,317,610.

2. Objectives and principles of the scheme

2.1 The objective of the HSF is to provide support to vulnerable households in most need of support to help with significantly rising living costs.

2.2 Funds should be spent or committed before 31 March 2024 and cannot be held over for future usage.

2.3 When administering this scheme, the Council has followed principles laid out in DWP guidance as below:

- use discretion on how to identify and support those most in need, taking into account a wide range of information.
- use the funding from 1 April 2023 to 31 March 2024 to meet immediate needs and help those who are struggling to afford energy and water bills, food, and other related essentials – the Council can also use the funding to support households who are struggling to afford wider essentials.
- in exceptional cases of genuine emergency, the funding can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need.
- work together with third parties, including where necessary appropriate other local services. This may include social workers, housing and family support services, and may incorporate intelligence and data from wider children's social care systems to help identify and support individuals, families and households within the scope of the HSF.

2.4 The following guidelines have been issued by DWP on how the funding should be used:

- The Council must operate an application-based service for support to ensure those in need have a route to emergency support which is clearly advertised to residents.
- The Council can also proactively identify households who will benefit from support. Where this is the case, the Council should consider how they can ensure that they are focusing on those in the most need. There is no requirement for the Council to undertake a means test or conduct a benefit check unless this specifically forms part of the Council's local eligibility criteria.
- However, in relation to housing costs, the Council must establish whether other forms of support are available to the household, such as Discretionary Housing Payments (DHPs) or Homelessness Prevention Grant.

3. Eligible spend under HSF:

3.1 Eligible spend includes:

- **Energy and water.** HSF should 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.
- **Food.** HSF should also primarily be used to provide support with food whether in kind or through vouchers or cash.
- **Essentials linked to energy and water.** HSF 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. The Council can 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.** HSF can be used to support wider essential needs not linked to energy and water should the Council 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.
- **Housing Costs.** In exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, HSF can be used to support housing costs.
- **Advice services.** HSF may be used to provide supplementary advice services to award recipients, including debt and benefit advice, where the

Council considers this appropriate. However, the primary intention of HSF is to provide crisis support for households, and it is expected that any advice services to complement this and that not a large portion of funding is spent on advice services. There is an expectation that there is a connection between the funding provided for advice services and the practical support provided under HSF.

- **Reasonable administrative costs** including staffing costs, advertising and publicity, web page designs and small IT changes.

3.2 The HSF cannot be used to provide mortgage support, though homeowners could still qualify for the other elements (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.

4. Individuals with No Recourse to Public Funds

4.1 The Council 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

4.2 The Council 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.

5. Legislation

This policy is developed in line with DWP guidance noting that as per their guidance the Household Support Fund is being classified as Local Welfare Provision (LWP) and local authorities (LAs) who have signed and returned the relevant section (Annex C) of the DWP/LA Memorandum of Understanding (MoU) have legal permission to access DWP's Searchlight portal. This portal provides information on individual citizen's entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help LAs identify those families and individuals to whom to target this support.

6. Qualifying criteria and awards

6.1 The Council has flexibility to deliver the support in a variety of different ways, including direct cash payments, vouchers, giving meals to those in need or boosting funding for organizations already doing so.

6.2 Council also has the flexibility to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility.

6.3 The Council must operate an application-based service for support to ensure those in need have a route to emergency support which is clearly advertised to residents. This requirement will be fulfilled by the Council's local welfare assistance with expanded eligibility criteria.

6.4 In order to maximise the grant for support payments to residents of Ealing and to keep the administration of the grant to minimum, the Council will administer the grant and provide support in the following way:

6.5 Support for families eligible for FSMs where eligibility is based on low income (excludes universal support)

- The Council will automatically issue awards to parents of children eligible for free school meals where their eligibility is based on low income excluding universal infant free school meals, which are not income related.
- The supermarket vouchers will be issued in May 2023, July 2023, October 2023, December 2023, February 2024 and March 2024.
- The value of the vouchers issued May 2023, July 2023, October 2023, February 24 and March 24 will be £15 per week per child.
- The value of the vouchers issued in December 2023 will be £20 per week per child.
- The Council will use the Free School Meals database to identify those who are eligible.
- The Council will automatically issue supermarket vouchers to families identified as entitled to free school meals to cover period of school holidays to support families with food during the periods when children do not receive school meals.
- The vouchers will be distributed electronically. Where this is not possible, The Council will issue vouchers via other means necessary, i.e. text or letter.
- London wide agreement has been reached that each borough will support the children attending the schools in the borough. This is to ensure that all children eligible for free school meals are being supported.

6.6 Support for families with children under the age of 5

- The Council will use its Council Tax Reduction and Housing Benefit data to identify households with children under 5 and will issue supermarket vouchers.
- The supermarket vouchers will be issued in May 2023, July 2023, October 2023, December 2023, February 2024 and March 2024.
- The value of the vouchers issued May 2023, July 2023, October 2023, February 2024 and March 2024 will be £15 per week per household.
- The value of the vouchers issued in December 2023 will be £20 per week per household.
- The vouchers will be distributed electronically. Where this is not possible, The Council will issue vouchers via other means necessary, i.e. text or letter.

6.7 Support for care leavers

- The Council will support its care leavers and will automatically issue supermarket vouchers.
- The supermarket vouchers will be issued in May 2023, July 2023, October 2023, December 2023, February 2024 and March 2024.
- The value of the supermarket vouchers issued will be £50 each time.

6.8 Support for households in receipt of Housing Benefit and/or Council Tax Reduction who are not in receipt of DWP benefits or tax credits and thus not entitled to DWP cost of living payments

- The Council will issue two payments to households in receipt of Housing Benefit and/or Council Tax reduction and therefore those who have not been entitled to the Cost-of-Living Payments for those on means tested DWP benefits or Tax Credits.
- The Council will use their Housing Benefit and Council Tax Reduction data sets to identify households who have not been eligible for the above payments.
- The awards will be issued as supermarket vouchers.
- The value of each award will be £175 per identified household and will be paid in October 2023 and February 2024.

6.9 Support households where one or more household member is receiving non-residential care and where the Council makes a contribution to their care fees due to the low income and/or high cost of care package

- The Council will use their Social Care data sets to identify households eligible for payments.
- The awards will be issued as post office payments.
- The value of each award will be £100 per identified household and will be paid in October 2023 and February 2024.

6.10 Support for other vulnerable households with or without children, households who do not qualify for automatic vouchers and/or those who need additional support with other essential items

- 6.10.1 Local Welfare Assistance (LWA) will provide support to other vulnerable households in the borough and will support for families with food, utilities and other essentials including sanitary products, warm clothing, soap, blankets, boiler/service repair; purchase of equipment including fridges, freezers,

ovens, etc. This includes households whose rent includes ineligible services related to these items.

6.10.2 There will be two routes for LWA awards:

- Route 1:

Individual customers will be required to make an application for LWA and the application and LWA eligibility criteria will be expanded until 31 March 2024 to take into account eligibility criteria of the HSF.

- Route 2:

Referral from another Service, in particular, Social Care or Housing where the department identified an individual's genuine need for support with food, utilities and other essentials.

6.10.3 Full eligibility criteria for LWA have been outlined in the LWA policy for 2023/24.

6.10.4 Boiler service and repairs under LWA: Where a customer makes an application for a boiler/service repair, two quotes will be required before the final decision on the award is made. The payments for boiler/service repairs will be capped at maximum of £1,500. Alternatively, the team may refer the case to a handyman scheme under Healthy Homes initiative and if the boiler cannot be repaired, the Healthy Homes may assist the customer in getting a boiler replaced under their scheme.

If the property is rented, it is generally the responsibility of the landlord to carry out boiler repairs and replacements, therefore awards towards boiler repairs will only be considered for owner occupiers.

6.10.5 Housing Costs under LWA: These will only be paid in cases of exceptional emergency where existing housing costs schemes do not meet this exceptional need (eligibility for Housing Benefit, Universal Credit, DHP and Homelessness Prevention Grant needs to be considered in the first instance) and the applicant is at high risk of eviction. Help with housing cost will be provided under the HSF as follows:

- Where an application for LWA has been made for housing costs and the emergency need cannot be covered through any other fund.
- Though a referral process directly from the team administering DHP where DHP cannot be awarded but the individual is at risk of eviction.
- Through a referral process from another Council department, ie. Housing, Social Services or other.

6.11 Support provided via voluntary sector

The Council will also provide funding to voluntary sector to support individuals with eligible items under the HSF, provided the support does not duplicate the form of support provided by the Council. Voluntary sector organisations will be responsible for setting out their own eligibility criteria based on the needs of the communities they support.

The grants for voluntary sector will be distributed via an application process and voluntary organisations will need to demonstrate that their support meets the grant conditions and other Council requirements before the payment is awarded.

7 Identification of cases and application process

7.1 The Council will identify families eligible for support from its own data and according to eligibility criteria set out in point 6 of the policy.

7.2 Residents will also be able to make further application to LWA for other essential items in line with LWA policy.

7.3 Where possible, other services will be identifying individuals and households with genuine need of support under the HSF and referring these to LWA for payments.

8 Evidence/verification

8.1 Where possible, the Council will issue payments automatically and no further evidence or verification will be required under the scheme as the identity and other information would have been verified for free school meals and benefit purposes.

8.2 The Council will undertake verification of LWA applications in accordance with existing verification processes for LWA scheme.

9 Decisions

9.1 Vouchers will be issued to those identified as eligible through Council records.

9.2 Vouchers will be distributed electronically. In cases where vouchers cannot be issued electronically, the Council will issue the voucher via post.

9.3 Cash via Post Office payments will be issued to those eligible as decided by the Council.

9.4 LWA payments will be issued under the agreed LWA eligibility criteria and timescales.

9.5 Notifications of awards will be issued either via email or where an email address is not available, customers will be notified via letter.

10 Backdating requests

There will be no backdating of entitlement to HSF and only those who meet the eligibility criteria at the time of issuing payments will be issued with awards.

11 Fraud

11.1 As the Council is identifying eligible customers from its own records, the risk of fraud is low.

11.2 LWA applicants will have the information verified under the current LWA process.

11.3 The voucher provider will provide the Council with reports on the codes redeemed which can then be verified against the records of codes issued.

12 Publicity

The Council will make every effort to publicise the scheme through the Council website, schools, social media and other available channels. The Council will also follow mandatory requirements for publicity as set out by DWP as follows:

- It is mandatory for the Council to reference that the grant is funded by the DWP or the UK Government in any publicity material, including online channels and media releases.
- It is mandatory for the Council to make public their plans for HSF, including how and when they intend to deliver the application-based portion of their scheme. This should be through a website page dedicated to the HSF headed with 'Household Support Fund' on the Council's website.
- This webpage must be easily accessible for residents and outline the Council's plans for funding, including with details of who is eligible in the area, as well as how and when residents might be able to apply for the application-based element of the scheme. Links to the Government's [Cost of Living Hub](#) should be included, as well as a specific reference that the grant is funded by the DWP or the UK Government.

13 Appeals

13.1 There is no statutory right of appeal to the automatic awards made to recipients identified by the Council as requiring additional support.

13.2 Any award will be at the absolute discretion of the Strategic Director, Corporate Resources, in accordance with the award criteria, and his decision will be final.

13.3 Those who make an application for support through LWA have a right to ask for the decision to be reviewed under the current LWA policy.

14 Funding

14.1 Ealing Council's allocation for Household Support Fund is £5,317,610. There is no separate grant towards administration costs and some of the grant can be used towards administering the scheme as long as the cost is 'reasonable'. The administration costs can include: staff costs, advertising and publicity, web page design, printing applications and small IT changes to facilitate MI production.

14.2 Any unspent funds will have to be paid back to DWP.

15 Management Information Returns

15.1 The Council is required to make one Statement of Grant Usage and management information (MI) returns. The deadline for completing this return is shown in the table below.

MI Return	Reporting period: from	Reporting period: to	Deadline
Interim 1	1 April 2023	30 June 2023	21 July 2023
Interim 2	1 April 2023	30 September 2023	20 October 2023
Interim 3	1 April 2023	31 December 2023	26 January 2024
Final Return	1 April 2023	31 March 2024	26 April 2024

15.2 Completed MI returns should be sent to lawelfare.pdt@dwp.gov.uk

15.3 Authorities should use the standard MI reporting template provided, which incorporates the Statement of Grant Usage.

15.4 The submissions need to be signed off by Chief Finance Officer.

Equalities Analysis Assessment

1. Proposal Summary Information

EAA Title	Household Support Fund
Please describe your proposal?	<p>To seek Cabinet agreement for a programme of activity to be funded from the Household Support Grant</p> <p>The Government has provide Local Authorities with additional funding under Local Welfare Provision payments to support vulnerable residents from 1 April 2023 to 31 March 2024.</p> <p>The scheme is to ensure that vulnerable households get extra support thorough winter with food, utilites, essential clothing and other essentials including housing costs where necessary.</p>
Is it HR Related?	No
Corporate Purpose	Cabinet Report Decision

1. What is the Scheme looking to achieve? Who will be affected?

The objective of the Household Support Fund is to provide support to vulnerable households in most need of support to help with significantly rising living costs
 Funds should be spent or committed before 31 March 2024 and cannot be held over for future use.

The Council has the flexibility and discretion within the scheme to identify which vulnerable households are in most need of support and to apply their own discretion when identifying eligibility.

The Council can also proactively identify households who may benefit. There is no requirement to undertake a means test or conduct a benefit check unless this specifically forms part of the Council's local eligibility criteria.

The Council is also required to distribute at least some of the funding via an application process.

The following groups have been identified as eligible for the local scheme:

- Families with children eligible for Free School Meals based on low income criteria
- Families with children under the age of 5 on HB/CTR
- Care Leavers
- Households on Housing Benefit not in receipt of DWP benefits or Tax Credits who may have not been eligible for the Government's cost of living payments.
- Hoseholds in receipt of home care where the Council contributes to cost of care due to low income and/or high cost of care.

2. What will the impact of your proposal be?

Equalities Analysis Assessment

(i.e. Please provide a before and after picture of the service that will be affected by your proposal e.g. how does it currently operate and then how it will operate after your proposal has been implemented. Where possible please be clear on the number of people or size of the community affected)

This funding will allow the Council to support households with children and other vulnerable households in the borough experiencing, or at risk of experiencing, poverty during the cost of living crisis. This may include households not currently in receipt of DWP welfare benefits.

Automatic support will be provided to around 15,000 children & young people in the borough who receive means-tested free school meals and families with children under 5 in receipt of CTR or HB.

Additional support will also be provided to households in receipt of housing benefit in receipt of DWP benefits of tax credits and therefore not eligible for cost of living payments from DWP. Estimated number of households falling into this category: 2,520.

In addition, the households in receipt of home care, where the Council contributes to the cost of care due to low income and/or high cost of care will also be awarded automatic support. Estimated number of households falling into this category: 2,200.

Each eligible family will receive supermarket vouchers per child which will provide additional support during school holidays.

It is estimated that around 13,900 children (c 8,500 households) eligible for free school meals and additional 1,200 households with children under 5 as identified through CTR and HB records will receive support automatically. It is anticipated that the numbers of children eligible for free school meals will rise by the end of March 2024.

Care leavers (around 300) will also be eligible to for the automatic support.

The scheme will support other vulnerable adults through existing local welfare assistance and voluntary sector with food, utilities and other essentials.

Additional funding will be allocated to the existing Local Welfare Assistance scheme which will allow all households in the borough to make an application if they are facing an immediate financial crisis or there is an immediate danger to them or their family's health and safety. Each application will be assessed on its individual merits and according to the expanded Local Welfare eligibility criteria.

Funding is also being available to voluntary sector who will be responsible for designing their own eligibility criteria and will provide support depending on the needs of the community they support.

2. Impact on Groups having a Protected Characteristic

AGE: *A person of an age or being within an age group.*

State whether the impact is positive, negative, a combination of both, or neutral:

Describe the Impact

(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please identify

Equalities Analysis Assessment

any differential impact on different age groups. Please note if there is no differential impact on people with this characteristic, please state this)

Children, families and individuals who are vulnerable (eligible for benefits or on low income, eligible for free school meals) or find themselves in hardship will be supported through this programme. The programme will help to identify and support those people to ensure they have access to food and fuel, as well as other basics which may be identified such as cooking facilities, bedding or other essentials.

Those eligible receiving care at home, or only on Housing Benefit or Council tax reduction will be both working age and pensionable age.

Other people of pensionable age, who are experiencing hardship, will be able to make an application to local welfare assistance scheme.

Voluntary sector will also offer support to both working age and pensioners.

All households experiencing hardship will also have access to support through current Local Welfare Assistance scheme and will be able to receive support with food, utilities and other essential items.

The impact will be positive for all irrespective of age.

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.

Describe the Mitigating Action

(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)

Voluntary sector grants and Local Welfare Assistance with expanded eligibility criteria will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .

In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.

DISABILITY: A person has a disability if s/he has a physical, mental or sensory impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities¹.

State whether the impact is positive, negative, a combination of both, or neutral:

¹ Due regard to meeting the needs of people with disabilities involves taking steps to take account of their disabilities and may involve making reasonable adjustments and prioritizing certain groups of disabled people on the basis that they are particularly affected by the proposal.

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Describe the Impact

(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please identify any differential impact on people with different types of disabilities. Please note if there is no differential impact on people with this characteristic, please state this)

The definition of disability is based on whether a benefit recipient has a disability marker on their administrative datasets which is added by officer when a customer states they have a disability and provided appropriate evidence.

The analysis of the housing benefit and council tax reduction data shows that around 23% of those with disabilities and carer's allowance will receive support automatically through the voucher scheme. The breakdown of households with and without children on disability benefits and/or in receipt of carer's allowance has been included below:

	With children	Without children	Total
Households with disabilities	1,426	7,760	9,186
Households in receipt of carer's allowance	1,105	540	1,645
Total:	2,531	8,300	10,831

Other people with disabilities and/or health conditions will also receive additional support if the council contributes to their care due to low income/high cost of care.

Other households with disabilities will have access to support via Local Welfare Assistance and/or via voluntary sector. The impact will be the positive for all irrespective of disability.

Alternatives and mitigating actions which have been considered in order to reduce negative effect: The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.

Describe the Mitigating Action

Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .

In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.

GENDER REASSIGNMENT: *This is the process of transitioning from one sex to another. This includes persons who consider themselves to be trans, transgender and transsexual.*

State whether the impact is positive, negative, a combination of both, or neutral:

Equalities Analysis Assessment

<p>Describe the Impact</p> <p>No data is currently available on the numbers of people with this protected characteristic who are receiving welfare support.</p> <p>Support under the Household Support Fund will affect people with this protected characteristic positively. The impact will be positive for all irrespective of gender reassignment.</p>
<p>Alternatives and mitigating actions which have been considered in order to reduce negative effect:</p> <p>The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.</p>
<p>Describe the Mitigating Action</p> <p>Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .</p> <p>In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.</p>

<p>RACE: A group of people defined by their colour, nationality (including citizenship), ethnic or national origins or race.</p>
<p>State whether the impact is positive, negative, a combination of both, or neutral:</p>
<p>Describe the Impact</p> <p>There is no data relating to how the proposed scheme will impact those falling under the protected characteristic of race. The impact will be positive for all irrespective of race.</p>
<p>Alternatives and mitigating actions which have been considered in order to reduce negative effect: The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.</p>
<p>Describe the Mitigating Action</p> <p>Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .</p> <p>In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.</p>

Equalities Analysis Assessment

RELIGION & BELIEF: <i>Religion means any religion. Belief includes religious and philosophical beliefs including lack of belief (for example, Atheism). Generally, a belief should affect a person's life choices or the way you live for it to be included.</i>
State whether the impact is positive, negative, a combination of both, or neutral:
Describe the Impact
<p>The proposed scheme will potentially affect all customers irrespective of religious beliefs or none. The changes are not targeted at anyone holding a specific belief.</p> <p>There is no data relating to how the proposed scheme will impact those falling under the protected characteristic of race. The impact will be positive for all irrespective of religion and belief.</p>
Alternatives and mitigating actions which have been considered in order to reduce negative effect: The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.
Describe the Mitigating Action
<p>Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .</p> <p>In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.</p>

SEX: <i>Someone being a man or a woman.</i>
State whether the impact is positive, negative, a combination of both, or neutral:
Describe the Impact
<p><i>(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please note if there is no differential impact on a persons gender, please state this)</i></p> <p>The proposed scheme will positively affect all customers irrespective of sex. The impact will be the same for all irrespective of sex.</p>
Alternatives and mitigating actions which have been considered in order to reduce negative effect: The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.
Describe the Mitigating Action

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(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)

Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .

In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.

SEXUAL ORIENTATION: A person's sexual attraction towards his or her own sex, the opposite sex or to both sexes, covering including all LGBTQ+ groups.

State whether the impact is positive, negative, a combination of both, or neutral:

Describe the Impact

No data is currently available on the numbers of people with this protected characteristic who are receiving welfare support. Therefore, all the proposed elements could affect people with this protected characteristic positively. The impact will be the same for all irrespective of sexual orientation.

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.

Describe the Mitigating Action

Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .

In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.

PREGNANCY & MATERNITY: Description: Pregnancy: Being pregnant. Maternity: The period after giving birth - linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding.

State whether the impact is positive, negative, a combination of both, or neutral:

Describe the Impact

(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please note if there is no differential impact on people with this characteristic, please state this)

Equalities Analysis Assessment

<p>The benefit service holds information on pregnancy and maternity on its administrative systems where it is the primary reason for the incapacity. It cannot therefore be used to accurately assess the equality impacts.</p> <p>The impact will be the same for all irrespective of pregnancy or maternity, as the criteria is related to children of school age and children under 5 and providing additional financial support.</p>
<p>Alternatives and mitigating actions which have been considered in order to reduce negative effect:</p>
<p>Describe the Mitigating Action</p> <p><i>(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)</i></p> <p>Voluntary sector support and Local Welfare Assistance will continue to be available irrespective of whether the proposed scheme is chosen. By increasing the funding Ealing Local Welfare Assistance Fund, it is anticipated that people with protected characteristics will not be negatively impacted by the changes</p> <p>In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply.</p>

<p>MARRIAGE & CIVIL PARTNERSHIP: <i>Marriage: A union between a man and a woman. or of the same sex, which is legally recognised in the UK as a marriage</i></p> <p><i>Civil partnership: Civil partners must be treated the same as married couples on a range of legal matters.</i></p>
<p>State whether the impact is positive, negative, a combination of both, or neutral:</p>
<p>Describe the Impact</p> <p>The proposed scheme will potentially affect all customers irrespective of marriage. The impact will be the same for all irrespective of marriage or civil partnership. There will be a positive impact to all households as the scheme provide additional financial support to vulnerable households.</p>
<p>Alternatives and mitigating actions which have been considered in order to reduce negative effect: The alternative to the scheme is to reduce support for children eligible for free school meals and increase local welfare assistance funding or create a separate scheme accessible by application only. Both options would increase administration costs and reduce level of support available to residents. Under such proposals, some of the families would also be at risk of missing out on the support available.</p>
<p>Describe the Mitigating Action</p> <p><i>(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)</i></p> <p>Voluntary sector support and Local Welfare Assistance will continue to be available to vulnerable residents and providing support with food, utilities and other essentials .</p>

Equalities Analysis Assessment

In order to realise this potential positive impact it is important that service users with protected characteristics (as well as front line workers and volunteers who work with service users who have protected characteristics) are aware of the scheme, who may benefit and how to apply. A communication plan to promote the support being provided has been prepared, with support for residents in applying from the contact centre and community hubs. The voluntary sector and schools will also be engaged to promote the scheme.

3. Human Rights²

4a. Does your proposal impact on Human Rights as defined by the Human Rights Act 1998?

No

(If yes, please describe the effect and any mitigating action you have considered.)

4b. Does your proposal impact on the rights of children as defined by the UN Convention on the Rights of the Child?

No

(If yes, please describe the effect and any mitigating action you have considered.)

4c. Does your proposal impact on the rights of persons with disabilities as defined by the UN Convention on the rights of persons with disabilities?

No

(If yes, please describe the effect and any mitigating action you have considered.)

4. Conclusion

(Please provide a brief overview/summary of your analysis in light of the protected characteristics. Please describe the overall impact of your proposal where possible and mitigating actions undertaken by other areas of the Council or by local partners)

The impact will be the same for all groups having a Protected Characteristic. The Household Support Fund scheme builds on support provided to vulnerable households in the borough. Where possible, the Council has used its data to identify any households eligible for the support.

Additional households not identified through the data available can still apply to the Council for the support following the Local Welfare Assistance route.

² For further guidance please refer to the Human Rights & URNC Guidance on the Council Equalities [web page](#).

Equalities Analysis Assessment

4a. What evidence, data sources and intelligence did you use to assess the potential impact/effect of your proposal? Please note the systems/processes you used to collect the data that has helped inform your proposal. Please list the file paths and/or relevant web links to the information you have described.

(Please list all sources here: i.e. local consultation, residents' survey, census etc.)

Where available, Housing Benefit & Council Tax Reduction data extracted from Northgate system.

5. Action Planning: (What are the next steps for the proposal please list i.e. when it comes into effect, when mitigating actions linked to the protected characteristics above will take place, how you will measure impact etc.)

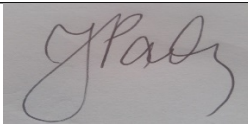
Action	Outcomes	Success Measures	Timescales/ Milestones	Lead Officer (Contact Details)
Awareness of Local Welfare Assistance Scheme	Easing financial hardship	Cases will be reviewed on a case to case basis.	Local Welfare Assistance will be available through 2023/24.	Kulbinder Thakur 020 8825 6479

Additional Comments:

6. Sign off: (All EAA's must be signed off once completed)

Completing Officer Sign Off:	Service Director Sign Off:	<i>HR related proposal (Signed off by directorates HR officer)</i>
Signed: J. Pavlides	Signed:	Signed:

Equalities Analysis Assessment

 <p>Name (Block Capitals): Joanna Pavlides</p> <p>Date: 20/3/23</p>	<p>Name (Block Capitals): Alison Reynolds</p> <p>Date:</p>	<p>Name (Block Capitals):</p> <p>Date:</p>
For EAA's relating to Cabinet decisions: received by Committee Section for publication by (date):		

Appendix 1: *Legal obligations under Section 149 of the Equality Act 2010:*

- As a public authority we must have due regard to the need to:
 - a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- The protected characteristics are: AGE, DISABILITY, GENDER REASSIGNMENT, RACE, RELIGION & BELIEF, SEX, SEXUAL ORIENTATION, PREGNANCY & MATERNITY, MARRIAGE & CIVIL PARTNERSHIP

- Having due regard to advancing equality of opportunity between those who share a protected characteristic and those who do not, involves considering the need to:
 - a) Remove or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
 - b) Take steps to meet the needs of persons who share a relevant characteristic that are different from the needs of the persons who do not share it.
 - c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- Having due regard to fostering good relations between persons who share a relevant protected characteristic and persons who do not, involves showing that you are tackling prejudice and promoting understanding.

- Complying with the duties may involve treating some people more favourably than others; but this should not be taken as permitting conduct that would be otherwise prohibited under the Act.

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Local Welfare Assistance

Eligibility Criteria

Expanded for the purpose of distributing Household Support Fund between 1 April 2023 and 31 March 2024

1. Purpose of Local Welfare Assistance

Local Welfare Assistance is intended for applicants who are unable to meet their immediate short term needs and to elevate impact of cost-of-living crisis caused by increases in cost of energy, food and other essentials.

The scheme is also intended to help vulnerable people live as independent a life as possible in the community. There are certain eligibility criteria that need to be met, however, the scheme is discretionary and an award of LWA is not only dependent on applicant's circumstances and their needs but also on budget remaining for Local Welfare Assistance payments.

The purpose of the awards is to:

- To meet immediate needs and help those who are struggling to afford food, energy and water bills or other essentials
- either in an emergency in relation to some expenses or
- as a consequence of a disaster
- where there is an immediate danger to health or safety of the applicant (and his family)
 - help people to establish themselves in the community
 - help people remain in the community
 - help with the care of a prisoner or young offender on release on temporary licence
 - ease exceptional pressures on families
 - help people setting up home as a part of a resettlement programme

Local Welfare Assistance with the current criteria is being delivered as part of the Household Support Funding provided by the Department of Work and Pensions.

2. Applications for Local Welfare Assistance

a) Date of application

The date of a written application for the Local Welfare Assistance is the date it is received in Benefits office, provided the application is in writing and:

- on Ealing Council's approved form and completed in accordance with instructions on the form **or**
- if an application is made on behalf of a person, by someone other than an appointee, that person must give their consent in writing to the application being made on their behalf

b) evidence and defective applications

It is the applicant's responsibility to provide all the evidence necessary to determine an application. Sometimes it may be necessary to seek further information or clarify an aspect of the application. Ealing Council will resolve this by either:

- contacting the applicant
- contacting a third party
- requesting further supporting evidence
- checking Departmental records or
- arranging for clarification to be provided at a pre-award visit

Evidence can be documentary, verbal or physical. It may be derived from such sources as:

- the current application form
- supporting documents and correspondence
- telephone or interview records
- a record of observations on visit
- previous applications
- computer systems
- local knowledge

Evidence may be provided by, for example:

- applicants and/or their representatives
- social workers
- probation officers
- medical doctors
- housing departments
- landlords
- visiting officers
- Decision makers/Reviewing officers
- Police evidence
- Evidence from insurance companies

If the applicant or third party gives any information over the telephone, this may be acceptable as corroborating evidence.

If the applicant does not produce the evidence, a decision maker will decide based on the completed application and any other evidence already held. If the evidence already provided seems inconsistent, improbable or contradictory, and no further evidence is provided, a decision maker may deem such application as defective, and Local Welfare Assistance payment will not be paid.

c) Repeat applications

- The applicant will be allowed maximum one payment in a three-month period, totalling 4 awards in a rolling year. Subsequent awards in 12 months may be considered at the discretion of the Council if an emergency or a disaster is not a consequence of an act or omission for which the applicant or his partner is

responsible and the applicant or his partner could not have taken reasonable steps to avoid the emergency, and

- In case where the reason for an application is 'lost or stolen money' only one application will be allowed within a 12-month period
- If the applicant applied for a Local Welfare Assistance award for the same household items or services within the last 12 months and there has not been a relevant change of circumstances, then they will not be eligible for payment
- The applicant will agree to be referred for further help and advice depending on reoccurring emergency (i.e., budgeting advice, debt management or other agencies/charities e.g. turn2us)

d) Referral from another service

Referral from another Council Service, in particular, Social Care or Housing where the department identified an individual's genuine need for support with food, utilities and other essentials.

Referral processes will be agreed with individual departments depending on requirements.

3. Decision making process

- a) The decision maker will have regard to all the circumstances of each case, in particular:
 - the nature, extent, and urgency of the need
 - the existence of other available resources from which the need may be met
 - the possibility that some other person or body may wholly or partly meet the need
 - Local Welfare Assistance funds remaining
- b) Determination of Local Welfare Assistance award amount
 - If the application is made to cover living expenses and/or groceries the maximum amount of the award will be up to 60% of applicant's monthly personal allowance however the actual payment amount will be determined by the caseworker dealing with the claim and will depend on the applicant's personal circumstances.

- If the application is made to cover other emergencies the amount awarded will be dependent on type of emergency and immediate needs of the applicant
 - In all cases the decision maker will also consider the existence of other available to the applicant resources from which the need may be met (cash in the bank, building society, Post Office accounts, cash in hand and others)
 - The decision maker will also take into account other support available to the applicant, such as cost of living payments issued by DWP, vouchers received from the Council, etc.
- c) In deciding the amount of the grant towards other essential items such as furniture, white goods and other household items, the decision maker will take into account:
- 100% of the needed grant to cover essential items minus any savings above £1,000 (depending on funds available)
 - Price list of essential items for guidance
 - In some cases, it may be decided that payment in kind is made, i.e., second hand furniture, clothing, etc.

4. Notification of the decision

We will aim to notify the applicant and/or their representative about the decision within 8 days from the date of the application, provided all required supporting evidence has been submitted. A decision maker will explain the reasons for their decision.

5. Method of payment

Majority of the payments will be issued as cash payments directly to the applicant's bank account. The Council reserves the right to issue the payments in a different form, for example in the form of a supermarket voucher or via a pre-paid card.

In some cases, Local Welfare Assistance may not be paid until the claimant moves into the property.

6. Requests for reviewing a decision

If an applicant is unhappy with the decision you can ask for a review within one calendar month of the original decision's letter. The application together with supporting documents will be looked at again and a further decision will be notified in writing.

7. Further help available

If the application for a payment from a DWP Social Fund is unsuccessful or we cannot pay full amount requested, Ealing Council may refer the applicant to a voluntary or charitable organisation for further help.

8. Qualifying conditions

a) Qualifying age

Local Welfare Assistance is available to people aged 18 and over. In certain cases, where all other qualifying conditions are met LWA can be paid to 16 -18-year-old.

b) Qualifying benefit/income

- in receipt of Job Seekers Allowance Contribution based or Employment Support Allowance Contribution based or State Retirement Pension
- in receipt of Universal Credit and not in employment, Income Support, income-related Employment and Support Allowance, income-based Jobseeker's Allowance, Pension Credit or in receipt of an advance payment of these benefits
- likely to start getting one of these benefits within the next six weeks because they are moving out of care (i.e., residential care, prison, etc)
- as a result of a disaster the Local Welfare Assistance can be awarded even if the above benefits are not in payment. A disaster can be defined as flood, fire, gas explosion, chemical leak and similar
- those who are employed or self-employed (regardless of whether Universal Credit is in payment) and whose household net earned income does not exceed the following thresholds:

	Single person	Couple
weekly	£293	£482
monthly	£1,270	£2,089

- in receipt of any other income such as private pensions, maintenance payments, etc where the income does not exceed the above thresholds
- those with no income where lack of income is not an act of omission or negligence on individual's behalf

c) Circumstances that may entitle an individual to apply for Local Welfare Assistance award:

- Applicant must be an Ealing resident. Ealing resident is someone who is established in Ealing area. Established means someone who resided in Ealing for at least 6 months' period or someone who has secured a tenancy and can provide evidence of that.
- NFA – as long as the local connection to Ealing can be established.
- Applicants who have been placed in Temporary Accommodation by Ealing Council in an accommodation out of borough but who remain liable for rent to Ealing Council and cannot receive support under the Local Welfare Provision where they live.
- Applicant is moving out of residential or institutional care to live independently. Examples of residential or institutional care:
 - hospital or other medical establishment
 - care home
 - hostel
 - staff intensive sheltered housing
 - local authority care
 - prison or detention centre.
- Applicant is moving to a new home which will be more suitable following an unsettled period in his/her life and is being resettled by an organisation like a local council or voluntary organisation
- Applicant needs help because he/she and his/her family face exceptional pressure, such as family/marital breakdown or because one of them has a long-term illness.
- Applicant looks after someone who is ill or disabled, or who has been released from custody on temporary licence
- Applicant needs help with expenses such as visiting someone who is ill, or to attend a relative's funeral

d) Savings

LWA payment is awarded to persons who have no savings. Any available funds in the bank or building society account including Post Office and Credit Union accounts, stock and shares, cash ISAs or cash in hand will be taken into account by a decision maker.

For the purpose of awarding furniture, white goods and other household items, all savings above £1,000 will be considered and offset against the amount of eligible grant.

e) Budgeting loan

The amount of budgeting loan available to the individual should also be taken into account if the applicant is applying for furniture, white goods or other household items to cover difference between the amount of money needed to meet the priority needs and the amount of the budgeting loan available to them. The rule does not need to be applied in circumstances where the applicant can demonstrate severe debts, repayments of which are already contributing to financial hardship.

9. Goods and services that may and may not be covered via Local Welfare Assistance

a) Local Welfare Assistance may cover the following expenses:

- Living expenses for up to 60% of weekly personal allowance. The amount of living expenses will take into account how many days the support is needed for. The living expenses payment will be calculated as follows: $(60\% \text{ of person's or family's personal allowance}) / 7 \times \text{number of days support is needed for}$. The maximum days of support that can be paid for is 1 month however final decision on the payment amount will depend on the caseworker dealing with the claim and taking into account personal circumstances of the claimant.
- Groceries
- Sanitary products
- essential clothing (e.g. winter clothing)
- blankets
- certain travel expenses and transport-related costs such as repairing a car, car fuel for essential travel only e.g. hospital appointments, school transport, etc (
- energy bills (including ineligible services which are part of customer's rent)
- repaying emergency credit on a pre-payment fuel meter
- cost of gas cylinders
- water bills
- boiler service and repairs (maximum award of £1,500)
- dehumidifiers
- insulation of hot water tanks

- fitting draft excluders to a front door
- replacing inefficient lightbulbs or other electrical appliances
- support with other bills such as essential broadband and phone bills
- other emergencies, i.e. benefit spent and need money for living expenses
- disasters such as fire, flood, gas explosion or chemical leak
- lost or stolen money (if it affects persons health and safety)
- need to replace essential white goods which are not energy efficient or following a disaster i.e. flood, fire in the property
- housing costs in cases of exceptional emergency where the applicant does not qualify for an existing housing cost schemes, i.e., DHP or Housing Prevention Fund
- Essential furniture (e.g. settee, armchair, carpets, curtains, wardrobe)
- Essential white goods/household equipment (e.g. cooker, fridge, washing machine, kettle, toaster)
- Bedding
- Crockery
- Storage charges
- Reconnection charges
- TV or radio if recommended as an essential item (e.g. if house bound)
- Other items not listed if considered essential

b) Local Welfare Assistance will not cover the following expenses:

- emergencies which are result of an act or omission for which applicant or partner is responsible for example gambling or misspending
- Non-essential items such as DVD players, Hi-Fis, computers, laptops, mobile phones, garden sheds, TV licences, etc.
- a need which occurs outside the United Kingdom
- or an educational or training need including clothing and tools
- or distinctive school uniform or sports clothes for use at school or equipment to be used at school
- or school meals taken during school holidays by children who are entitled to free school meals
- or expenses in connection with court (legal proceedings) such as legal fees, court fees, fines, costs, damages, etc.
- or domestic assistance and respite care
- or any repair to property (excluding boiler repairs)
- or a medical, surgical, optical, aural or dental item or service (note that needs under all of these headings can be provided free of charge by the National Health Service, if you are getting Income Support, income-based Jobseeker's Allowance, Employment and Support Allowance (income-related), or Pension Credit)
- or work-related expenses
- or debts to government departments
- or investments

- or council tax, arrears of council tax
- adaptations to properties due to disability

10. People generally excluded from applying for Local Welfare Assistance

Some groups of people are excluded from a receiving Local Welfare Assistance payment and they are listed below:

- care home residents and hospital in-patients unless it is planned that they will be discharged within the following 2 weeks.
- persons who are members of and fully maintained by a religious order
- those receiving full time education and not in receipt to Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance unless:
 - they are a full-time student, and they have parental responsibility for a child.
 - they are disabled and in receipt of Personal Independent Payment, Disability Living Allowance, Attendance Allowance or Armed Forces Independent Payment
- Prisoners who are in prison or released on temporary licence
- Persons from abroad/persons with no recourse to public funds are not entitled to local welfare unless:
 - There are community care needs
 - They have serious health problems
 - There is a risk to a child's wellbeing

Household Support Fund: Guidance for County Councils and Unitary Authorities in England (1 April 2023 to 31 March 2024)

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Introduction

1. £842m has been made available to County Councils and Unitary Authorities in England to support those most in need and to help with global inflationary challenges and the significantly rising cost of living via the Household Support Fund (“The Fund”). This funding covers the period 1 April 2023 to 31 March 2024 inclusive (“The Fund Period”). County Councils and Unitary Authorities have discretion on exactly how this funding is used within the scope set out in the accompanying grant determination and this guidance. This guidance sets out the required collaboration between the Department for Work and Pensions (DWP), County Councils and Unitary Authorities, including their delivery partners (such as District Councils as well as any charitable or third-party organisations) to successfully meet the policy intent within the agreed framework. It also provides the framework that County Councils and Unitary Authorities need to work within and the arrangements for distribution of funding and reporting.
2. DWP is providing funding to County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs – hereafter referred to as “Authorities”), under section 31 of the Local Government Act 2003, to administer The Fund and provide assistance to households most in need.
3. 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. This includes the Cost of Living Payments and the energy support we are providing for 2023/24 set out on [17 November 2022](#) (information on these schemes can be found at Annex A). For the Cost of Living payments this may include, but is not limited to, people who are entitled to but not claiming qualifying benefits, people who are claiming Housing Benefit (HB) only and people who begin a claim or return to payment of a benefit after the relevant qualifying date. There may be groups who are vulnerable to rising prices even though they are supported through these schemes, for example large families or single-income families. It is important to stress that 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 disabled people.
4. Energy bills may be of particular concern to low income households during the period of The Fund and Authorities should prioritise supporting households with the cost of energy. Support which can make a quick but sustainable impact on energy costs is particularly encouraged; for example, the insulation of hot water tanks, fitting draft excluders to a door, or replacing inefficient lightbulbs or white goods. The Fund can also be used to support households with the cost of food and water bills, essential costs related to energy, food and water, and with wider essential costs. The Fund can additionally be used to support housing costs where existing housing support schemes do not meet this need.
5. Authorities should also consider providing support to disabled people in their area. Disabled people in particular may be facing acute challenges due to the disproportionate impact that rising costs bring for the additional services they need in

order to manage their conditions, remain independent and avoid becoming socially isolated. For example, some disabled people may have increased utility bills due to the usage of equipment, aids or adaptations associated with their disability. They may also have additional heating, water or transport costs. Authorities are therefore strongly encouraged to explore ways in which this group may be supported and must record the total value of awards granted to disabled people in their Management Information (MI) returns for this grant.

6. Authorities should also consider providing support to people with caring responsibilities in their area. People with caring responsibilities may be facing acute challenges incurred through their fulfilling these responsibilities for vulnerable citizens due to the disproportionate impact that rising costs may bring for the additional services they need. For example, they may have additional heating, water or transport costs. Authorities are therefore encouraged to explore ways in which this group may be supported.
7. Authorities have the ability to deliver the scheme through a variety of routes including providing vouchers or cash to households, making direct provision of food and goods, or issuing grants to third parties. Every area must operate at least part of their scheme on an application basis - in other words, residents should have the opportunity to come forward to ask for support. There is flexibility on exactly how this can be run, including through third parties rather than directly by the Authority. We expect Authorities to offer application-based support throughout the duration of The Fund, either continuously over the majority of The Fund Period or in regular intervals throughout the scheme.
8. Authorities are expected to offer support throughout the duration of The Fund Period and must develop their delivery plans to reflect this.
9. Authorities have access to DWP's Searchlight portal which provides information on individual citizens' entitlement to (and confirms receipt of) DWP welfare benefits.
10. DWP is providing data and information to Authorities to support them to identify those in need in their area. We are providing:
 - information relating to Universal Credit (UC) claims with limited capability for work or earnings below the Free School Meals (FSMs) and free prescription thresholds in their area
 - data on people receiving the Guarantee Credit and/or Savings Credit elements of Pension Credit
 - data on all claimants on income-related (IR) Employment and Support Allowance (ESA IR).
11. In October 2022, DWP introduced a further data share for those who are only in receipt of HB. This group is not eligible for the up to £900 means-tested Cost of Living Payment. Authorities may find this information useful in identifying those most

in need. Authorities should consider how they could use this data to provide support to this group.

12. However, support is not restricted only to vulnerable households in receipt of benefits. Therefore, Authorities should also use other sources of information to identify vulnerable households, including by taking advice or application referrals from professionals who come into contact with vulnerable households such as social workers, keyworkers delivering early help and family support, health visitors and housing support officers.

13. This guidance applies to Authorities in England only and when finalised should be read in conjunction with the Household Support Fund Grant Determination issued alongside it.

Communication

14. It is mandatory for Authorities to 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.

15. It is mandatory for Authorities to make public their plans for The Fund, including how and when they intend to deliver the application-based portion of their scheme. This should be through a website page dedicated to the Fund headed with 'Household Support Fund' on their Authority website. This webpage must be easily accessible for residents and outline the Authority's plans for funding, including with details of who is eligible in the area, as well as how and when residents might be able to apply for the application-based element of the scheme. Links to the Government's [Cost of Living Hub](#) should be included, as well as a specific reference that the grant is funded by the Department for Work and Pensions or the UK Government.

16. Authorities should consider inclusive and accessible ways in which they might advertise the availability of The Fund to their residents for example in local family or community hubs and GP surgeries. We expect Authorities to advertise the scheme – and in particular the application-based element of their provision – through various channels and not just online.

Objective and key principles

17. The objective of The Fund is to provide crisis support to vulnerable households in most need of support to help with significantly rising living costs.

18. Although this is considered an extension to the previous three Household Support Fund schemes, it is a new grant subject to its own grant conditions as is set out in the Grant Determination letter. Any underspends from the previous schemes cannot be carried forward.

19. Funds should be spent or committed before 31 March 2024 and cannot be carried over for future usage. All Authorities are encouraged to ensure, wherever possible, that any vouchers issued are redeemed before the end of The Fund, or shortly thereafter, or consider recycling unused vouchers. It is acceptable for vouchers that have been purchased and delivered to households before the end of The Fund to be spent shortly thereafter (see paragraphs 70 to 74 on committed spend).

20. When administering The Fund, Authorities 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 1 April 2023 to 31 March 2024 to meet immediate needs and help those who are struggling to afford energy and water bills, food, and other related essentials. Authorities can also use the funding to support households who are struggling to afford wider essentials including housing costs where existing housing support does not meet this need
 - **Note:** this includes payments made, or committed to, by the Authority or any person acting on behalf of the Authority, from 1 April 2023 to 31 March 2024
- work together with District Councils and third parties including, where necessary and appropriate, other local services. This may include social workers, housing and family support services and local charities. This may also incorporate intelligence and data from wider children's social care systems to help identify and support individuals, families and households within the scope of The Fund. It may also include receiving referrals for support and applications made on behalf of an individual from professionals working with vulnerable individuals such as social workers, keyworkers delivering early help and family support, health visitors and housing support officers.

21. When deciding how to help people, Authorities should consider:

- how they plan to provide support to vulnerable households, such as by paying into bank accounts, use of cash and vouchers, provision of goods. When determining the most appropriate mechanism of providing support for households, Authorities should consider any potential risks to vulnerable individuals, for example the risk of holding cash, as well as the risk of any potential for fraud
- any fraud risks associated with these payment methods (see section 'Managing the risk of fraud' at paragraphs 76-88 for further information).

Delivery Plans

22. Authorities are required to complete a delivery plan to outline their intentions for The Fund, clearly setting out their priorities and approach for use of the Fund, and to demonstrate the ways in which they intend to allocate their funding.

23. Authorities are required to send the delivery plan to DWP by 17 May 2023. At the end of The Fund we will also ask for a summary of spend against the final delivery plan with this due at the same time as the final MI in April 2024. Delivery plans must be signed off by your Section 151 Officer and responsible Cabinet Member before submission to DWP.

24. Authorities are required to appoint an appropriate Senior Responsible Officer who will be accountable for ensuring a strong delivery plan is developed and agreed through necessary decision making mechanisms including engagement with the

relevant Cabinet Member, and ensuring compliance with and progress against their commitments in the delivery plan

25. We understand that local priorities for The Fund may change over the course of The Fund Period, including in response to local feedback such as from professionals working with households. Authorities should engage with DWP if they wish to revisit their delivery plan during The Fund Period.

Working with other organisations

26. Authorities must work together with District Councils to ensure the funding meets its objectives by identifying those most in need. Authorities must likewise work collaboratively with District Councils and other organisations in their area who may come into contact with those households who may benefit from this grant. Authorities should work closely with third sector and other partner organisations who may come into contact with people in need.

27. 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. Authorities are encouraged to engage with District Councils as quickly as possible to ensure roles, responsibilities and effective arrangements are put in place to deliver The Fund promptly and efficiently.

28. Third party organisations (TPOs) may include but are not limited to:

- registered charities and voluntary organisations
- schools
- food banks
- general practitioners
- organisations providing support in particular circumstances (such as but not limited to “baby banks”)

29. Where Authorities are working with TPOs, this should be done on an objectively fair, transparent and non-discriminatory basis whilst having regard to the time available to deliver The Fund. As with District Councils, Authorities should make arrangements with any TPOs as quickly as possible.

Unused funding returned from a TPO

30. Where a TPO returns unused funding before the end of The Fund, the Authority is free to spend that funding in any eligible category for the duration of The Fund Period.

31. Where a TPO returns unused funding after The Fund Period has ended the Authority can re-issue any returned funding within a reasonable timeframe, but only under the same category that the spend was originally reported against. Authorities are able to distribute this funding themselves and do not have to go back through the original TPO.

32. For audit purposes, where an Authority re-issues returned TPO funding after The Fund Period has ended, they must confirm the following by email to **lawelfare.pdt@dwp.gov.uk** (copying in their Section 151 Officer):

- the amount that has been returned
- reason for the return (for example TPO underspend)
- what the original spend was reported against in their **final** management information (MI) return
- the intention to spend the total unspent amount against the same category of spend for the same group.

Establishing eligibility

33. 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 Fund. 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.

34. Authorities have the flexibility within The Fund to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility. Rather than focus on one specific vulnerable group, Authorities should use the wide range of data and sources of information at their disposal, including through engagement with relevant TPOs, to identify and provide support to a broad cross section of vulnerable households to prevent escalation of problems. Authorities should ensure that they consider the needs of various households including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people.

35. Authorities should particularly consider how they can support those vulnerable households who are ineligible for other government support with the cost of living, including:

- amended Energy Price Guarantee from April 2023
- up to £900 in Cost of Living Payments for those on eligible means tested benefits
- £150 Disability Cost of Living Payment
- one-off £300 Pensioner Cost of Living Payment (through the Winter Fuel Payment).

Details on these schemes can be found at **Annex A**.

36. Authorities should have regard to the fact that receipt of any of the above support should not exclude a resident from receiving support through The Fund in principle and households in receipt of support from these schemes may still be in need. It remains at the discretion of Authorities to establish their local eligibility and identify those most in need in their area.

37. However, the schemes listed in paragraph 35 do not cover everyone and Authorities should consider prioritising those households, who (for example):

- are eligible for but not claiming qualifying benefits
- become eligible for benefits after the relevant qualifying dates
- are in receipt of Housing Benefit only
- are ordinarily eligible for benefits but who had a nil award in the qualifying period due to, for example, a fluctuation in income.

This list is not exhaustive and there may additionally be households that are vulnerable to rising costs despite being in receipt of this government support with the cost of living.

38. Authorities must operate an application-based service for support to ensure those in need have a route to emergency support. This can be delivered directly by the Authority or by a TPO on their behalf. Authorities should establish eligibility criteria for their application service and should communicate with residents to ensure that their scheme and the mechanism for applying is clear and accessible. Authorities could make the entirety of their scheme application-based. Authorities must make sure that this support is clearly advertised to residents and is available throughout the majority of The Fund Period, either continuously or in regular intervals over the course of the scheme.

39. Where Authorities proactively identify households who may benefit from support, they should consider how they can ensure that they are focusing on those in the most need to prevent escalation of problems. 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 (DHPs).

Types of support

40. Eligible spend includes:

- **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. In particular, we encourage Authorities 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 large 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 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.
- **reasonable administrative costs.** This includes reasonable costs incurred administering The Fund. These include for example:
 - staff costs
 - advertising and publicity to raise awareness of The Fund
 - web page design
 - printing application forms
 - small IT changes, for example, to facilitate MI production

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

42. 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 several or only one of the spend eligibility categories listed above.

43. Authorities should not make The 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 citizen, the Authority or employer.

Funding overlap

44. Authorities should consider household circumstances when making a decision on how to spend this grant. Households could be receiving other forms of support, and this should be taken into account to avoid duplicating provision where possible. In particular, Authorities should prioritise those who have not already received additional support for the cost of living. However, households receiving other forms of assistance are not excluded from receiving support through The Fund.

Individuals with no recourse to public funds

45. 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

46. 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.

Access to data

47. The Household Support Fund is being classified as Local Welfare Provision (LWP). The provision of DWP data to Authorities is under the terms of the Memorandum of Understanding (MoU) between the 'Department for Work and Pensions and local authorities (LAs) (Access, handling, exchange and protection of DWP's and HM Revenue and Customs' data)'.

48. 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, Pension Credit, ESA (IR) and HB only data through a monthly data share for the purpose of The Fund.

49. Authorities 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 data sources for LWP.

50. Staff accessing Searchlight will need to be registered with the Employee Authentication System. 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

51. 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 and target those families and individuals to support. Authorities may also wish to establish if other forms of support are available to the household. In relation to housing costs this must include checking whether the household could receive DHPs. The Authority must also first consider if the claimant is at statutory risk of homelessness and, therefore, owed a duty of support through the HPG.

52. Searchlight can only be used to verify a specific individual's DWP benefit information. Therefore, if an Authority identified a group of potential claimants who may be eligible for The Fund 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).

Monthly data share

53. We are providing Authorities with details of UC claimants in their Authority whose income is below the FSM and free prescription thresholds and those with Limited Capability For Work both at individual level and summary level by Ward. We are also providing Authorities with details of those in receipt of Guarantee Credit and/or Savings Credit element of Pension Credit and their appointees if appropriate, as well as for all claimants on ESA (IR). Authorities may find this information useful in

identifying those most in need. We are also providing a further data share for those in receipt of HB only. Individuals in this group are not eligible for a means-tested Cost of Living Payment and so this data share will allow Authorities to identify them and more easily consider their need for support.

54. The UC, Pension Credit, ESA (IR) and HB only data will be provided monthly via Transfer Your File.

55. Authorities will receive two data shares on a monthly basis:

File one - contains individual data of the National Insurance number and names of UC claimants within the Authority area and:

- income below the thresholds of £7,400 per year for FSMs 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
 - the number of children in the household.
 - those whose award is subject to the benefit cap
 - those with a deduction for Removal of the Spare Room Subsidy and who receive Local Housing Allowance
- the National Insurance number, names, addresses and contact telephone numbers of those in receipt of Guarantee Credit and/or Savings Credit element of Pension Credit and their appointees if appropriate, as well as for all claimants on ESA (IR).
 - the National Insurance number, names, addresses and contact telephone numbers of customers who are in receipt of HB but not in receipt of a means tested benefit (for example: UC, Income based Jobseekers Allowance, ESA (IR), Income Support and Pension Credit) or Tax Credits.

File two - contains aggregate data showing those UC claimants that are:

- at or below the FSM income threshold
- at or below the free prescription income threshold, and
- in the Limited Capability for Work group.

56. For a full breakdown of the file contents see Local Welfare Provision monthly data share field definitions at Annex B.

57. Authorities also have access to their own non-DWP data to help identify vulnerable households who may be eligible for support under The Fund.

Reporting and Management Information

58. Authorities are required to comply with DWP's reporting and Management Information (MI) requirements. For full details of MI and reporting requirements, see Household Support Fund (2023-2024) MI Reporting requirements.

DWP engagement

59. LA Performance Relationship Managers (PRMs) from DWPs LA Partnership, Engagement and Delivery (LA-PED) division will contact Authorities to provide support and gather information throughout The Fund. LA-PED will contact Authorities for initial compliance (where necessary) including where:

- the MI templates or delivery plans have not been completed and returned,
- the MI templates have not been copied to the Authority's Section 151 Officer or Chief Finance Officer.
- an incorrect template has been used – MI should only be returned on the MI template provided. No local versions or PDF copies are acceptable.

60. 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
- 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.

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

62. DWP will also continue to engage with Authorities throughout the course of The Fund Period and will provide opportunities to engage with the department and other Authorities to share good practice and work collaboratively. DWP will host quarterly Ministerial roundtable events focused on Authority MI returns; where Authorities are invited to these events, an appropriate representative will be expected to attend. DWP will continue to respond to questions we receive via the designated inbox as quickly as possible.

63. 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

64. The Fund is ring-fenced to be spent as detailed in this guidance and the accompanying grant determination. 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.

65. Payment of The Fund from DWP to Authorities will be made in arrears after the interim MI returns in July and October 2023 and January 2024 and the final MI return

at the end of The Fund Period in April 2024 after DWP has 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. Three interim returns and a final MI return will be required and grant payments will be made in respect of the periods 1 April 2023 to 30 June 2023, 1 April 2023 to 30 September 2023, 1 April 2023 to 31 December 2023 and 1 April 2023 to 31 March 2024.

66. MI returns must be endorsed by the Section 151 Officer in accordance with their statutory assurance responsibility in order for the grant payment to be made.
67. Authorities must copy their Chief Finance Officer/Section 151 Officer into the email.
68. The guidance for completion is provided within the Household Support Fund (2023-2024) MI Reporting Requirements document.
69. For MI purposes, the definition of spend is grant funding that has been provided to vulnerable households, within the scope of the eligibility criteria, and within The Fund Period of 1 April 2023 to 31 March 2024.
70. Spend also includes 'committed spend'. For the purpose of The Fund 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 2024 to a vulnerable household. It would be unreasonable to expect the household 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 Fund.
71. However, committed spend does not include large volumes of food vouchers, procured quite late in The Fund, which cannot be distributed to vulnerable households within the period of The Fund.
72. 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 Fund. Alternatively, Authorities may want to consider:
 - purchasing vouchers on a sale or return basis, so that they can return any unused vouchers, or
 - expired vouchers returned to an Authority after The Fund has ended can be recycled and re-issued within a reasonable timeframe but must be done so under the same categories of spend as originally reported and under the same terms as The Fund they were issued under.
73. For audit purposes where an Authority recycles and reuses expired vouchers the Authority must confirm by email to lawelfare.pdt@dwp.gov.uk, copying in the Section 151 Officer:
 - the amount that has been returned
 - reason for the return (for example, expired voucher)
 - what the original spend was reported against in their **FINAL MI** return

- confirm they intend to spend the total unspent amount against the same category of spend for the same group.

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

75. The timetable for provision of funding is as follows:

Funding:

Payment	Amount	Date	Notes
Interim	Actual grant spend	August/September 2023	Payment made in arrears
Interim	Actual grant spend less any previous interim payment	November/December 2023	Payment made in arrears
Interim	Actual grant spend less any previous interim payment	February/March 2024	Payment made in arrears
Final	Actual grant spend up to 100% of grant allocation* less any previous interim payment	June/July 2024	Payment made in arrears

*Subject to eligible spend criteria

Managing the risk of fraud

76. Fraudsters can target funds of this type.

77. 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.

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

79. Authorities wishing to work with TPOs to deliver The Fund 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.

80. Authorities are also encouraged to ensure checks are in place to verify the identity of those eligible.
81. 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.
82. 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.
83. Authorities should ensure that they consider and put in place suitable controls when making use of vouchers as part of The Fund. 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 The Fund.
84. 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, which may be requested and reviewed as set out in the grant determination, to ensure they take into consideration household income and rent liability. 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.
85. 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.
86. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under the determination, it must notify DWP immediately, explain what steps are being taken to investigate the suspicion and keep DWP 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.
87. If you suspect fraud, you should notify DWP of the:
 - number of instances
 - total amount lost
88. 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 Fund.

Complying with Subsidy (previously State Aid) rules

89. The funding is intended to benefit households most in need of support with energy bills, food, related essentials, wider essentials and (in limited circumstances where existing housing support does not meet need) housing costs, in order to help with global inflationary challenges and the significantly rising cost of living. The funds should not be used for any economic undertaking.

90. 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

91. The Household Support Fund funding allocation includes reasonable administration costs to enable Authorities to deliver The Fund. Authorities should deduct their administration costs from the total allocation to determine the amount remaining.
92. In all cases, Authorities should keep administrative costs to a reasonable level.
93. Administration costs for each Authority will be published on www.gov.uk alongside detail of all spend and volumes related to The Fund.

Public Sector Equality Duty

94. In accordance with the public sector equality duty, DWP has had due regard to the potential equalities impacts of this grant.
95. 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.
96. When developing your local delivery frameworks, you should ensure people are not disadvantaged or treated unfairly by The Fund. For example, any application process should be easy to access and to navigate.

Contact

97. If you have any queries about the content of this guidance or use of the funding, you can contact lawelfare.pdt@dwp.gov.uk

Eligibility for cost of living and energy support

Detailed eligibility requirements for the Cost of Living Payments can be found at:

[Cost of Living Payment - GOV.UK \(www.gov.uk\)](https://www.gov.uk/cost-of-living-payment)

Further details on the Energy Price Guarantee can be found at

[Energy Price Guarantee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/energy-price-guarantee)

Local Welfare Provision monthly data share field definitions

The definitions will be updated to include information regarding the additional data share of those who are in receipt of HB only when the details are confirmed.

File 1 – The list of Individuals:

Field Name	Description
claimant1_nino	The national insurance number (NINO) of the lead UC claimant
claimant1_surname	The surname of the lead UC claimant in the Household
claimant1_forename1	The forename of the lead UC claimant in the Household
claimant2_nino	If applicable the NINO of the UC partner in the household. In some cases this may be the same as the UC claimant NINO, usually where the partner NINO data is not available.
claimant2_surname	The surname of the UC partner if Claimant 2 NINO provided
claimant2_forename_1	The forename of the UC partner if Claimant 2 NINO provided
ap_start_date	The start date of the household's UC assessment period (AP)
ap_end_month	This will always be the month of the extract.
has_children_latest_ap	Set to 1 if the UC Household is recorded to have children in the AP used for the extract 1= children 0 = no children
total_children	The number of children recorded in the UC Household for the AP used in the extract, null = no children, the field HAS_CHILDREN_LATEST_AP will also be 0 if there are no children
has_lcw_latest_ap	Set to 1 if a member of the UC Household is in the UC limited capability for work group
eligible_prescription_latest_ap	Set to 1 if the UC Household is below the Free Prescription threshold
earnings_below_fsm_threshold	Set to 1 if the UC Household is below the Free School Meal threshold
country_name	England Scotland Wales
local_authority_name	Your LA name

local_authority_code	the standard lookup code for your authority
tyf_la_id_code	the LA ID code as registered on Transfer Your File for your authority
postcode_outward_code	Postcode sector in the ward
ward_name	Name of the ward
ward_code	Code of the ward
cap_applied	True, False or Null
spare_room_subsidy_removal	True, False or Null
local_housing_allowance_applied	True, False or Null
BENEFIT_TYPE	Will show one of the following: UC PC GC SC SC/GC ESA-IR HB
PC/ESA-IR/HB_NINO	The NINO of the PC/ESA-IR/HB customer
PC/ESA-IR/HB_SURNAME	The surname of the PC/ESA-IR/HB customer
PC/ESA-IR/HB_FORENAME_1	The first name of the PC/ESA-IR/HB customer
PC/ESA-IR/HB_ADDRESS_LINE_1	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_ADDRESS_LINE_2	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_ADDRESS_LINE_3	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_ADDRESS_LINE_4	The PC/ESA-IR/HB customer address as recorded on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_POSTCODE	The postcode as recorded on the PC/ESA-IR/HB customer claim
PC/ESA-IR/HB_TELEPHONE_NO1	The telephone number of the PC/ESA-IR/HB customer as reported on the PC/ESA-IR/HB claim
PC/ESA-IR/HB_TELEPHONE_NO2	The second telephone number (if applicable) of the PC/ESA-IR/HB customer as reported on the PC/ESA-IR/HB claim
PC_APPOINTEE_SURNAME	If appropriate the surname of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_FORENAME_1	If appropriate the forename of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_ADDRESS_LINE_1	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_ADDRESS_LINE_2	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim

PC_APPOINTEE_ADDRESS_LINE_3	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_ADDRESS_LINE_4	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_POSTCODE	If appropriate the address of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_TELEPHONE_NO1	If appropriate the telephone number of the Personal/Corporate Acting Body as reported on the PC claim
PC_APPOINTEE_TELEPHONE_NO2	If appropriate the second telephone number of the Personal/Corporate Acting Body as reported on the PC claim

File 2 – The Aggregate file

This shows for your Authority:

Country (England, Scotland or Wales)

Local Authority (the name of your Authority)

LOCAL_AUTHORITY_CODE (the standard lookup code for your authority)

TYF_LA_ID_CODE (the Transfer Your File code for your authority)

For each postcode sector (POSTCODE_OUTWARD_CODE) in a ward (WARD_NAME), (WARD_CODE)

Number of Households in the ward with UC Limited Capability to Work group (HAS_LCW_LATEST_AP)

Number of UC households in the Authority without children

(HHS_NO_CHILDREN_IN_LA)

Number of UC households in the Authority with children

(HHS_WITH_CHILDREN_IN_LA)

Number of children in the Authority in UC households with children

(NO_OF_CHILDREN_IN_LA)

Number of UC households without children in the postcode sector that are below the Free School Meal income threshold and free prescription threshold

(HHS_NO_CHILDREN_PRESC_OR_FSM)

Number of UC households without children in the postcode sector that are below the Free Prescription income threshold (HHS_NO_CHILDREN_PRESC)

Number of UC households without children in the postcode sector that are below the Free School meal income threshold (HHS_NO_CHILDREN_FSM)

Number of UC households with children in the postcode sector that are below the Free School Meal income threshold and free prescription threshold

(HHS_WITH_CHILDREN_PRESC_OR_FSM)

Number of UC households with children in the postcode sector that are below the Free Prescription income threshold (HHS_WITH_CHILDREN_PRESC)

Number of UC households with children in the postcode sector that are below the Free School meal income threshold (HHS_WITH_CHILDREN_FSM)

Number of children in UC households in the postcode sector that are below the Free School Meal income threshold and free prescription threshold (CHILDREN_PRESCRIPTIONS_OR_FSM)

Number of children in UC households in the postcode sector that are below the Free Prescription income threshold (CHILDREN_PRESCRIPTION)

Number of children in UC households in the postcode sector that are below the Free School meal income threshold (CHILDREN_FSM)



Report for: ACTION
Item Number:

Contains Confidential or Exempt Information	No
Title	London Boroughs Legal Alliance (LBLA) Barristers Framework 2023
Responsible Officer(s)	Helen Harris - Director of Legal and Democratic Services
Author(s)	Assaf Chaudry (Contracts Lawyer), and Helen Harris
Portfolio(s)	Inclusive Economy - Cllr. Steve Donnelly
For Consideration By	Cabinet
Date to be Considered	19 April 2023
Implementation Date if Not Called In	3 May 2023
Affected Wards	All
Keywords/Index	LBLA Barristers Framework 2023

Purpose of Report:

To seek authority to undertake the procurement process for a pan-London fourth generation London Boroughs Legal Alliance (LBLA) Barristers Framework Agreement, for Ealing and on behalf of a number of local authorities that form the LBLA.

1. Recommendations for DECISION

1.1. It is recommended that Cabinet

1.1 Authorises the Director of Legal and Democratic Services to invite and evaluate tenders for a Barristers Framework for a period of three years with the option to extend for one year, with Ealing as the lead authority on behalf of LBLA authorities and other authorities wishing to access the framework.

1.2 Authorises the Director of Legal and Democratic Services upon completion of the tender process to award the Framework Agreement to Barristers Chambers in accordance with the evaluation criteria, for each of the Lots.

1.3 Authorises the Director of Legal and Democratic Services to enter into Access Agreements with any LBLA members and other authorities that request to use the framework

2. Reason for Decision and Options Considered

- 2.1. This report seeks approval for the procurement to establish the fourth pan-London Barristers Framework Agreement for the LBLA and other councils.
- 2.2. The LBLA is currently made up of the City of London Corporation, the London boroughs of Barnet, Bexley, Brent, Bromley, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith & Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Islington, Lambeth, Newham, Redbridge, Southwark, Tower Hamlets, Waltham Forest, City of Westminster, the London Fire Commissioner, and Slough Council. Buckinghamshire County Council, Swale Borough Council, Maidstone Borough Council, South Oxfordshire District Council, Vale of the White Horse District Council, and Tunbridge Wells Borough Council are not LBLA members but have access to the current framework.
- 2.3. Ealing was one of the founding member of the LBLA, which was set up fourteen years ago. It is fair and appropriate for Ealing to take our turn to lead the procurement of the latest iteration of the Barristers Framework Agreement. Previous versions of the framework were led by other LBLA borough members, most recently by the City of London Corporation in 2019. Use of a framework enables councils to use their bulk purchasing power to achieve the best rates and terms of service.
- 2.4. The current agreement expires on 31 December 2023 and has 25 sets of chambers appointed under the framework. A replacement Framework Agreement is required to provide LBLA members with continued access to a panel of expert legal advisers for specialist advocacy, advice, and related legal services. In addition, the replacement Framework Agreement will provide access to other local authorities in London and South East England who wish to buy into it; this helps to strengthen the bargaining power of the framework.
- 2.5. The proposed Framework Agreement will be divided into the distinct areas. There are eight Lots in the current framework;
 - a) Lot 1 - Adult Social Services
 - b) Lot 2 - Children's Services
 - c) Lot 3 - Governance & Public Law
 - d) Lot 4 - Criminal Litigation & Prosecutions
 - e) Lot 5 – Housing
 - f) Lot 6 – Planning
 - g) Lot 7 – Property
 - h) Lot 8 – Civil Litigation

The number of Lots within the proposed new framework will be finally determined following consultation with LBLA members. It is likely that there will be additional Lots for Education, Licensing and possibly also Employment.

- 2.6. When acting as the lead contracting authority, Ealing will work closely with specialist independent legal consultants, Kennedy Cater (KC). KC is contracted to supply secretarial and other support services to the LBLA and fees are covered through LBLA subscriptions.
- 2.7. The procurement process proposed is a one stage (Open) procedure (under the Light Touch Regime). It is considered the proposed replacement Framework Agreement provides the necessary platform and resources for LBLA members (including Ealing) and other councils.

3. Key Implications

- 3.1 The council aims to carry out its legal services via the in-house legal services team wherever possible. However, there will always be times when the in-house team does not have the specialist expertise, the capacity to act (for example, only barristers are permitted to appear in some courts), or where there are otherwise sensible reasons to use independent barristers. The framework will give the council quick and cost effective access to a specialist panel of barristers to meet this need.
- 3.2 In the absence of access to a framework such as this, Ealing (and the other LBLA boroughs) would have to individually procure the services of barristers on a case by case basis, either to meet additional capacity within legal services or to obtain specialised legal support. Such an approach would be time consuming and potentially more costly.
- 3.3 There are no other similar frameworks that are as well suited to the Council's needs as the current framework and the proposed new framework is expected to deliver the same value for money.
- 3.4 Barristers chambers bidding to join the framework are also required to offer the following value-added benefits as part of their service offering:
 - 3.4.1 The provision of a minimum of one bespoke legal training session per annum per Lot, as part of the annual LBLA Training Programme; (although bespoke sessions for individual LBLA members, webinars and podcasts can be provided in addition).
 - 3.4.2 Monthly management information services (as described in the ITT) to enable the Participating Authorities and OCBs to monitor the operation of the Framework and to enable strategic decision making by them around encouraging competition and delivering better value for money.
 - 3.4.3 Twenty minutes of free advice (telephone or e mail) per potential new instruction.
 - 3.4.4 Value Added and Social Value Benefits, such as:
 - 3.4.4.1 Newsletters / bulletins in relation to relevant changes in legislation and case law.
 - 3.4.4.2 Additional bespoke training sessions.
 - 3.4.4.3 Any innovative fee arrangements.
 - 3.4.4.4 Surgeries.

3.4.4.5 Secondments.

3.4.4.6 Social Value Benefits such as:

- provision of work experience, volunteering, (paid) internship and pupillage opportunities targeted to help improve social mobility.
- provision of support to schools by way of mentoring, or talking to groups of pupils about careers in the law.
- provision of goods or services for community groups as agreed, e.g. pro-bono legal advice.

3.5 Provision of specialist legal training sessions for in-house lawyers through previous versions of the framework has enabled Ealing's in-house legal service to achieve significant savings on its training budgets while still ensuring that our in-house team remains fully up to date in its learning and practice.

4 Financial

Financial impact on the budget

4.1 The total spend for all the LBLA members from January 2020 to September 2022 is £31,354,632. The Ealing spend for the last three years is set out in the table below.

Barristers spend for Ealing by calendar year				
Spend per Lot	2020	2021	2022	Total
LOT 1: Adult Social Service	£ 8,160	£ 7,879	£ 11,755	£ 27,794
LOT 2: Children's Services	£ 199,658	£ 218,803	£ 178,310	£ 596,770
LOT 3: Governance & Public Law	£ 1,900	£ 14,359	£ 20,459	£ 36,718
LOT 4: Criminal Litigation & Prosecutions	£ 14,324	£ 32,899	£ 41,822	£ 89,045
LOT 5: Housing	£ 40,005	£ 31,455	£ 36,102	£ 107,562
LOT 6: Planning	£ 25,799	£ 61,442	£ 70,817	£ 158,058
LOT 7: Property	£ -	£ 2,500	£ 2,600	£ 5,100
LOT 8: Civil Litigation	£ 7,030	£ 12,761	£ 33,937	£ 53,728
Total	£ 296,876	£ 382,097	£ 395,801	£ 1,074,774

4.2 The costs for Ealing will be met on a case by case basis, from the budgets of the individual department for whom the service is being obtained.

4. Legal

The procurement will be conducted in accordance with the Public Contracts Regulations 2015 (as amended) and the council's Contract Procedure Rules.

5. Value For Money

5.1 This procurement exercise is to set up the LBLA Barristers Framework on behalf of LBLA members. The framework is expected to deliver some social value benefits. 5% of the scoring is attributable to Value Added Benefits & Social Value.

5.2 In addition to providing competitive fees, the bidders will be required to provide a range of Value Added and Social Value Benefits. Mandatory requirements are a minimum of 1 training session for each Lot to which they are appointed, monthly management information and twenty minutes free advice for each potential new instruction.

5.3 Bidders will be expected to offer a range of additional free benefits which could include additional training sessions and seminars, legal updates, legal research facilities, access to Chambers' conference rooms, secondments, legal surgeries, Pro Bono legal advice, supporting local charities, providing work experience to state school children and those from black, Asian and minority ethnic backgrounds.

6. Sustainability Impact Appraisal

No impact on the council's sustainability principles have been identified.

7. Risk Management

The new Framework needs to be in place by the start of 2024. In order to achieve this, the first mitigation is that the procurement is under light touch regulations. The external consultants Kennedy Cater, who carried out a similar function on earlier framework agreement procurements (including that of 2019), and Ealing's Commercial Hub officer team, will be monitoring the whole process in support of the council's in-house legal team.

8. Community Safety

No direct impact to community safety has been identified.

9. Links to the 3 Key Priorities for the Borough

The project seeks to confirm not only value for money for the council and other LBLA members but also enables the council to carry out its statutory functions. Having a Barristers Framework will enable the council to deliver its priorities in the most efficient and effective way.

10. Equalities, Human Rights and Community Cohesion

This contract seeks to replace an existing contract with similar terms and conditions. As such there are not considered to be any implications and an Equality Impact Assessment has not been undertaken.

11. Staffing/Workforce and Accommodation implications:

The council aims to carry out all its legal services via the in-house legal services team wherever possible. However, there will always be times when the in-house team does not have either the expertise or capacity to act, or where there are otherwise sensible reasons to use independent barristers. The framework will not have any staffing implications.

12. Property and Assets

No implications.

13. Consultation

It is not considered that community consultation is required in this case.

14. Timetable for Implementation

The indicative timetable is set out below. This may change once the invitation to tender (ITT) has been issued, for example if there are a significant number of bidders and the evaluation process needs to be extended in consequence.

Event	Expected Date
<i>Commercial Strategy to JCB</i>	2 March 2023
<i>Commercial Strategy to Cabinet</i>	19 April 2023
<i>Issue ITT</i>	22 May 2023
<i>Tender Clarification Deadline</i>	12 June 2023
<i>Return of Final Tender Documents</i>	22 June 2023
<i>Evaluation of Tenders</i>	31 July to 25 August 2023
<i>Post-Tender Meeting</i>	
<i>Internal review and approvals</i>	22 September – 20 October 2023
<i>Inform tenderers of outcome of evaluation process</i>	20 October 2023
<i>Standstill Period</i>	21 October 2023 – 30 October 2023

<i>Start of Contract Period</i>	1 January 2024
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15. Appendices

None

16. Background Information

None.

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Helen Harris	Director, Legal and Democratic Services	Co-author		Throughout
Andrew Shorter	Category Lead Procurement Hub	20 March 2023		
Emily Hill	Interim Strategic Director of Corporate Resources	16 March 2023		Throughout
Cllr. Steve Donnelly	Cabinet Member for Inclusive Economy	16 March 2023		

Report History

Decision type:	Urgency item?
Key decision	No
Report no.:	Report author and contact for queries:
	Assaf Chaudry, Contract Solicitor, Extension 5048

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Report for: ACTION
Item Number:

Contains Confidential or Exempt Information	Yes (in part) Appendix A is exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972
Title	Public Sector Decarbonisation Scheme Update and Phase 3b Contract Award
Responsible Officer(s)	Carolyn Fair, Acting Strategic Director Children, 0208 825 5177, cfair@ealing.gov.uk
Author(s)	Laurence Field, Programme Manager FieldL@ealing.gov.uk Pauline Lawrence, Leisure Operations Manager lawrencepa@ealing.gov.uk Maria Yashchanka, Net Zero Manager yashchankam@ealing.gov.uk
Portfolio(s)	Cllr Kamaljit Kaur Nagpal, A Fairer Start Cllr Jasbir Anand, Thriving Communities Cllr Josh Blacker, Healthy Lives Cllr Deirdre Costigan, Deputy Leader and Climate Action
For Consideration By	Cabinet
Date to be Considered	19 th April 2023
Implementation Date if Not Called In	3 rd May 2023
Affected Wards	All
Keywords/Index	Public Sector Decarbonisation Scheme (PSDS), climate emergency and ecological strategy (CEES), award contract, schools, leisure centres

Purpose of Report:

This report seeks agreement to take the next steps to deliver the council's ambitious plan to reach net zero with a £15m investment in decarbonising heating systems in seven schools and our three main leisure centres.

1. Recommendations

It is recommended that Cabinet:

- i. Notes the applications by the then Executive Director Children's, Adults and Public Health for a further £13.721m of grant funding as part of the Public Sector Decarbonisation Scheme and, if successful, authorises the Strategic Director for Children's Services, following consultation with the Strategic Director for Economy and Sustainability to agree the final terms and agree the Council to enter into a grant agreement with Salix Finance (the fund administrator) to receive the grant funding. Successful applicants have 10 days in which to return a signed Grant Offer Letter.

- ii. Approves, subject to the grant applications being successful, capital expenditure of up to £13.721m being incepted into the 2023/24 capital programme for Phase 3b of the Public Sector Decarbonisation Scheme (PSDS), to be funded from a mix of grant and match funding, and to spend the entire grant income for the Public Sector Decarbonisation Scheme in accordance with the terms of the grant. Also notes the match funding of £1.273m will be funded from the existing approved capital programmes, which will require virement under the Financial Regulations.
- iii. Approves, subject to the PSDS 3b grant application being successful, the inception of £803,332 match funding from the carbon offset fund, which funding has been allocated by the carbon offset fund board, into the 2023/24 Economy and Sustainability capital programme for Phase 3b of the Public Sector Decarbonisation Scheme. Noting that further match funding is being sought to maximise the grant received, which will be the subject of further approval. If further match funding cannot be secured, then the scope of the leisure centres works will be reduced to fall within the available funding.
- iv. Approves the appointment of the delivery partner, as set out in Confidential Appendix A, for Stage 1 of Phase 3b following a mini-competition procurement process using the GLA and Local Partnerships RE:FIT framework agreement (National Framework Agreement for Energy Performance Contracting). Noting that there are no financial implications, apart from the Investment Grade Proposal fees, if of acceptable quality, directly associated with the appointment for Stage 1, and that the financial commitment relates to Stage 2, the construction works, which will be the subject of a further report.
- v. Authorises the Strategic Director for Children's Services to finalise the terms and enter into the Stage 1 agreement following consultation with the Strategic Director for Economy and Sustainability and the Strategic Director of Corporate Resources.
- vi. If the bids for Public Sector Decarbonisation Scheme (PSDS) 3b Grant funding are successful, delegates authority to the Strategic Director for Children's Services to finalise the terms of, and enter into, the Stage 2 agreement for appointment of the delivery partner for the construction/installation works, following consultation with the Strategic Director for Economy and Sustainability and the Strategic Director of Corporate Resources, to meet the short project delivery timescales set by Salix Finance as the fund administrator.
- vii. Delegates authority to the Strategic Director for Children's Services, following consultation with the Strategic Director for Economy and Sustainability, to finalise the list of building works and take any other necessary steps to secure the implementation of the works.
- viii. Notes that appointment of the Stage 1 Delivery Partner under a Call-Off Contract under the Re:Fit Framework Agreement enables projects to be delivered in phases and subsequent phases (if for example, additional funding becomes available) so that further phases of scoping/design work and works contracts may be entered into beyond the first phase of works. It should be noted that additional works contracts will not be entered into until further approval has been obtained.

2. Reason for Decisions and Options Considered

2.1. The Ealing Climate and Ecological Emergency Strategy (CEES) sets a date of 2030 to be a net zero carbon borough. A number of funding routes are being used to progress towards this target.

2.2. The Department for Business, Energy and Industrial Strategy (BEIS) launched the Public Sector Decarbonisation Scheme (PSDS) in 2020, delivered by Salix Finance. The Council was successful in significant funding awards in earlier phases and is currently on site with schemes funded by Phase 3a of the scheme.

2.3. The scheme has now been extended to a further phase, Phase 3b, and the Council has bid for funding to enable a further seven schools to receive new low carbon heating systems in 2023/24, bid value £3,006,074; and new low carbon heating systems which will remove the use of gas at the Council's three major wet leisure centres, bid value £10,715,176.

2.4. A small proportion of match funding is required for each bid, and this has been agreed with services as detailed in paragraphs 4a and 4b of this report, at £469,570 for the schools and £803,332 for the leisure centres.

2.5. The CEES commits the Council to improving its own commercial portfolio (offices, centres, etc.) and managed schools to meet the net zero carbon target by 2030. This funding would allow the Council to make progress toward these targets.

2.6. Phase 3b PSDS grants are available for capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings including central government departments and arm's length bodies in England. It has been confirmed that the retrofit of leisure centres is allowable under the scheme. The scheme allows Public Sector Bodies including eligible central government departments and their arm's length bodies to apply for a grant to finance up to 100% of the costs of capital energy saving projects that meet the scheme criteria.

2.7. The Council bids are based on energy efficiency audits on corporate buildings, including schools and leisure centres. These were confirmed with the Strategic Property and Investment team as assets that will not be disposed of in the near term. The audit produced a costed plan for energy efficiency upgrades, and two PSDS bids were based on these plans.

2.8. The Council is currently delivering Phase 3a of PSDS under the National Framework Agreement for Energy Performance Contracting dated 24 April 2020 (the "Framework Agreement"), OJEU reference number OJ/S S194 08/10/2019 471647–2019–EN. A further procurement through the RE:FIT framework agreement has been undertaken for the Phase 3b bid.

2.9. The grant funding award decision is expected soon, and the scheme sets a very tight timescale for delivery which requires that the schemes be complete by March 2024.

3. Key Implications

3.1 The Department for Business, Energy & Industrial Strategy and Department for Energy Security and Net Zero advise that Phase 3 of the Public Sector Decarbonisation Scheme is providing £1.425 billion of grant funding over the financial years 2022/23 to 2024/25 to support the aim of reducing emissions from public sector buildings by 75% by 2037, compared to a 2017 baseline, as set out in the Net Zero and Heat and Buildings strategies.

3.2 The Council was successful in securing grant allocations through earlier phases of the scheme, including Phase 3a of the scheme which has provided grant funding for 8 schools and 6 sheltered housing schemes which are currently under way.

3.3 The Departments advise that the second Phase 3 application window, Phase 3b, will provide up to £635 million of funding over the financial years 2023/24 and 2024/25. The application window for Phase 3b closed on 31 October 2022. Applications were submitted by the Council for a further 7 school schemes and 3 leisure centre schemes.

3.4 The delivery timeline set by the operator of the Phase 3b scheme, Salix, is very short and requires public sector bodies to move very quickly to deliver the grant funded schemes by March of the financial year to which they relate. This will require the Council to make approvals decisions very quickly for 2023/24 schemes.

3.5 Cabinet, in December 2022, delegated authority to the Assistant Director: Planning Resources and Service development, in consultation with Commercial Hub and Legal, and the Leisure service, to procure the appointment of a delivery agent to manage and deliver PSDS Phase 3b, if the PSDS 3b bids are successful. Given the high values, a report is being brought back to Cabinet for decision to approve the appointment of the successful bidder at Stage 1, whilst obtaining related approvals required to proceed.

3.6 Utilising grant funding to deliver retrofits on the Council's own buildings delivers multiple benefits including:

- Financial savings to residents, leisure centres, schools and the Council through reduced energy and building maintenance costs
- Demonstrating leadership in the borough with carbon and energy saving projects
- Development of local case studies
- Positive changes in staff behaviour at work, which could also lead to positive changes in behaviour outside work
- Reduced cold-related ill health (excess winter deaths and winter hospital admissions)
- The growth of the Green Economy, supporting economic recovery and renewal through the skills agenda so residents can access good quality and secure employment.

3.7 Appointment of the delivery partner will also allow the Council to deliver subsequent phases of works through the framework agreement, without the requirement to undertake a further mini-competition, if future applications for PSDS funding are successful. Any subsequent works contracts will be the subject of further approvals.

3.8 Stage 2 of the process will involve provision of costed proposals, carbon savings estimated, performance guarantee, and will ensure grant compliance (and any subsequent approvals with the funder).

Leisure Centres

3.9 The leisure centres application covers the 3 major wet leisure centres; Northolt Leisure Centre, Everyone Active Acton Centre and Dormers Wells Leisure Centre which are critical facilities to the local community. As part of the PSDS application, site surveys have been undertaken across all 3 centres and generated the required technical appraisals to support the application to install new low carbon heating systems which will remove the use of gas on these sites and will replace failed boiler

plant, Combined Heat and Power (CHP) and air source Variable Refrigerant Flow (VRF) heat pumps.

3.10 In addition to the leisure facilities, there is also a library on site at Northolt Leisure Centre and the boiler systems also provides residents' heating and hot water (HIU) on the Eastcote Lane District Heat Network. Acton library is co-located at the Acton leisure facility as well as Council office accommodation for the Acton Housing Hub plus Children and Adult services.

3.11 The planned programme proposes a whole building renewal approach to include:

- Heat Pump Systems – heating only systems are to be installed where the demand is just for heating. Where sites also utilise cooling, heat recovery simultaneous cooling and heating systems are to be installed to allow for the recovery of cooling energy that would normally be rejected and use this to offset thermal demands. This is the key strategy for the leisure centres where it is proposed to install water loop systems for two sites and air source for one site.
- Solar thermal – will be applied to all sites (where practicable). The solar thermal will be used to reduce the high temperature demands (eg Dormers Wells Leisure Centre) leaving the heat pumps to supply heat at lower temperatures with enhanced efficiency.
- Insulation – the sites are modern and well-built so no measures have been advised.

Schools

3.12 The proposed schools PSDS 3b projects are related to the Schools High Priority Condition programme in that the installations provide new low carbon heating systems where existing systems have reached, or are reaching, the end of their operational life.

3.13 The schools schemes were reported to Cabinet in December 2022 and include replacement boilers with heat pumps and distribution and emitters, and solar panels.

3.14 The works are programmed where possible to take place during the 6-week school summer holiday period to minimise disruption to school sites. This places particular emphasis on procuring a contractor in advance of the summer holiday period.

4. Financial Implications

The financial implications of the Public Sector Decarbonisation Scheme Phase 3b are anticipated to be as follows:

a) Schools

Total Project value: £3,475,644

Total Grant value: up to £3,006,074 (capital)

Match fund required: £469,570 – from the existing approved Schools Condition Capital Programme funded by the Schools Condition Grant.

b) Leisure Centres

Total Project value: £11,518,508 (based on current match funding), up to £12,176,337

Total Grant value: £10,715,176 (capital)

Match fund required: £803,332 identified from the carbon offset fund, which funding has been allocated by the carbon offset fund board. Further match funding is being sought to maximise the grant received, which will be the subject of further approval, anticipated to be at Stage 2. If further match funding cannot be secured, then the scope of the leisure centres works will be reduced to fall within the available funding.

As noted above the grants have a matched funding requirement. These have been identified within the relevant capital programmes and may be subject to virement approval in accordance with the Financial Regulations of the Council.

5. Legal

5.1 As authorised by Cabinet in December 2022, the Council invited and evaluated proposals for the appointment of a delivery partner to deliver the Public Sector Decarbonisation Scheme to complete energy efficiency upgrades to Ealing Council corporate buildings, under the GLA and Local Partnerships RE:FIT framework agreement (National Framework Agreement for Energy Performance Contracting).

5.2 A mini-competition was carried out by the Council under the RE:FIT Framework Agreement in compliance with the procedures set out in this framework and the Public Contracts Regulations 2015 (as amended), to appoint the successful delivery partner for Stage 1 of the process, as set out in Confidential Appendix A, comprising of inviting providers on the framework to submit proposals with costings and other terms which would then form the basis of Stage 2 and the associated construction works. Following evaluation of tenders, the proposals submitted by the successful delivery partner, as set out in Confidential Appendix A, has been determined to offer the best possible value for money for the Council.

5.3 The full tender report setting out details of the procurement process undertaken and evaluation scores of the tenderers is enclosed as confidential Appendix A.

6. Value for Money

6.1 All proposals pursued are subject to rigorous value for money (VfM) procedures through the feasibility study and option appraisal process. Providing Cabinet approval is granted, contracts will be awarded in accordance with the framework agreement criteria and the Council's Contract Procedure Rules and Public Contracts Regulations 2015 (as amended).

6.2 During the execution of the projects, regular progress review meetings will be held to ensure the project is being executed to approved budgets and timescales.

7. Sustainability Impact Appraisal

7.1 The Council has committed to treat climate change as a crisis, where a swift, intensive and substantial response is critical to combatting this climate disruption, not dissimilar to the Council's response to the COVID-19 crisis, which most severely affected wards with the highest fuel poverty rates. Climate change presents an opportunity for communities to unite behind a common cause and proactively change their behaviours and built environment, prepare for the future by insulating homes and buildings, switching to low-carbon heating sources, and mitigate ongoing harm to our natural environment.

7.2 In January 2021, Cabinet approved the Ealing Climate and Ecological Emergency Strategy. The grants described in this report give the Council an opportunity to deliver domestic and commercial retrofits at scale, under largely grant funded schemes. This forms part of a broader ambition to scale up retrofitting and upskill the local workforce, which will underpin the growth of the green economy.

8. Risk Management

8.1 There are established processes for managing capital projects and risks are identified as part of the project management process. Risk Registers will be prepared for all of the projects, and these will be updated and managed until completion of the projects.

8.2 Salix Finance, as the fund administrator, sets extremely short project delivery timescales, with a completion date set of 31st March 2024. The scope of the proposed projects will be refined in Stage 1 of the delivery process to ensure that the scope taken forward to Stage 2 is deliverable within the allocated timeframe.

9. Community Safety

None

Links to the 3 Priorities for the Borough

The project is linked the Council's key priorities for Ealing:

- Tackling the climate crisis – Both projects contribute directly to the reduction of carbon emissions.
- Creating good jobs - There is extensive potential for job creation in the borough during the scale up phase, bringing highly skilled, technical, and high paying job opportunities, as well as apprenticeships for those looking to upskill or move into the green economy.

10. Equalities, Human Rights and Community Cohesion

An Equalities Assessment has been carried out for the proposals described in this report.

11. Staffing/Workforce and Accommodation implications:

Officers from the Schools Property, Projects Delivery Unit and Leisure teams will be responsible for monitoring and delivering the outcomes of each project. There is a provision within the grant funding allocation to ensure that suitably qualified resource will be appointed to provide project management, technical review, and commercial management during the delivery of the contract. The Schools Property, Projects Delivery Unit and Leisure teams will make arrangements to engage the additional resource required to deliver these projects.

12. Property and Assets

12.1 PSDS Phase 3b Council-owned properties were selected for retrofit, with comprehensive input from the Leisure team on the basis that they are managed by the London Borough of Ealing and are not part of any schedule of disposals.

12.2 School assets were selected to receive a decarbonisation plan on the basis that they are managed by the London Borough of Ealing and are not part of any schedule of disposals.

13. Any other implications

None.

14. Consultation

Senior managers and officers from Children's Services and Economy and Sustainability have participated in discussions to identify properties for funding bids. They will continue to be stakeholders throughout the implementation of the schemes.

15. Timetable for Implementation

- The Public Sector Decarbonisation Scheme Phase 3b runs until March 2025
- 2023/24 projects need to be completed by March 2024 to meet grant criteria.
- Appoint the successful bidder as set out in Confidential Appendix A as soon as possible after the implementation period for this Cabinet.
- There is a fixed 60-day period for development of Investment Grade Proposals (IGPs).
- Decision to appoint a partner for the Stage 2 construction and installation works in July 2023. Note that the report recommending appointment of the Stage 2 delivery partner for the construction/installation works may need to be dealt with under the Council's urgency procedures to secure an exemption from call-in for the decision to enable works to start in August 2023.
- Undertake the works commencing August 2023
- Subsequent phases of the works are sought in line with funding availability/need and undertaken in line with the terms of the Framework, and governance arrangements.

16. Appendices

Confidential Appendix A – Tender Report setting out the evaluation scores of the tenderers.

17. Background Information

Report to Cabinet, Children's Services Capital Approvals, 7 December 2022
<https://ealing.moderngov.co.uk/documents/s4009/Childrens%20Services%20Capital%20Approvals.pdf>

Climate and Ecological Emergency Strategy, 2021-2030
https://www.ealing.gov.uk/downloads/download/6005/climate_and_ecological_emergency_strategy

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Cllr Kamaljit Kaur Nagpal	Portfolio Holder, A Fairer Start	16/03/23	23/03/23	Throughout
Carolyn Fair	Acting Strategic Director Children	16/03/23	23/03/23	Throughout
Tamara Quinn	Assistant Director Planning, Resources & Service Development	16/03/23	23/03/23	Throughout
Emily Hill	Interim Strategic Director, Corporate Resources	16/03/23	22/03/2023	Throughout
Justin Morley	Head of Legal Services (Social Care and Education)	9/03/23		
Kathleen Ennis	Principal Lawyer (Housing and Social Care)	9/03/23		
Jackie Adams	Head of Legal (Commercial)	9/03/23	13/03/2023	Throughout
Sajal O'Shaughnessy	Lawyer (Legal Contracts)	9/03/23	13/03/2023	Throughout
Russell Dyer	Assistant Director, Accountancy	9/03/23	22/03/23	1
Stephen Bell	Finance Manager – Children and School Services	9/03/23		
Craig McDowell	Category Lead (People)	9/03/23		
Katherine Ball	Finance Manager - Capital and Projects	9/03/23		
Cllr Jasbir Anand	Portfolio Holder, Thriving Communities	16/03/23		
Cllr Josh Blacker	Portfolio Holder, Healthy Lives	16/03/23		
Cllr Deirdre Costigan	Deputy Leader and Climate Action	16/03/23	17/03/2023	Purpose of the report
Chris Bunting	Assistant Director, Leisure	09/03/23		
Connor McDonagh	Assistant Director of Economic Growth	09/03/23		

Report History

Decision type:	Urgency item?
Key decision	No
Report no.:	Report author and contact for queries:
	Laurence Field, Programme Manager

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

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Report for:
ACTION

Item Number:

Contains Confidential or Exempt Information	NO
Title	Ealing’s Strategy for Additional and Special Educational Needs and Disabilities (SEND) and Inclusion 2023-2027
Responsible Officer(s)	Carolyn Fair, Strategic Director of Children’s Services (Interim)
Author(s)	Sally King, Project Manager
Portfolio(s)	Cllr Kamaljit Kaur Nagpal
For Consideration By	Cabinet
Date to be Considered	19 th April 2023
Implementation Date if Not Called In	3 May 2023
Affected Wards	“All”
Keywords/Index	Childrens; Education; Additional Needs, Special Educational Needs and Disabilities, Inclusion; Autism; Learning Disability

Purpose of Report:

This report seeks agreement by Cabinet to recommend the Additional and Special Educational Needs and Disabilities (ASEND) and Inclusion Strategy 2023-2027

1. Recommendations for DECISION

That Cabinet:

1.1 Notes and approves **The Strategy for Additional and Special Educational Needs and Disabilities (SEND) and Inclusion 2023-2027**.

1.2 Notes **The Strategy for Additional and Special Educational Needs and Disabilities (SEND) and Inclusion 2023-2027** links to adjacent strategies through the strategy action plans which includes updates from programmes of delivery for the **SEND Placement Sufficiency Plan, All Age Autism Board and All Age Learning Disability Strategy**, and **Child and Adolescent Mental Health Service (CAMHS) Delivery Group**.

1.3 Notes the Council’s **High Needs Sustainability Programme** will be aligned with strategic priority action plans to ensure the SEND Strategy supports the Council’s MTFS (Medium Term Financial Strategy) commitments.

1.4 Delegates the authority to develop and implement the action plan to the Strategic Director for Children’s Services, following consultation with the relevant Portfolio

Holders, the Strategic Director for Resources and the Director for Legal and Democratic Services.

2. Reason for Decision and Options Considered

- 2.1 The **Strategy for Additional and Special Educational Needs and Disabilities and Inclusion 2023-2027** will replace Ealing's SEND and inclusion Strategy (2018-22), which expires in April 2023 with 2022 as a transition year.
- 2.2 The new strategy has taken into account the Council's legal responsibility to publish a strategy for Special Educational Needs for children and young people aged 0-25, and where necessary the strategy will be updated to respond to national guidance, best practice, and legislative changes in the future.
- 2.3 The strategy will provide strategic direction for the Council and Ealing's local Strategic Partnership for additional needs, SEND and Inclusion, to improve outcomes for children and young people with Additional and Special Educational Needs and Disabilities, which is led and chaired by the local authority, working together with practitioners across Education, Health and Social Care as well as Ealing Parent Carer forum and from the Voluntary and Community Sector (VCS).
- 2.4 The option to do nothing and continue with an expired strategy is not recommended, because it would fail to maximise the positive impact on provision and services for children and young people with SEND and the use of available resources.

3. Key Implications

Contextual drivers

Local Context

- 3.1 There are 59,273 children of statutory school age, slightly lower since 2021. While demand for school places in the general school population has slowed, demand for EHCPs (Education and Health Care Plans) in Ealing has risen by 22% over the last 3 years (2019-2022), in line with London and England. In January 2022, 3.4% of the Ealing 3-24 year old population (3,119 / 93,783) were identified as having special educational needs, compared to 4% nationally¹.
- 3.2 The Strategic Partnership Board for Additional needs, SEND and inclusion brings together representatives from our parent and carer groups and expertise from education, health, social care and the voluntary and community sector. The Partnership Board is chaired by Ealing Council's Strategic Director of Children's Services.

¹ Total population based on GLA Spring 2022 projections

- 3.3 The strategy development approach was established by the SEND Executive Board in March 2022. A project manager was tasked with refreshing the Strategy for SEND and Inclusion during its final year and co-ordinating the development of the new Strategy to replace it.
- 3.4 The strategy embeds the SEND Executive Board's commitment to make sure that our children, young people and their families get the right support at the right time, by identifying and assessing their needs early. Early identification is an important first step to making sure children and young people benefit from the right services and support that they need to help them to thrive. This includes early identification of health and care needs, and early intervention and prevention to support the best possible health and wellbeing at all stages of childhood and as our young people with additional needs and SEND transition to adulthood.

National Context

- 3.5 Over the last decade, the national SEND system has been subject to a significant change, including the introduction of the Children and Families Act (2014), the SEND Code of Practice: 0 to 25 years (2014); the Care Act (2014).
- 3.6 Since the launch of Ealing's SEND and Inclusion Strategy in 2018 there has been further change to the national systems, both in response to ongoing challenges and deepening inequalities, exacerbated by the COVID-19 pandemic. As part of the Government's work to support children and young people with SEND the Department for Work and Pensions published a National Disability Strategy (2021)², which is committed to improving the experience of disabled children and young people at school and while accessing education. As well as a national strategy for improving the lives of autistic people and their families and carers in England 2021/22. Ofsted and the Care Quality Commission (CQC) launched a new local area inspection framework in November 2022 for inspecting local provision for children and young people with SEND, with new inspections to be introduced in 2023.
- 3.7 Additionally, an Independent Review of Children's Social Care followed by Stable Homes, Built on Love was published in February 2023³. The Government's 'SEND Review: Right Support, right place, right time' has been published. Most recently, on the 2nd March 2023, the government published The Special Educational Needs and Disabilities and Alternative Provision (AP) Improvement Plan⁴. The Improvement Plan sets an agenda to address three key challenges facing children, young people and families identified in the SEND Review.

These are:

- Navigating the SEND system and alternative provision is not a positive experience for too many children, young people and their families.

² <https://www.gov.uk/government/publications/national-disability-strategy#full-publication-update-history>

³ [Children's social care: Stable Homes, Built on Love - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/childrens-social-care-stable-homes-built-on-love)

⁴ [Special Educational Needs and Disabilities \(SEND\) and Alternative Provision \(AP\) Improvement Plan \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/114444/special-educational-needs-and-disabilities-and-alternative-provision-improvement-plan)

- Outcomes for children and young people with SEND or in alternative provision are consistently worse than their peers across every measure.
 - Despite the continuing and unprecedented investment, the system is not financially sustainable.
- 3.8 The DfE's SEND and AP Improvement plan intends to strengthen the SEND and AP system through improved early and consistent identification of SEN in the early years; improved workforce development; a standardised and digitised Education, Health and Care Plan (EHCP) process and template; and establishing clearer systems, roles and accountability.
- 3.9 The strategy highlights the importance of the first 1,001 days of a child's life (up until the age of 2), and the impact this can have on the development and life chances of our children and young people. This includes how well they build relationships, school achievements, future job prospects and overall health and wellbeing⁵. The strategy also recognises that a child's development and life chances are influenced by a multitude of factors such as early relationships, the care they receive, living in poverty, or becoming looked after⁶.
- 3.10 Research and insights also identify that our children and young people with Additional needs and SEND are more likely to experience poorer life outcomes and have less opportunities than their peers, and many of the issues and inequalities faced by our children, young people and their families have been exacerbated by the effects of the COVID-19 pandemic and the resulting lockdowns⁷.
- 3.11 The strategy also embeds Ealing SEND Executive Board's commitment to working together to support the delivery of the early help services that wrap around our families to make sure they can access the right information, advice and support for their child's individual needs and their family circumstances, in a timely way. This includes supporting our families to give their children the best start in life, through services such as midwifery, health visiting and parenting support; and enabling families to access early help including housing, debt and income advice.
- 3.12 Furthermore, the strategy recognises existing challenges relating to the EHCP process, and timely and effective completion of annual reviews. The North West London Integrated Care Partnership (ICP) have been actively included in the development of the strategy and are committed to having the right mechanisms in place to make sure health practitioners and clinicians fully support the integrated Education, Health and Care needs assessment process (EHCNA), providing information, advice, support and interventions to meet identified need within statutory / stated timescales.

⁵ [HM Government \(2021\) The Best Start for Life: The Early Years Healthy Development Review Report \(A Vision for the 1,001 Critical Days\)](#)

⁶ [HM Government \(2021\) The Best Start for Life: The Early Years Healthy Development Review Report \(A Vision for the 1,001 Critical Days\)](#)

⁷ [Council for Disabled Children \(2022\) Investing in early intervention](#)

- 3.13 The **Additional Needs, SEND and inclusion strategy** sets out our commitment to making sure the partnership has the right integrated offer for the most complex medical and/or mental health needs to thrive. This includes working together with the North West London Integrated Care Board (ICB) to make sure that our children and young people with learning disabilities and/or autism can grow up and remain living in their local community and close to their families. Ealing has co-developed a local strategy for Learning Disability 2022-2027 that is responsive and personalised to meet the identified and changing needs and a well-established Autism Board with a co-produced action plan to meet the aims of National Autism strategy. Our fourth priority is focused on improving sufficiency in supporting all our children and young people with into adulthood and links to action plans supporting these all-age strategies.

The Strategy

- 3.14 The new **Additional Needs, SEND and Inclusion Strategy** sets out our shared vision, principles and 4 priorities, for the Council, the ICB and our SEND Strategic Partnership as we work together over the next 3 years to support every child and young person with Additional and Special Educational Needs and Disabilities, up to the age of 25. This includes our children and young people who have an Education, Health and Care Plan (EHCP) and those who receive Special Educational Needs (SEN) Support at their school or educational setting.

- 3.15 Our Vision: 'Every child, young person and their family feels welcome, happy, safe in their community and is included in choices about their lives.'

- 3.16 Our principles are:

- strive to ensure that all services are inclusive and welcoming to our community.
- work in partnership with parents, children and young people with Additional Needs and SEND across their journey from 0-25.
- operate with a commitment to equality, transparency accountability and fairness.'

- 3.17 Our 4 priorities are:

Priority 1: 'To provide guidance, early identification of need and support for children young people and their families, so that schools and settings feel supported to welcome every child and young person and set the highest expectations for them.'

Priority 2: 'Every child and young person is prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment.'

Priority 3: 'Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production.'

Priority 4: 'Ensure sufficiency of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community'.

4. Financial

- 4.1 If, in order to deliver this strategy, there needs to be a change to the current use of resources or if additional resources are required, these will be the subject of separate reports and the financial implications will be provided in each case.
- 4.2 As part of the strategy, the council has started to implement early intervention strategies which aim to identify and support children's needs at the earliest possible stage, which should reduce the longer-term costs of supporting some children throughout their education. These projects are in the initial stages but will be monitored to assess impact both on outcomes for pupils and the financial cost of support through the council's High Needs sustainability programme. This will be reported through the Strategy governance structure.
- 4.3 The outcome of the DfE (Department for Education) SEND Review may impact on funding arrangements for pupils with SEND and updates will be provided when information is published.
- 4.4 No direct financial implications have been identified in this report.

5. Legal

- 5.1 The Council has a statutory duty under the Education Act 1996 to ensure the provision of sufficient schools for the provision of primary and secondary education in their area. Under s.14 of the Education Act 1996, the Council shall secure that sufficient schools for providing primary and secondary education are available in their area. Sufficient means sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education.
- 5.2 In meeting this duty, the Council must do so with a view to securing diversity in the provision of schools and increasing opportunities for parental choice. This strategy sets contributes to meeting the Council's legal duty.
- 5.3 The Children and Families Act 2014 made significant changes to the way that educational provision was assessed and provided for to children and young people with SEND. The 2014 Act is accompanied by detailed statutory guidance. Section 27 of the 2014 Act requires the Council to keep under review its educational, training and social care provision for children and young people who have SEND and to consider the extent to which the provision is sufficient to meet need. In exercising its functions, the Council must consult prescribed persons, including children and young people with SEND and parents. The strategy sets out the existing consultative forums and consultation and engagement will be undertaken on specific activities as aspects of the strategy are implemented.

6. Value For Money

- 6.1 The **Additional Needs, SEND and Inclusion Strategy** will also assist the Council in its commitment to targeting resources smartly. Our fourth Priority is: *to improve the quality and sufficiency of our local offer for children and young people with SEND will strengthen our knowledge and understanding of our community with SEND and their needs*. It is intended to help us enhance the way we plan, strategically commission and deliver the services and support that children, young people and their families need, both now and in the future.
- 6.2 This will ensure we continue to manage our resources effectively and sustainably in line with our principles of accountability, fairness for all our children and young people, in a way that responds to the changing needs of our diverse community and equity.
- 6.3 Each of the Priority areas have been written with a requirement to provide value for money included in their terms of reference of governance groups. A bi-monthly Strategy Delivery group, chaired by Strategic Director of Children's Services, oversees delivery against the priority action plans.
- 6.4 Over the course of the strategy, where specific programmes of work will be scoped and developed to support the 4 priority areas, across education, health and care, 'Invest to Save' business case approval will be sought specifically as required.
- 6.5 The Sustainable High Needs Programme is an Ealing Council programme which runs adjacent to the **Additional Needs, SEND and Inclusion Strategy** and has been developed to ensure Ealing Council can manage the "High Needs block" of the Dedicated Schools Grant (DSG) as the number of children with an EHCP is forecast to rise each year.
- 6.6 A commitment to increase the level of independence of families and young people making journeys to access education, community activities, services, and employment preparing those with additional needs for adulthood. Increasing uptake of personal budgets and Travel Training reducing LA provided transport through the Future Ealing transformation programme.

7. Sustainability Impact Appraisal

- 7.1 The strategy is not expected to result in adverse impact on the environment or increase energy consumption.
- 7.2 The strategy supports the Council's commitment to increasing places in our local provision, so that children and young people can be educated locally. This will positively contribute to a reduction in emissions generated by longer journeys via car, taxi and specialist transport. Risks that may arise if the proposed decision and related work is not taken.

- 7.3 An associated implementation plan will accompany the strategy which brings together the Strategic Partnership's Self Evaluation Framework and action plans for our strategic priorities. This will be a 'live' document throughout the lifecycle of the strategy and will be updated to reflect any changes.

8. Risk Management

- 8.1 If the decision is taken **not** to agree the strategy, the local authority and Strategic Partnership will be without a clear and shared vision, principles and priorities. The lack of an agreed strategy could in turn undermine the effectiveness of the partnership as they continue their work to meet needs and crucially improve outcomes for our children and young people with Additional Needs and SEND and their families.
- 8.2 There continues to be ongoing developments in the national SEND and Alternative Provision system, and the local authority is likely to be subject to some changing duties (and/or approaches to fulfilling existing duties) stemming from proposals set out in the SEND and AP Improvement plan (2023) and SEND and AP Green Paper (2022) and any further introduction of new national policy and or legislation around support for children and young people with Additional Needs and SEND and their families.
- 8.3 To mitigate the risk that our strategy ceases to comply with national policy and regulation, we will carry out a review every two years and where necessary update our strategy to reflect national and local changes.

9. Community Safety

- 9.1 There are no negative safeguarding implications. The **Additional needs, SEND and Inclusion Strategy** sets out a vision for all our children and young people with Special Educational Needs and Disabilities to have high aspirations and to achieve positive lifelong outcomes. In practice, this means making sure all our children and young people with Additional Needs and SEND are safe, healthy, happy and included in their educational setting and communities.
- 9.2 Implementation of the strategy is subject to relevant policies, underpinned by the Council's approach to safeguarding all our children and young people, including those attending out of borough provisions. In relation to the engagement process, we have ensured that no residents were put at risk through participation. We did not require consultees to give personal identifying details on their survey responses (consultees were invited to share contact details, and where relevant providing details of title and organisation were optional). Feedback collected during co-production was anonymised.

10. Links to the 3 Key Priorities for the Borough

- 10.1 Tackling Inequality 'that blights too many lives and disproportionately holds back all too many people from achieving their dreams and aspirations'.

- 10.2 The strategy embeds our commitment to tackling the inequalities experienced by our children and young people with additional needs and SEND, and the partnership will continue to strengthen early identification. This includes working with nurseries and setting to ensure we have high quality SEND provision from the early years, which we know can reduce the likelihood of a child or young person being identified with SEND later on.⁸
- 10.3 Ealing has high aspirations for every child and young person in our community. We want them to achieve their best. This includes at all stages of their learning, everyday life, in their health and wellbeing; and as they take their next step towards independence and adulthood. To achieve this, we must support and empower our families to give their children the best start in life; and we must enable our children and young people to discover and achieve their goals and to shape their lives and futures in the way they want. **The Strategy for Additional and SEND and Inclusion** is therefore crucial to supporting our work to tackling inequality and inspire and empower our young people through providing a fairer start.
- 10.4 The Strategy has been co-produced with our local partners. It seeks to embed a culture of embracing difference, working together to make inclusion everyone's business (under our strapline 'Include Me') and supports the Council's wider equality strategy 'Ealing is for Everyone'. Through prioritising inclusion, this strategy will positively contribute to our ambitions to contribute to wider work to build an Inclusive Economy that works for everyone.

11. Equalities, Human Rights and Community Cohesion

An Equalities Analysis Assessment (EAA) has been completed and is included as Appendix B.

12. Staffing/Workforce and Accommodation implications:

- 12.1 No direct workforce implications have been identified by this report.
- 12.2 If a requirement for additional resource is identified to support this Partnership, a separate proposal and supporting restructure report will need to be prepared in accordance with the Council's procedure and principles. This will outline the resource required and the reporting structure.

13. Property and Assets

- 13.1 This document provides an overarching strategic direction for how the local Additional Needs, SEND and Inclusion Partnership will support Ealing's children and young people with Additional Needs and SEND and does not introduce new and expanded plans with implications for property. Such decisions would be the responsibility of relevant departments and would be agreed through the Council's formal governance and decision-making structures and relevant statutory consultations and proposals.

⁸ Department for Education: SEND Review: Right Support, Right place, Right time pp.39.

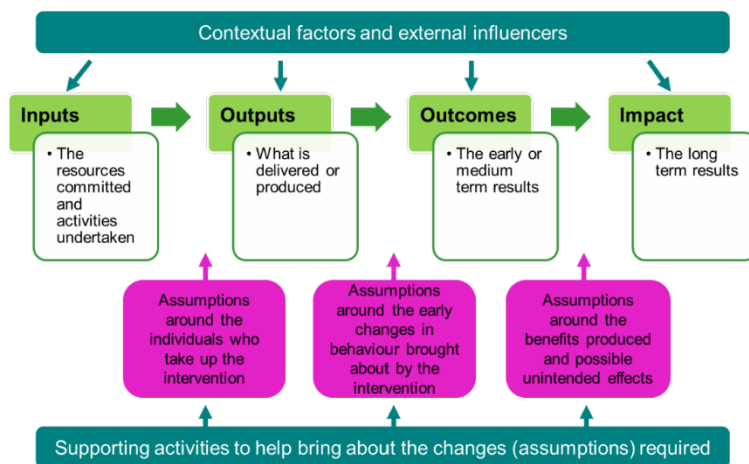
13.2 This strategy embeds a commitment to making sure all our children and young people receive an excellent education, and their needs are effectively met in an educational setting or environment that is right for them. Wherever possible, this should be in a local mainstream setting. As a result, the strategy further embeds the Council’s existing commitment to increasing in - borough state funded SEND specialist provision, this includes increasing the number of places in special schools through expansion and satellite development, and Additionally Resourced Provisions (ARPs) in mainstream schools.

14. Any other implications:

No further implications have been identified.

15. Consultation

15.1 The Strategy has been co-developed and coproduced by local partners and was developed using Mayne’s ‘Theory of Change’ approach⁹ to develop a robust approach to intervention and evaluation. The diagram below indicates the approach which has been adapted to build in a clear link to feedback from partners in the development of the four strategic priority objectives and supporting action plans.



Source: Mayne, J. (2017) cited in The Magenta Book 2020

15.2 A conference entitled ‘Include Me’ was held in October 2022. Feedback from this conference, along with the results from the February 2022 Parent Carer and Young People’s Survey form the basis for the draft strategy, which was approved by Ealing Parent Carer Forum, and SEND Executive Board in April 2022.

15.3 The Coproduction Steering Group produced the survey and shared this with parents, children and young people. The Strategy development was coordinated through the group and helped shape the strategy production process. This multi-agency group included expertise from Education, Health and Social Care, lived experience from parents and young people, the voluntary sector and Employment and Skills. The council’s Equality team are aware.

⁹ [HMT Magenta Book.pdf \(publishing.service.gov.uk\)](#) p. 23

15.4 The expertise and experience from our Coproduction Steering Group was brought together with research, local evidence of need and benchmarking of other local authorities to inform our draft.

15.5 During Summer and Autumn 2022, a targeted engagement programme was carried out with local stakeholders to coproduce the strategy. The primary objective of the engagement programme was to seek the views of our stakeholders across the SEND Strategic Partnership on the draft strategy. In doing so, we were able to further develop and improve our strategic approach, vision, priorities, principles and action planning.

15.6 Through our coproduction phase, we:

- Provided important feedback on the Equality and Accessibility Assessment to ensure our key strategic communications are approved for readability and accessibility across our diverse community.
- Gained feedback on the draft vision, principles and priorities and their associated objectives.
- Gained insight into ongoing challenges experienced by those delivering services to inform action planning.
- We used a variety of different methods to develop coproduction, and gain feedback from local practitioners, children and young people, parents, carers and individuals with lived experience. This included questionnaires, engaging through existing groups and forums and the Ealing Service for Children with Additional Needs (ESCAN) Away Day and Include Me conference.

15.7 In Summer 2022, Ealing Mencap led sessions with young people to share their experiences of being included at school and in their communities. These sessions will part of the Council’s work to inform a young people’s Charter as well as our **Additional Needs, SEND and Inclusion Strategy**.

15.8 The views and ideas shared with us during the Strategy coproduction phase with parents, practitioners and young people have helped the council and ICB to better understand experiences locally including what is working well and what needs to be improved.

16. Timetable for Implementation

Phase	Date	
	October 2021	Development of the 2022-26 strategy was initiated based on key findings from the ‘Include me’ vision Conference.
	February 2022	Ealing Parent Carer Forum report published, detailing responses from 168 parents and young people to the codesigned survey.
	March - May 2022	Draft strategy signed off by CLT (Children’s Leadership Team), SEND Executive Board and Children and Young People’s Board.
	July 2022	Joint LA (Local Authority) and Health Partners’ response to DfE SEND Green Paper

Design	May - September 2022	<ul style="list-style-type: none"> Formal consultation process including coproduced online survey and easy read survey shared widely. Semi structured conversations with stakeholders' and parents Young people engaged with support from Ealing Mencap and with help from the Council's Family Information Service (aligned to the learning disability strategy, short breaks, and Ealing Services for Children with Additional Needs (ESCAN) recommissioning activity. ESCAN service leads/Staff SEND workshop Strategy development and feedback sessions with schools, colleges and independent/third sector service providers via Head Teacher meetings and Briefings, SENCO (SEN Coordinator) network meetings and targeted sector engagement events.
	September-October 2022	Draft priority 4 subgroup terms of reference developed Initial meetings of priority subgroups to agree terms of reference
	October 2022	ESCAN joint away day with Ealing parent carer forum – initial action planning. SEND Executive Board shared initial feedback from Strategy consultation
Transition	November - April 2023	Self-evaluation and co-development of action plans Development of data dashboard project Sign off action plans with priority subgroup leads. Priority subgroups scheduled and terms of reference in place
	November 2022	Seek approval from Backbench Committee
	February 2023	Strategic Priority leads identified Sign-off Strategic Partnership Board TOR Strategy communication coproduction task and finish group deliver Strategy communication plan
	April 2023	Sign off by Ealing Cabinet
	May 2023	Sign-off by Children and Young People's Board Once approved, the current SEND Executive Board will become the Strategic Partnership Board responsible for overseeing the delivery, monitoring and review of this strategy and securing full commitment of partners.
Implementation	May 2023	Full launch of strategic governance model and action plans and performance dashboard. Delivery of the actions set out in the strategy will be the responsibility of a named lead officer, who will be required to report on progress through the Additional Needs SEND and Inclusion Strategy Delivery Group and relevant internal governance structures. Leads for all actions in the strategy are set out in an operational action plan for the partnership.
	April 2024	Evaluation The strategy will be reviewed after two years, and where necessary it will be updated to respond to local and national changes.
	April 2026	Review and transition year to new strategy in April 2027.

17. Appendices

- **Appendix A – Ealing's Strategy for Additional and Special Educational Needs and Disabilities and Inclusion 2022-2026.**
- **Appendix B – Equality and Accessibility Assessment of Ealing's Strategy for Additional and Special Educational Needs.**

18. Background Information

References:

- [National Disability Strategy](#) 2021 HM Government
- [National strategy for improving the lives of autistic people and their families and carers in England](#) 2021/22 HM Government
- [Local area SEND inspection framework](#) 2022 Ofsted and the Care Quality Commission (CQC)
- [Stable Homes, Built on love](#) 2023 HM Government.
- [SEND Review: Right Support, right place, right time'](#) 2022 HM Government.
- [Special Educational Needs and Disabilities \(SEND\) and Alternative Provision \(AP\) Improvement Plan \(publishing.service.gov.uk\)](#) March 2023 HM Government.
- [The Best Start for Life: The Early Years Healthy Development Review Report \(A Vision for the 1,001 Critical Days\)](#) 2021 HM Government.
- [Investing in early intervention](#) (2022) Cerebra; Council for Disabled Children; University of Warwick; Mencap.
- [HMT Magenta Book.pdf \(publishing.service.gov.uk\)](#) 2020, His Majesty's Treasury.

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Cllr. Kamaljit Kaur Nagpal	Portfolio Holder, A Fairer Start	13/03/23		
Carolyn Fair	Director, Children & Families	01/02/23		
Julie Lewis	Director Learning Standards and School Partnerships	01/02/23	02/03/23	
Madhu Bhachu	Assistant Director SEND	26/02/23		
Tamara Quinn	Assistant Director, Planning, Resources & Service Development	01/02/23	02/03/23	Throughout
Chike Nnalue	Head of SEND Strategy and Development	26/02/23		
Russell Dyer	Assistant Director, Accountancy	08/03/23	17/03/2023	
Justin Morley	Head of Legal Services (Litigation)	08/03/23	16/3/2023	
Stephen Bell	Finance Manager, Children & Schools	08/03/23		

Report History

Decision type:	Urgency item?
Key decision	No
Report no.:	Report author and contact for queries:
	Sally King, kings@ealing.gov.uk 07726 524619 Madhu Bhachu bhachum@ealing.gov.uk

Ealing Strategy for Additional and Special Educational Needs, Disabilities and Inclusion 2023-2027

Front cover – add design

Document Control	Changes
Scope	Ealing's Strategy for Additional and Special Educational Needs, Disabilities (SEND) and inclusion sets out our shared vision, principles and priorities as we work together over the next three years to support our children and young people with Additional needs and SEND (up to the age of 25) and their families.
Approved by	PENDING – Cabinet 19 th April 2023
Cabinet Member	Cllr Kamaljit Kaur Nagpal Cabinet Member for a Fairer Start
Approval Date	PENDING – Cabinet 19th April 2023
Director	Carolyn Fair, Director of Children's Services
Project Sponsor	Madhu Bhachu, Acting Assistant Director for SEND
Document Author	Sally King, Project Manager
Review	Ealing's SEND Strategic Partnership Board are responsible for monitoring and reviewing this strategy. This strategy will be reviewed every 2 years and where necessary, updated to respond to local and national change. The associated Priority Action Plans will be kept up to date and will be regularly reviewed throughout the lifecycle of the strategy. Individual actions are the responsibility of the named partner, who is required to report on progress through their internal governance structures, as well as to the SEND Strategy Delivery Board.

Version history

Version number	Changes	Date	Author
1.0	First draft	12/12/22	Sally King
121222v2_AM	Amended section 2	14/12/22	Avtar Maan
As above – shared doc	Added in challenges to workforce	16/12/22	Madhu Bhachu
As above – shared doc	Codesigned action plans with EPCF; Contact Ealing; Ealing Mencap and Westside Youth Centre	19/12/22	Sally King
	High level action plans updated and attached	20/02/22	Sally King
As above – shared doc	Comments from Legal	15/03/23	Justin Morley

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Executive Summary

This is Ealing's strategy for Additional and Special Educational Needs, Disabilities and Inclusion for children and young people aged 0-25. Our strategy is coproduced by our strategic partners in the local area and sets out priorities which partners are responsible to deliver.

We believe inclusion is everybody's business. To reflect this, the Local Strategic Partnership includes a range of partners, including children and young people; parents and carers; community organisations; nurseries, schools and colleges, NHS providers trusts and a range of local organisations and businesses. The Strategy is governed by Ealing Council and Ealing Borough Based Partnership under North-West London Integrated Care Board.

The strategy was developed from a review of the previous strategy; surveys and engagement and an evaluation of performance information and Self Evaluation. Feedback from engagement and information are reflected in our four Strategic priorities:

1. To provide guidance, early identification of need and support for children young people and their families, so that schools and settings are supported to welcome every child and young person, and set the highest expectations for them.
2. Every child and young person is prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment
3. Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production.
4. Ensure sufficiency and quality of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community.

We have developed principles of equality, accountability, sustainability and fairness to ensure that the strategy underpins our commitment to effective use of resources across education, health and care. This strategy aligns with the Council Plan and the NHS Integrated Care Plan for Ealing.

1 Foreword

Welcome to Ealing's joint strategy for Additional and Special Educational Needs and Disabilities (SEND) 2023-2027. If you would prefer an easy read version is also available on the Local Offer website¹. This strategy addresses the needs of Ealing's children and young people with additional and special educational needs and disabilities, and their families/carers.

The new strategy is launched following consultation, engagement and co-production with children, young people and their families, and with our strategic partners. Ealing is committed to working together with Ealing Parent Carer Forum and families across Ealing to deliver the developments that will meet the needs of young people in line with the aims in this document. The role of young people is key to our strategic plan to ensure Ealing's services support and encourage young people with SEND to reach their full potential including, living independent lives where possible.

We recognise that community partners and service providers play an important part in supporting young people into adulthood. We want to build on our strong relationships with community partners and strengthen those with adult service providers, health providers, community groups and businesses over the next 4 years. It is also a call to action for the wider community to do their bit to make Ealing a better place for children and young people with SEND and their families.

The last few years have seen significant impact of events on people's lives, including the impact of COVID-19 pandemic and a global economic downturn. Services are operating with increasing local need and amid significant challenge, within the wider context of a changing policy environment nationally.

We would like to extend our gratitude and thanks to all those engaged in supporting young people with SEND and their families. Ealing has an extensive and highly regarded range of inclusive education provision, from Early Years through to Further Education with dedicated and tailored specialist provision. Our ability to develop and increase provision in line with demand will be essential to deliver the outcomes we agree for our young people in the future. It is also important that we continually improve our services and ensure that we can adapt to any increases in needs. The strategy also sets out the steps we are taking to ensure we provide value and fairness for children and young people in both cost and quality.

We are proud of the collaboration with our schools and settings, through Ealing Learning Partnership, that provide exceptional education and pastoral care for children and young people with additional and Special Educational Needs and Disabilities.

¹ [Ealing SEND Local Offer](#) | [Ealing Directory \(ealingfamiliesdirectory.org.uk\)](#)

2 Introduction

This strategy covers the local area of London Borough of Ealing. This document identifies our vision, priorities and aims for children and young people aged 0-25 with SEND and for Inclusion, and the delivery plan for the period 2022 to 2026. This strategy dovetails with a range of local plans and strategies across Ealing council; schools and settings (through Ealing Learning Partnership, Health partners (through the Ealing Borough Based Partnership formed in April 2022) and with our partners in the community supporting children, young people and their families.

This strategy was co-created with key partners and takes into account a range of information including:

- Feedback from children and young people, parents and carers
- Feedback from schools and education settings including mainstream schools, special schools and additionally resourced provisions (ARPs), early years provisions.

Local data relating to trends in SEND and in education, health, social care, and other relevant services.

What's in a name? Ealing's local partnership recognise that people want to say how they would like to be referred to in different ways, and to ensure our young people's views have been considered, we have used both terms 'additional needs' and special educational needs in this document. We will continue to work with our children and young people to ensure our language is inclusive.

2.1 Delivery of the Strategy

The SEND strategy is a multi-agency and co-produced commitment, and the governance arrangements reflect the need for this level of ownership and accountability (see Section 4 Implementation below). To deliver on the priorities will require partnership working across the public, community and private sectors.

The priorities will be delivered and monitored through an action plan overseen by the multi-agency Strategic Partnership Board. There will be an ongoing review of both the strategy and the action plan to ensure that we remain focussed on the right priorities and make solid progress to achieve them, so to improve outcomes for children and young people with SEND in Ealing.

Leadership and membership of the Priority subgroups and ownership of priority action plans cuts across a wide range of key partnerships including (but not limited to) children's services, schools and colleges; borough based and wider health partners; youth services; Police and Safeguarding partnerships; adults services and integrated health and social care commissioning.

The Senior Responsible Officer in the Council for the Strategy for Additional Needs and SEND is the Assistant Director for SEND supports the delivery across key priority areas and will work with Ealing's Designated Clinical Officer.

2.2 Sustainability through partnerships

Ealing has built a track record of developing meaningful partnerships with schools and settings (Ealing Learning Partnership) and with multi agency working to support children and families of children with additional needs (e.g., award winning Building My Future programme²). Leaders understand the importance of working in partnership in setting and achieving an ambitious vision.

Improving Partnership with schools - a road map

1. Increase Transparency

- How is budget used
- Benchmarking costs
- Compare variation in 'usage' e.g., spend on exclusion /Alternative Provision by school.

2. Shift language

- Develop a common language of assessment based on description of need and provision.
- Move away from '1:1' to 'predictable vs exceptional needs'

3. Collective processes:

- Peer moderation (clusters; Borough-wide)
- Problem-solving panels (e.g., behaviour/exclusions/children moving in)

Ealing supports the vision for the majority of children to have their needs identified and met in mainstream provision that parents and carers are confident in. The 2014 SEND reforms and underpinning legislation championed the progressive removal of barriers to and general presumption of mainstream education for all learners with SEND. Ealing's mainstream schools or settings continue to support a significant proportion of pupils with a special educational need in Ealing (47.2%) compared to London 48.6% and England 40.5% in January 2022³. Ealing is committed to reducing variation across schools and settings and making best practice common practice. There is more work to do, and Ealing has proposed to develop a more transparent approach with partners to support sustainable local provision.

Over the past 3 years, Ealing partners have collaborated as the SEND Executive Board. This board has been the delivery of key projects which focused on creating local solutions which offer good quality and value. This includes:

- ongoing expansion programme creating more places in our special schools and Additionally Resourced Provisions.
- delivery of the digital Education, Health and Care Portal for educational health and care assessments.
- the review of Social Emotional and Mental Health Needs leading to the introduction of a borough wide Therapeutic Thinking programme
- the reinstatement of Ealing Portage Service.
- The review of Ealing SEND offer for Early years and planned expansion of the early years SEND service.

² [DfE: Building my Future Ealing Evaluation Report June 2020](#)

³ [Create your own tables, Table Tool – Explore education statistics – GOV.UK \(explore-education-statistics.service.gov.uk\)](#)

- the introduction of the pre-diagnostic hub for Autism with experts by experience and support from our community and voluntary sector
- the development of community champions.
- the development of the all-age Learning Disability strategy.
- In 2021/22 Ealing practices went beyond the North-West London target of 75% of completed annual health checks and issued associated action plans to achieve 83% and 81% respectively. ⁴
- the launch of Ealing’s Participation Strategy (with Ealing Parent Carer Forum Steering group) the development of level descriptors of need across Ealing’s special schools.

2.3 Resilience and equality

The impact of COVID-19 on demand for support for children and families is still not fully understood.

In 2021, Ealing’s Joint Strategic Needs Assessment published a focused report on children⁵ in the period following the COVID-19 pandemic. The report made recommendations for the local area to address the 9 areas where there is evidence of health inequality:

1. Ensuring children have a healthy weight
2. School readiness gap
3. Educational attainment
4. Children’s mental health and wellbeing
5. Youth unemployment
6. how health and wellbeing services cater to predicted demographic changes
7. Improving childhood vaccination rates
8. Good management of long-term health conditions
9. Tackling child poverty

The learning that the COVID-19 pandemic 2020-21 taught is the importance of planning based not only on existing assumptions and past performance, and of commissioning and designing services to be flexible, responsive and fair. COVID-19 highlighted and increased disadvantages for different groups in Ealing’s communities. The disruption to education affected all families while some children had access at home to online resources and equipment, the most disadvantaged did not which has increased inequalities. There have also been disproportionate impacts on young children and mental health across all ages.

The learning from recent challenges is that strengthening our commitment to partnerships across education, health and care and with our voluntary and community sector that work tirelessly to serve our diverse local communities.

⁴ Source: Ealing Learning Disability Commissioning Service

⁵ [EALING JSNA Focus On CYP 2021 FINAL \(1\).pdf](#)

2.4 Developing capacity in the workforce

Global and national forces are having an unprecedented impact on workforce capacity among local authorities, schools and settings health and community support organisations. This has led to pressures for increased demand from services but also increased pressure to recruit to meet demand whilst maintaining a good level of quality in services and schools. Over the past few years, Ealing Partners are developing new roles to that offer progression pathways and are improving their induction and Professional Development programmes.

In 2023, Ealing partners are strengthening the workforce through training to support partners and with recruitment and retention. It's strategic intention to strengthen the graduated response by agreeing clear expectations of each other, which will support capacity.

2.5 Co-production and Participation

During 2020-2021 Ealing's Participation strategy, led by Ealing Mencap and was launched in October 2021 at the SEND Conference (the first 'face-to-face' Conference for Additional needs and SEND was held since the start of the Covid-19 Pandemic). The findings from this event and Ealing Parent Carer Forum's Parent/Carer and Young people's Survey report published in February 2022 were key to shaping this strategy⁶. 168 parents and young people responded to co-produced survey in October 2021. The findings from this conference, along with the results from the February 2022 survey form the basis for the draft strategy, which was approved by Ealing Parent Carer Forum, and SEND Executive Board in April 2022. The Co-production and Participation group steering group is which oversees the implementation of the participation strategy coproduced the survey and shared with parents' children and young people.

Co-production is fundamental to service development and continual, consistent collaboration with our Parents and carers is critical in ensuring the child is always at the centre of every discussion and decision in how we take our services forward. We will work transparently and in partnership with Ealing Parent Carer Forum, and our key community and voluntary service organisations (including Ealing Contact, Ealing Mencap, the Anchor Foundation and Ealing ISAID) to ensure there is representation for local families experience at every level of our SEND strategic governance, in line with national expectations from the Department for Education and the Department of Health and Social Care.





Additionally, in February 2023, we have an online email newsletter group with over 200 families who self-register to receive the local offer newsletters, surveys, consultations and other tasks that support service development projects and initiatives. We also engage with other local community and voluntary groups as appropriate to specific workstreams.

⁶ [Include me conference page on Ealing Local Offer](#)

During 2022-2023, Ealing is working with schools, colleges and partners in CVS to develop the co-production toolkit⁷ and a 'charter' for young people, that will lead to a new, refreshed young people's forum.

3 Local Context - a profile of Ealing

In 2021, the local partnership under the SEND Executive Board 'refreshed' Ealing's 2018-2022 Strategy for SEND and Inclusion. The refresh set out a range of Outcomes to enable the SEND Executive Board to assess progress based on assumptions about 'what good looks like'. The focus was on inclusion and destinations for pupils and learners.




Outcomes	Assumptions	Ealing Performance 2018-2022
Assessment and Timeliness 	Children receiving support in a timely way when an EHC Needs assessment is completed in under 20 weeks.	In January 2022, Ealing was completing 69% of EHC Needs Assessments in less than 20 weeks (excluding exceptions) compared to 63.9% in London and 59.9% nationally. Ealing has remained higher than the national and London average for timeliness over the period 2018-2022. ⁸
Prevalence 	A lower level of EHCPs indicates that schools and settings are better able to meet a pupil's and learner's needs.	There has been a 22% increase in Ealing EHCPs in last 3 years (2019-2022), a trend reflected in London and nationally. In January 2022, children with SEN in Ealing's maintained schools, 29.4% have an EHCP compared with 26.9% in London and 24% in England. ⁹
Equality 	Proportionality of pupil's characteristics as an indication of an inclusive education offer	Ealing has a higher over-representation of black African pupils with EHCPs compared to London and England ethnicity and Primary need types to be tracked more regularly. In Ealing, pupils of Black Caribbean heritage were overrepresented in exclusions and fixed term suspensions in over the last three academic years. ¹⁰
Placement 	A higher percentage of pupils with EHCPs in Mainstream Schools indicates they are more able to support pupils	Ealing had a higher proportion in mainstream than comparators, but this fell in 2022. 47.2% of statutory school aged pupils educated in mainstream school.

⁷ Ealing Council Plan FS1 97

⁸ DfE <https://explore-education-statistics.service.gov.uk/find-statistics/education-health-and-care-plans>

⁹ DfE <https://explore-education-statistics.service.gov.uk/find-statistics/education-health-and-care-plans>

¹⁰ [Local Authority Interactive Tool](#)

	and learners with SEND.	The number of children with plans placed in Non-Maintained or Independent special school settings (NMIs ¹¹) increased in Ealing in 2022 (21%) from the previous year, this compares to a smaller increase in the number of children with EHC plans placed in NMIs from 2021 to 2022 in London (+11%) and nationally (+14%). The number of children with new plans placed in non-maintained or independent special school settings (NMIs) increased in Ealing from 6 in 2020 this compares with a drop in the number of children with new EHCPs placed in NMIs from 2020 to 2021 in London (-7%) and nationally (-3%).
Inclusion 	LAs (Local Authorities) with lower absence & exclusion rates demonstrate better approach to inclusion	Although Data is affected by COVID, Ealing has seen a rise in permanent exclusions in 2021-22 overall from the previous year with 33% were on SEN Support. Fixed Term Suspensions increased compared to 2020-21 (COVID year) with 21% at SEN Support and 7% had an EHC Plan.
Progress 	LAs with better attainment and progress scores for pupils and learners with SEND to be indicative of more inclusive practice	Ealing learners at SEN Support level made positive progress on average, this was not the case at the national level. ¹²
Destinations 	LAs with clear vocational pathway better prepare Young People for the transition to adulthood and more learners access employment.	In 2019, SEND Learners stayed in education longer, but achieved less well at Levels 2 and 3 at age 19. Learners progressing onto work-based training fell over lockdown from in 2017 but has grown by 107% over 2 years since Jan 2020 to January 2022 (30). This compares to growth of 18% in London and 10% nationally.

3.1 Forecasting Demand for EHCPs and SEN Provision

Ealing is currently developing a sufficiency plan for SEND provision in the borough for the next 5 years. Forecasting SEND is particularly challenging to predict due the

¹¹ <https://explore-education-statistics.service.gov.uk/find-statistics/education-health-and-care-plans> 'NMI' figures include independent special schools, non-maintained special schools, and Specialist Post 16 provision.

¹² Ealing SEN Attainment Report, Ealing Council, 2023

complex issues driving demand of EHC plans. This creates a need for wide range of demand projections. The last few years in Ealing has seen a pattern of falling school rolls in the borough. The Joint Strategic Needs Assessment 2021 children’s report ¹³ predicted a rise in the adolescent population (15-24 years) over next 5-10 years.

In January 2022, 3.4% of the 3-24 year old population were identified as having special educational needs, compared to 4% nationally. There were 59,273 children of statutory school age, slightly lower since 2021. Percentage of SEN in Ealing State school pupil population was 14.4%, compared to 16.1% in London and 16.3% in England. Of these, 10.2% of school are pupils in Ealing state schools and settings were on SEN support an increase of 0.1 percentage point since 2021. This compares with a 0.4% increase nationally (12.2% to 12.6%) and an 0.3% increase in the London average from 2021 to 2022 from 11.4% to 11.7%.

There were 4.4% of pupils with an EHCP in Ealing state schools and settings, up 0.2% from 4.2% in January 2021. This compares with a 0.3% increase in London to 4.10% and a 0.3% increase to 4% in England. The percentage of pupils identified with SEN with an EHC Plan in Ealing was higher in January 2022 (29.54%) than London (26.99%) and England (24%).

The number of children with Education Health and Care Plans maintained by Ealing has risen by 22% over the last 3 years (2019-2022), in line with London and England. The expectation is that this will continue to rise if we ‘do nothing’. See table 1 below:

Table 1: Total Number of EHCPs maintained by Ealing (as a proportion of the overall population) 2018-2022 and 2023 forecast.

	2018	2019	2020	2021	2022	2023 (forecast)
Total number by Age Group (3-24 population)	2.3%	2.7%	2.8%	3.1%	3.4%	3.6%
Under 5 (age 3 and 4)	1.1%	1.4%	1.3%	2.1%	1.5%	2.0%
Age 5 to 10	3.1%	3.4%	3.9%	4.2%	4.5%	4.8%
Age 11 to 15	3.1%	3.6%	3.7%	4.1%	4.6%	4.9%
Age 16 to 19	2.8%	3.2%	2.8%	2.8%	3.1%	3.0%
Age 20 to 25 (age 20-24)	0.5%	0.8%	0.8%	0.9%	1.1%	1.3%

To meet the anticipated demand for access to specialist support, consideration for increasing access to support at the right time. Ealing Council is developing it’s ‘graduated approach’ to meeting Additional and Special Educational Needs to plan resources and meet demand. This work is in development with special schools and will continue to roll out across schools and settings through 2023-24.

3.2 Data and Digital Innovation

Over the last 4 years, Ealing has been gradually building the strength and capabilities of its digital systems, improving the quality of data, and developing analytical tools to

¹³ [Ealing joint strategic needs assessment | Ealing Council](#)

help partners and providers to better understand the needs of the local community and highlight areas where we may want to focus our resources on the future.

In 2023, Ealing is developing a multi-agency dashboard to capture key information for partners to review and benchmark progress.

4 Development of the Strategy

The Strategy development plan commenced in March 2022 and consisted of 3 phases (see diagram below). The strategy was drafted following the publication of the report from Ealing's Parent Carer Forum's Parent and Young people's Survey February 2022 - 168 parents and young people responded to survey.

During Summer and Autumn 2022, the draft strategy was shared widely. Partner involvement was undertaken through:

- a co-produced online survey and easy read survey – 103 people responded (77 fully and 27 partial responses).
- Semi structured conversations with stakeholders, parents, and young people
- Young people engagement through Ealing Mencap and Ealing Young people's engagement lead
- Feedback from the Learning Disability strategy, short breaks consultation was fed into the wider SEND strategy development to ensure people's views were fully sighted.
- Council and Health service leads and Staff discussed in team meetings and department meetings
- SEND Strategy development and feedback sessions with schools, colleges and independent/third sector service providers via Head Teacher meetings and Briefings, SENCO (SEN Coordinator) network meetings and targeted engagement events.





Leaders from SEND partners came together in September and October 2022, to discuss the strategic direction for Ealing, and reflect on the statistical profile, the success and learnings from the last 4 years in Ealing to build into the new strategy. Ongoing feedback during the codesign phase informed the action plan development.






The strategy action plans will support Ealing’s Health and Wellbeing Strategy when it is finalised.

Partner engagement in the Strategy will be ongoing, as the strategic action planning is fully co-produced through priority sub-groups and face to face and online workshops with parents and young people in Spring/Summer 2023.

4.1 Themes from Consultation and Co-production

Feedback from those involved in the engagement process were broadly in agreement with the vision, principles and priorities of the strategy. The key themes emerging from the consultation and codesign process are presented below:

Key themes from our strategy engagement and online survey 2022		
Feeling welcome in early settings and schools		<p>People said they are concerned about exclusions for children with additional and Special Educational Needs, including part-time timetabling.</p> <p>People said there needs to be more accountability and awareness of SEND in settings and schools.</p> <p>Some people felt their children were not welcomed and the quality of provision was not consistent enough.</p>
Improving information sharing and earlier intervention		<p>People said once you get a service it is good, but there needs to be better early intervention and assessment, and reduced waiting times.</p> <p>Systems for information sharing need to be developed and training delivered to ensure the right support at the right time.</p>
Preparing for Adulthood		<p>People want one person to lead on preparation for adulthood, so they know who to go to, and better transition planning as young people move to independence.</p> <p>The Council has successfully developed a service for those moving from children to adults’ services and want to build in health services.</p>

<p>Getting into and staying in Employment</p>		<p>People said they do not know who to go to for support to help young people get a job.</p> <p>People said employers need support to help young people to work well.</p>
<p>Good systems Accessible communication and information</p>		<p>People said they find the SEND system complicated, and struggle to find out about the process and access the right support.</p> <p>People want better information to be provided in different ways, not just on the local offer website.</p> <p>People can see the benefit of ICT such as assistive technology to support inclusion and want to see more investment. This could help more children and young people to be involved in decisions about their lives.</p>
<p>Working with families</p>		<p>People think the local authority want to support and help children but too often it can feel like a battle.</p> <p>Families wanted improved communication and suggested support/key workers to help them.</p>
<p>Housing</p>		<p>People were concerned about the future for young people with SEN and Disability in Ealing and want more information about housing options.</p> <p>People want access to suitable local accommodation in Ealing and supported living opportunities.</p>
<p>Activities in the community</p>		<p>People want increased access to Youth clubs and social activities for children with a range of needs and at different ages.</p> <p>People want children and young people to access more mainstream activities in their community at weekends and evenings.</p>

<p>Respite and short breaks</p>		<p>People were pleased work has started to develop respite services and want more choice locally.</p> <p>People wanted more help for families with children and young people with SEND facing poverty to receive more help.</p>
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5 Ealing’s Strategy for Additional and Special Educational Needs, Disabilities, and Inclusion 2022-2026

Our Vision

Every child, young person and their family feels welcome, happy, safe in their community and is included in choices about their lives.

Our Principles

- Strive to ensure that all services are inclusive and welcoming to our community.
- A commitment to equality, accountability, sustainability, and fairness.
- Work in partnership with parents, children, and young people with SEND across their journey from 0-25.

5.1 Our Strategic Priorities 2022-26

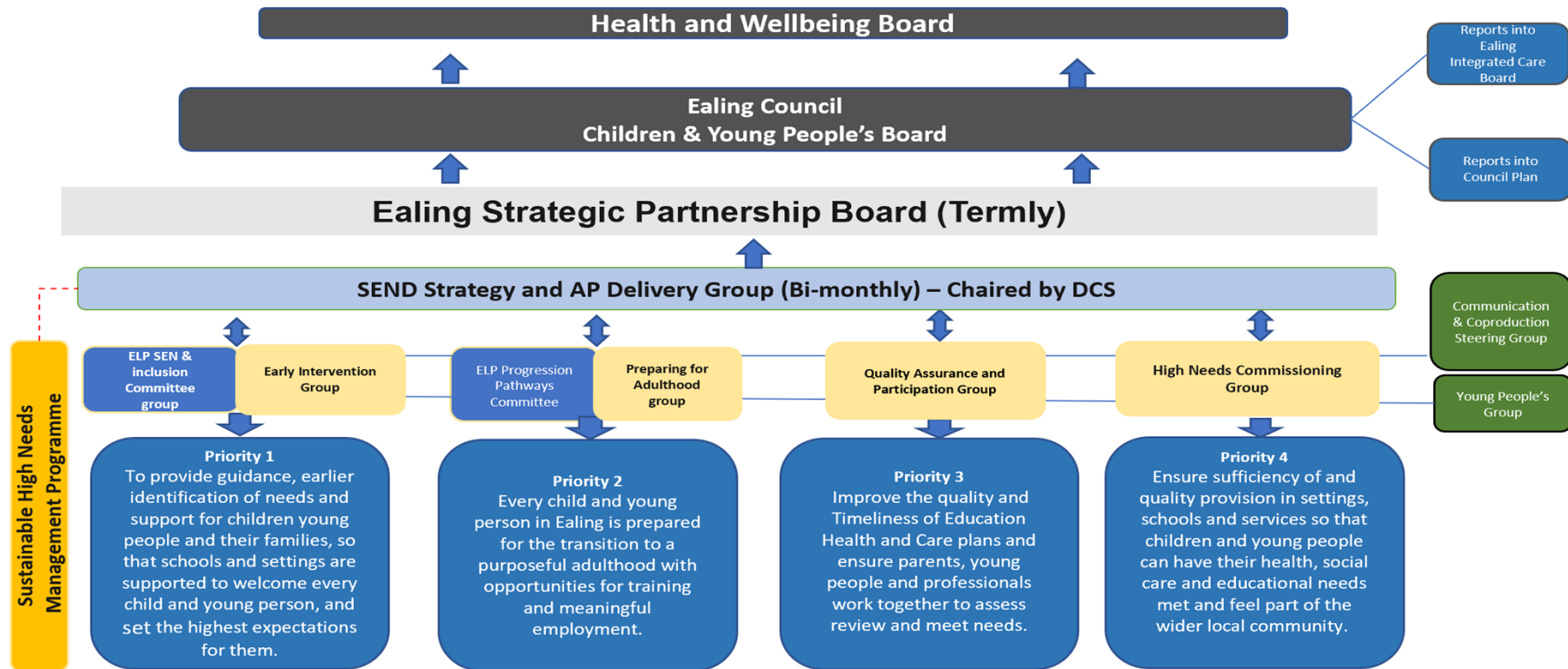
<p>Priority 1</p>	<p>To provide guidance, early identification of need and support for children young people and their families, so that schools and settings are supported to welcome every child and young person and set the highest expectations for them.</p> <p>Aim: Ensure best practice is common practice to provide the right support at the right time.</p>
<p>Priority 2</p>	<p>Every child and young person are prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment.</p> <p>Aim: Young People are at the centre of decisions about their future.</p>
<p>Priority 3</p>	<p>Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production.</p> <p>Aim: Co-production is at the heart of what we do.</p>

Priority 4	<p>Ensure sufficiency and quality of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community.</p> <p>Aim: Embed a sustainable offer based on the graduated</p>

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6 Governance 2023-2027

The structure chart illustrates the governance structure which will be implemented in when the strategy goes live in Spring 2023. The governance structure supporting delivery of the 0-25 SEND Strategy draws from across the range of services in the local area to reinforce the message that inclusion is ‘everybody’s business’ and central to the equality agenda.



- **Ealing Strategic Partnership Board**
- **SEND Strategy Delivery Group** - accountability for delivery of action plans: troubleshoot; report to the ‘Partnership Board’ and communicate progress/risks and issues.
- Priority 1: **Early intervention group** to be developed with Ealing Learning Partnership, SEN and Inclusion Committee
- Priority 2: **Preparing for Adulthood group** will be developed with Ealing Learning Partnership Progression and Pathways Committee
- Priority 3: **Quality Assurance and Participation Group** focus on EHCP Assessment, Planning and Annual reviews and participation
- Priority 4: **High Needs Commissioning Group** - joined up strategic commissioning across education, health and care.

6.1 Partners

Ealing Council and Ealing Borough Based Partnership work a wide range of bodies to support children and young people with SEND, the following key partners:

- Central and Northwest London Community Healthcare NHS Trust
- Contact Ealing
- Ealing Anchor Foundation
- Ealing Community Partners (NHS)
- Ealing, Hammersmith and West London College
- Ealing ISAID (Impartial Support, Advice and Information on Disabilities and Special Educational Needs)
- Ealing Mencap
- Ealing Learning Partnership including Teaching School Alliances
- Ealing Parent & Carer Forum
- Health Watch
- Northwest London University Healthcare NHS Trust
- West London NHS Trust
- NHS England
- The Commissioning Alliance (West London Alliance)

6.2 Priorities and Objectives

6.2.1 Priority 1 Objectives

To provide guidance, earlier identification of need and support for children young people and their families, so that schools and settings are supported to welcome every child and young person and set the highest expectations for them.

We know that the first 1,001 days of a child's life has a significant impact on their development and their life chances, including relationships; achievement at school¹⁴; future job prospects and their overall health and wellbeing. We know children and young people with additional needs and SEND are more likely to have less opportunities than their peers, and we are committed to tackling inequalities experienced by our children and young people with additional needs and SEND.

As well as settings and schools, we will also work with services that wrap around our families to make sure they have easy access to information, advice and support for their child's individual needs and their family in a timely way. This includes support for families to give their child the best start in life, through services such as health visiting and parenting support; and enabling families to access early help and advice.

Over the next 4 years, we will:

¹⁴ [HM Government The Best Start in Life, a vision for the 1,001 critical days March 2021.](#)

- **Ensure full time appropriate education** for all children and young people and with specific focus on children's social emotional and mental health needs in line with national guidance.
- **Develop a high quality training programme** to develop our workforce in schools and settings to meet identified needs earlier.
- **Provide advice and guidance to support assessment**, identification and support for children in a timely way.
- **Develop high quality support services** tailored for universal, targeted and specific needs.
- **Build strong evaluative systems** to ensure we have good quality provision in schools, settings, special schools and Additionally Resourced Provision, and further education.
- **Improve children and young people's experience, participation and parental confidence** in developing universal and targeted services.

6.2.2 Priority 2 Objectives

Every child and young person is prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment.

Children and young people should feel they belong and are valued. They should be confident in the Local Authority's planning for their future including at times of transitions, including transition from School to Further Education Colleges, or transition to Adult Social Care.

The [SEND code of practice](#) (2015) describes preparing for adulthood as having four pathways:

- **Education and Employment** this pathway explores different education, training and employment options.
- **Good Health** this pathway supports being as healthy as possible in adult life.
- **Independent Living** this pathway looks at travel, accommodation and living arrangements along with available support.
- **Friends, Relationships and Community Involvement** - opportunities for participating in and contributing to the local community as well as how to stay safe.

The SENAS Post 16 Team is responsible for the case management of Year 9 and above cohort (14-25 years old). This enables children and young people to have their educational needs understood and planned for as early as possible.

Over the next 4 years, we will:

- **Develop our Independent advice and guidance** offer by coproducing information, communication and engagement events with young people.
- **Create a joined up plan for the delivery of the pathways** that puts young people's voices at the centre of the design.
- **Promote independence** through ensuring that travel training is widely available to improve access to work and leisure and for 'Healthy Lives'.

- **Build stronger transition arrangements** for health commissioning for our young people by building on the work of Ealing Adult social care and with schools and colleges.
- **Develop a needs-led approach to commissioning** by bringing together multi-agency data to develop Post 14 pathway planning.
- **Relationships** Commissioners will develop a good network of providers and safe spaces in Ealing so young people can engage in a range of activities locally.

6.2.3 Priority 3 Objectives

Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production.

Ealing is committed to improving the quality of Education, Health and Care Plans and Annual Reviews based on clear measurable outcomes and to increasing confidence in the local system for SEND.

Over the past two years, Ealing has built a strong foundation start improving co-production of EHC plans and reviews through our digital parent portal. Ealing has been a pioneer in the utilisation of information and communication technology to improve communication, information sharing and intelligence-led decision making.

We must now identify and build on good practice to drive forward a consistent approach across our professional partnerships to improve timeliness of assessments.

Over the next 4 years, we will:

- Assess children and young people's **education, health and social care needs in a timely manner.**
- **Improve the quality of co-production and communication** during EHC assessment and planning process so that parents and young people consistently express that their views have been considered throughout.
- **Strengthen the multi-agency quality assurance framework** and monitoring process so that is sufficiently rigorous to drive improvement.
- **Develop our digital offer so that progress towards outcomes** for children and young people with an EHCP will be monitored within the context of the annual review process.
- **Develop a more consistent approach to the allocation of resources** to enable greater transparency and consistency in decision making.

6.2.4 Priority 4 Objectives

Ensure sufficiency and quality of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community.

Ealing has a track record in proactively developing joined-up services including an integrated commissioning service; all age strategies for learning disability and autism

and a co - located 'one stop shop' for services for children with Additional needs (ESCAN).

We understand that to build a graduated response to the needs our children, young people and their families, we must provide strong multi-agency oversight of planning and delivery of strategic commissioning of services to children and young people with high needs aged 0-25. We will focus on engaging our partners in service co-design, commissioning, procurement and delivery.

Many services required by children, families, schools and settings are commissioned from other providers, both commercial and not-for-profit, and we will work with these organisations to ensure their services remain of high quality.

Over the next four years we want to create new opportunities to deliver our services in innovative ways that take into account the changes in society and ensure best value for the public purse. As demand and external forces have change, it is necessary to review and reposition Ealing's integrated delivery arrangements to ensure continuous improvement in delivery and outcomes.

Over the next 4 years, we will:

- **Increase the number of Specialist SEND placements** locally.
- **Improve access to autism assessments**
- **Develop an integrated SEND Commissioning strategy** so Partners can assess the impact of commissioned services, identify gaps, and areas for improvement.
- **Improve our Alternative Provision offer** through developing our commissioning approach for inclusion.
- **Improve access to CAMHS** for children with SEND, with a clear graduated approach to meeting social, emotional and mental health needs through all services.
- **Implement a Short Breaks and Respite strategy** for children in Ealing to **improve access to activities in the community.**
- **Develop the options for meeting housing needs** of families with children and young people with disabilities.

7 Implementation of the Strategy for Additional Needs, SEND and Inclusion

During the Winter of 2022/2023, Priority leads worked with the Assistant Director for SEND and the Head of SEND Strategy to undertake a self-evaluation process and the formation of priority subgroups has been used to inform action plans for each of the priority areas. They were further informed by the consultation findings, learnings from the review of the previous strategy action plans and the work undertaken in the development of the Strategy Delivery Plan for Additional needs and SEND.

To ensure they are co-producing our key community partners have shared the findings from the consultation, the priorities and the proposed plans and have asked for parents and young people to get involved in the governance.

The Priority action plans form the SEND Strategy Delivery plan which will be reviewed regularly by stakeholders and further developed or amended considering outcomes achieved. The Strategy Delivery plan will be overseen by the SEND Delivery group (see 6.1 above for the Governance structure chart).

The delivery plan sets the key actions being taken in the local area over the next 4 years (2023-2027) to implement Ealing Joint Strategy for Additional and Special Educational Needs, Disabilities and Inclusion. Its purpose is to ensure successful delivery of the strategy and its action plan over the lifespan of this strategy, and to align it to future policy requires a programme management approach through strong governance.

Appendix 1: The SEND Delivery Plan: Ealing's Priority Action Plans and Outcomes

This a high-level plan. Detailed activity is captured within Priority subgroup action plans. Taking into account the vision, statutory duties, and working principles, the following priorities were identified are:

Priority 1	<ul style="list-style-type: none"> • To provide guidance, early identification of need and support for children young people and their families, so that schools and settings are supported to welcome every child and young person and set the highest expectations for them.
Priority 2	<ul style="list-style-type: none"> • Every child and young person is prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment.
Priority 3	<ul style="list-style-type: none"> • Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production.
Priority 4	<ul style="list-style-type: none"> • Ensure sufficiency and quality of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community.

Governance and accountability - The progress and success of the plan will be monitored by the SEND Delivery Group and the Ealing Strategic Partnership Board.

Each priority area has an identified lead who is responsible for completing the monitoring template and submitting it in advance of the SEND Delivery Group meeting. Deadlines will be met in accordance with the Strategic Partnership Board forward plan. The lead for specific milestones will use the key provided in tables in the 4 sections below.

Priority 1 High Level Action Plan

To provide guidance, early identification of need and support for children young people and their families, so that schools and settings are supported to welcome every child and young person and set the highest expectations for them.

What people told us	What do we want to achieve by 2027? (Our objectives)	How are we going to make it happen? (Milestones)	By when?	How do we know if we have succeeded? (Outcomes)
Some people felt their children were not welcomed	Ensure full time appropriate education for all children and young people and with specific focus on children's social emotional and mental health needs in line with national guidance.	A comprehensive inclusion training programme which supports Ealing's commitment to the values of Therapeutic Thinking across schools and settings/colleges and services.	2026	Reduction in suspensions overall with a focus on reducing disproportionality in ethnicity. The recommendations of the SEMH review have been achieved.
Some people felt the quality of provision was not consistent enough. People said there needs to be better early intervention.	Develop a high quality training programme to develop our workforce in schools and settings to meet identified needs earlier. Provide advice and guidance to support assessment, identification and support for children in a timely way.	Design and map a set clear guidance on expectations of the graduated response and what is ordinarily available for early years settings and for schools and colleges which has been coproduced in partnership with schools and settings that has been adopted widely.	2023	Training completed by leaders and staff. Every school and setting is equally good with strong leadership to embed the graduated approach. By 2026, the proportion of children whose needs are met in mainstream schools is in line with national average.
	Improve children and young people's experience, participation and parental confidence in developing	Participation and co-production Strategy SEND family partnership award - and young people's charter adopted by schools and settings (link to Objective 3)	2025	Number of schools and settings signed up Family Partnership Award increases annually Annual survey report increased satisfaction with schools and settings

	universal and targeted services.			the Co-produced Young People's Charter is launched, and schools sign up year on year.
People said there needs to be more accountability and awareness of SEND in settings and schools.	Develop high quality support services tailored for universal, targeted and specific needs.	Develop a commissioning model for schools in place which links to the graduated response and works across early years settings and includes an agreed outreach framework to support therapeutic thinking and principles in Ealing's all age Autism and learning disability Strategies and a clearly defined specification and commissioning approach to Alternative Provision to link into the Council's SEND sufficiency plan.	2024	A widely understood, highly valued outreach framework and commissioning model in place.
People said better information sharing systems need to be developed and training delivered to ensure the right support at the right time.	Build strong evaluative systems to ensure we have good quality provision in schools, settings, special schools and Additionally Resourced Provision, and further education	A co-produced self-evaluation and peer evaluation and quality monitoring approach is in place to ensure good quality provision in schools and early years settings ARPs and other provisions.	2025	Quality of provision for Children and Young People with SEND and all Children and Young People referred to Alternative Provision is good or better.

Priority 2 High Level Action Plan

Every child and young person is prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment.

What people told us	What do we want to achieve by 2026? (Our objectives)	How are we going to make it happen? (Milestones)	By when?	How do we know if we have succeeded? (Outcomes)
People want one person to lead on preparation for adulthood, so they know who to go to.	Develop our Independent advice and guidance offer by coproducing information, communication and engagement events with young people.	Good quality Information, Advice and Guidance at school	2023	Young People-led conference in 2024 ('Led by Me')
		High quality careers advice available locally	2023	Feedback from Preparing for Adulthood events shows improved satisfaction and events are well attended.
		A co-produced of the Local Offer website area for young people	2024	Increase of people are using the site regularly to find information annually
		Develop training and guidance for professionals and SENCOs and school staff on Preparing for Adulthood	2026	Performance for Preparing for Adulthood outcomes audit of EHCPs and Annual reviews improves annually
		Quality assurance of EHCPs and Annual Reviews		
		Recruit to fill vacancies in the Post 16 SEND Team and train new staff	2023	full Post 16 SEN Assessment Service Team in place.
People said they do not know who to go to for support to help young people get a job.	Develop a needs-led approach to commissioning by bringing together multi-agency data to develop	Improved multi agency intelligence led commissioning from a range of sources.	2023	All Transition Arrangements for key stages are smooth
		Robust commissioning framework for educational and care placements which includes Preparing for Adulthood outcomes to contracts expectations and to annual review process		Increased in school and college leavers completing work-based training, A reduction of NEETs with SEND;

	Post 14 pathway planning.			A reduction in leavers going to independent specialist colleges.
		A sufficiency strategy which covers 14–25-year-olds and is codesigned according to principles outlined in Ealing’s Participation strategy (link to Priority 4)		Growth in uptake of Ealing's supported internship programmes for young people with disabilities
People said employers need support to help young people to work well.	Create a joined up plan for the delivery of the pathways that puts young people’s voices at the centre of the design.	A young people’s charter is developed and launched at the Young People’s conference.	2024	All professionals completed a Preparing for Adulthood training programme and guidance recognised as best practice
		Develop CPD and training and guidance for professionals and SENCOs and school staff that is underpinned by relevant legislation, that links to Ealing’s annual review process		
		Develop in 2023 programme launch at Young People led conference		
People said they want better transition planning as young people move to independence.	Build stronger transition arrangements for health commissioning for our young people by building on the work of Ealing Adult social care and with schools and colleges.	Work with young people and Supported Internship graduates to actively promote independent travel training.	2024	Increased number of school leavers have completed independent travel training
	Health - Build stronger transition arrangements within health commissioning	Transition Arrangements for children transferring to Adult’s Services are extended for health services; Mental health commissioning is comprehensive and covers 0 -25 age range Progress therapy commissioning for post 18 provision;	2025	All transition arrangements for key stages and transferring from Children’s to Adults Services are smooth. The number of 14+ Learning Disability assessments completed remains at the 2022 level or higher.
People want increased		Develop range and quality of short break offer	2025	Increased local offer year on

access to youth clubs and social activities for children with a range of needs and at different ages.	Relationships Commissioners will develop a good network of providers and safe spaces in Ealing so young people can engage in a range of activities locally.	Develop our network of community champions		year for inclusive activities. Annual growth in Local organisations signing to the Ealing Young People's Charter.
		Communicate activities and groups and how to access them		
		Young people with additional needs engage with wider range of culture and arts projects and activity providers		

Priority 3 High Level Action Plan

Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production.

What people told us	What do we want to achieve by 2027? (Our objectives)	How are we going to make it happen? (Milestones)	By when?	How do we know if we have succeeded? (Outcomes)
Families wanted improved communication and suggested support/key workers to help them	Assess children and young people's education, health and social care needs in a timely manner.	SENAS, EPS & Health Services are sufficiently resourced.	2023	The timeliness of Ealing EHC needs assessments and Annual reviews on time will be consistently above the national average
		Investment in the information management system to support digital efficiency in administrative processes.		
		A robust monitoring system for EHCPs and Annual reviews		
		Engage a DCO specifically for Ealing		
				A robust and digitalised monitoring system for timeliness and quality of EHC needs assessments and subsequent annual reviews

<p>People think the local authority want to support and help children but too often it can feel like a battle.</p>	<p>Improve the quality of co-production and communication during EHC assessment and planning process so that parents and young people consistently express that their views have been considered throughout.</p>	<p>A multi-agency training programme co-developed and delivered with parents to understand what makes a good quality EHCP.</p>	<p>2025</p>	<p>A co-designed training programme completed by all advice contributors and plan writers.</p>
				<p>Parent satisfaction surveys feedback from parents and young people will demonstrate a year-on-year increase in the satisfaction they have with the EHC needs assessment and annual review process.</p>
				<p>Reduction in complaints about EHCPs and communication.</p>
<p>People said they find the SEND system complicated, and struggle to find out about the process and access the right support.</p>	<p>Strengthen the multi-agency quality assurance framework and monitoring process so that is sufficiently rigorous to drive improvement.</p>	<p>By the end of 2024, there will be an embedded quality assurance framework in place that demonstrates improvement in the quality of Ealing Education, Health and Care Plans that is extends to annual reviews by 2024</p>	<p>2026</p>	<p>EHCPs upon audit, at least 75% of all plans audited will be 'good' or 'outstanding'</p>
		<p>There will be a Quality Lead role to ensure this and build on training need.</p>		<p>Develop and embed a co-production framework EHC assessment that places children, young people and families at the centre of EHC planning.</p>
<p>People want better information to be provided in different ways, not just on the local offer website.</p>	<p>Develop a more consistent approach to the allocation of resources to enable greater transparency and consistency in decision making.</p>	<p>Develop an agreed set of coproduced level descriptors which underpin decision-making processes.</p>	<p>2026</p>	<p>A fair and transparent resource allocation approach is in place.</p>
		<p>Implement a transparent education banding system and a common language of assessment.</p>		<p>The number of appeals registered to the first tier SEND tribunal will be lower than the national and regional area averages.</p>

		Co-produce admissions and exit guidance for Special schools and ARPs that links to the Graduated Response Guidance	Coproducted admissions guidance for special schools and ARPs is in place.
People can see the benefit of Technology to support inclusion and want to see more investment. This could help more children and young people to be involved in decisions about their lives.	Develop our digital offer so that progress towards outcomes for children and young people with an EHCP will be monitored within the context of the annual review process.	Co-produce the annual review form, travel assistance form; and develop digital panel process through the portal.	85% Children and Young People demonstrate progress against outcomes.
		A digital system which can measure and monitor outcomes.	2026 Feedback from children and young people will express that they are making progress.

Priority 4 High Level Action Plan

Ensure sufficiency and quality of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community.

What people told us	What do we want to achieve by 2027?	How are we going to make it happen? (Milestones)	When by?	How do we know if we have succeeded? (Outcomes)
People said once you get a service it is good, but there needs to be better assessment, and reduced waiting times.	Increase the number of SEND placements locally	Launch and Implement a specialist provision sufficiency plan	2026	Local specialist provision is increased by at least 70 places
			2026	Decrease in use of independent and non-maintained schools to 3%
	Improved access to autism assessments	Develop through the All-age Autism and All Age Learning Disability Strategy action plan task and finish groups	2026	Reduction in Autism assessment waiting times
	Improve retention of staff across key professionals that support children and young people with additional needs and SEND	Increase investment into therapeutic services, Co-design and implement commissioning strategies for ISAID, Transport,	2024	Recommissioning of Ealing's contract for health care is completed.
			2023	Reduction in delays to access to therapies.
	Develop an integrated SEND Commissioning strategy so Partners can assess the impact of commissioned services, identify gaps, and areas for improvement.	Develop a staffing sufficiency strategy across key services including Educational Psychologists and schools	2023	Staff retention is improved in ESCAN services year on year.
			2023	Commissioned services are of good quality and support children and young people to achieve the best outcomes.
	Create capacity within the commissioning and brokerage functions to meet SEND needs through recruitment of SEND Commissioner and Recruitment of SEND Brokerage Officer	2023	Publication of an Ealing wide joint SEND Commissioning strategy	

		Develop an agreed performance management framework for SEND commissioning.	2024	The establishment of a Commercial Hub
	Improve access to CAMHS for children with SEND, with a clear graduated approach to meeting social, emotional and mental health needs through all services.	Monitor the mental health offer for CYP in Ealing and adapt to reflect changing needs		Reduction in CAMHS assessment waiting times
People said they are concerned about exclusions	Improve our Alternative Provision offer through developing our commissioning approach for inclusion.	Roll out train the trainer Therapeutic Thinking across Ealing - a whole school - whole system approach to supporting children with their behaviour, and implement recommendations from the SEMH strategy report 2021.	2024	Reduction in the need for suspensions or exclusions, or the need for more specialist services or provision
		Commissioning of Alternative Provision and specialist training	2025	Improved outcomes from Alternative Provision
People were pleased work has started to develop respite services and want more choice locally.	Implement a Short Breaks and Respite strategy for children in Ealing to improve access to activities in the community.	Working with special schools to increase short term breaks using their buildings. Tender to commence in 2023.	2024	Deliver increased timely access to a wider range of short breaks
People want children and young people to access more mainstream activities in their community at weekends and evenings.	Improved access to activities in the community.	Support the development of the Council's "Ealing is for Everyone" pledge, ensuring that all public spaces, businesses, and services are welcoming and accessible to people with physical and cognitive disabilities. Build on early learning from 'Let's Go Southall' and Family Hub development to	2024	Work with the Autism Board and the Learning Disabilities Partnership Board and Equalities Team to develop coproduced targets

		include activities for children and young people with additional needs and their families		
People want access to suitable local accommodation in Ealing and supported living. People want more information about housing options.	Develop the options for meeting housing needs of families with children and young people with disabilities.	Work with housing and Disabilities Facilities Grant to create opportunities to shape more innovative and tailored solutions for vulnerable residents.	2025	Work with the Autism Board and the Learning Disabilities Partnership Board and Equalities Team to develop coproduced targets

Appendix 2

Glossary of Key Acronyms and Terms

Additional Needs - Additional Needs refers to various groups of children and young people who for a variety of reasons may face additional barriers to education, learning and daily living.

AP – Alternative Provision (provide education for children who can't go to a mainstream school)

ARP – Additionally Resourced Provision – (ARP's meet the Special Educational Needs of children who require more support than a mainstream school can provide, but less support than a Special school provides).

BBP - Ealing Borough Based Partnership (clinically-led NHS body responsible for the planning and commissioning of health care services for Ealing (formally Ealing Clinical Commissioning Group)

BIS – Behaviour and Inclusion Service (provides interventions supporting improvement of pupil's behaviour by building on the inclusive practice)

CAMHS: Children and Adolescent Mental Health Service (services that work with children and young people who have difficulties with their emotional or behavioural wellbeing)

CDC - Council for Disabled Children (national umbrella body for the disabled children's sector with a membership of over 300 voluntary and community organisations and an active network of practitioners that spans education, health and social care.

CDT – The child development team in Ealing assesses and cares for children with developmental difficulties who are between the ages of 0 and 19. It's a multi-disciplinary team including: Doctors; Specialist health visitors; Speech therapists; Occupational therapists; Physiotherapists; Specialist nurses; Audiologists and Dieticians

CIN – Child in Need

CLCHT – Central London Community Health Care NHS Trust (provides community health services across ten London boroughs and Hertfordshire)

CP – Child Protection

CTPLD – Community Team for People with Learning Disabilities (a joint health and social service supporting adults with learning disabilities to maintain their independence in the community).

CYP – Children and Young People

EHAP – Early Help and Assessment Plan

EHC – Education Health Care

EHCP – Education, Health and Care Plan (for children and young people aged up to 25 who need more support.

EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

EPCF – Ealing Parent Carer Forum (Forum for parents and carers - works with Ealing Council, local health and other service providers to further understanding of children and young adults needs to deliver and develop the support through the local offer).

ESCAN – Ealing Service for Children with Additional Needs (a joint initiative between Ealing Community Providers and Ealing Council. The service offers a single point of information with access to referral, assessment and appropriate interventions for children and young people with disabilities in the borough.

EY – Early Years (children from birth to 5 years old)

EAP – Ealing Alternative Provision

EEC – Ealing Education Centre (Ealing Learning Partnership Training Centre)

ELP – Ealing Learning Partnership

HNB – High Needs Block (provides special schools places and top-up funding for pupils in mainstream and SEN services)

ISAID - Ealing Impartial Support, Advice and Information on Disability and Special Educational Needs

ICB – Integrated Care Board - (statutory NHS organisation responsible for developing a plan for meeting the health needs of the population, managing the NHS budget and arranging for the provision of health services in a geographical area).

JSNA – Joint Strategic Needs Assessment – (detailed information about our local population from commonly used sources like the Census, health surveys, and service-based information and compares it with intelligence from a variety of community sources.)

KPI – Key Performance Indicator

KS – Key Stage (The National Curriculum is divided into four Key Stages that children are taken through during their school life.)

LA – Local Authority

LAC – Looked After Child

LD – Learning Disability (A learning disability is a reduced intellectual ability and difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life¹⁵)

LBE – London Borough of Ealing

LNUHT – London Northwest University Healthcare NHS Trust (one of the largest integrated care trusts in the country, bringing together hospital and community services across Brent, Ealing and Harrow.)

NICE – National Institute for Health and Care Excellence (provides national guidance and advice to improve health and social care)

NEET - young person who is no longer in the education system and who is not working or being trained for work.

ONS – Office for National Statistics (independent producer of official statistics and the recognised national statistical institute of the UK.)

PRU – Pupil Referral Unit (a type of school that caters for children who are not able to attend a mainstream school).

RWM – Reading Writing and Mathematics

SEF – Self Evaluation Framework (assesses how effectively the local area fulfils its statutory responsibilities towards children and young people who have SEND from the age of 0-25)

SEMH – Social, Emotional and Mental Health

SENAS – Special Educational Needs Assessment Service

SEND – Special Educational Needs and Disabilities

SENCOs – Special Educational Needs Co-ordinators

SENIF – Special Education Needs inclusion funding (SENIF is a statutory requirement made available to enable settings supporting pre-school children with emerging special educational needs to secure better outcomes).

SLD - Severe Learning Difficulties

SPA - Single Point of Access (term adopted by NHS health providers in Ealing where there is one email address and one number to access a range of services - e.g., Health Visitors, CAMHS and ESCAN).



¹⁵ [What is a learning disability? | Mencap](#)

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Equalities Analysis Assessment

1. Proposal Summary Information

EAA Title	Equality Impact Assessment for Ealing’s Strategy for Additional and Special Educational Needs Disabilities 2023 – 2027 Date completed: March 2023
Please describe your proposal?	Plan of action
Is it HR Related?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Corporate Purpose	Cabinet Decision

1. What is the strategy looking to achieve? Who will be affected?

(i.e., Please provide an overview of the aims, objectives and desired outcomes of what you are proposing. Who currently uses the service that will be affected by your proposal? Who will be affected by any changes? What are their current needs? Please add your data here.)

Ealing’s Strategy for Additional and Special Educational Needs and Disabilities is the plan, developed during 2022 by the Strategic Partnership Board with families and professionals across schools, health, and local community organisations with Ealing council as lead agency. The strategy sets out the approach to identify and support children and young people with Additional and Special Educational Needs and Disabilities aged 0-25.

It takes into consideration all the legal duties as laid out in relevant legislation and identifies priorities to ensure partners continuously improving support for CYP 0 – 25 with Additional and Special Educational Needs and Disabilities and their families over the next 3 years. To ensure successful delivery of the strategy and its action plan for the next three years, it sets out clear aims and objectives and action plans to achieve these for each of the 4 priorities.

The strategy supports the Graduated Response to educational support and provision, and includes those with additional needs with SEN Support, those undergoing an Education, Health and Care needs assessment through to those with an Education, Health and Care Plan (EHCP).

National Context

The Local Authority and its partners work within the statutory requirements and guidance of the Children and Families Act (2014) and the SEND Code of Practice and to align it to future policy resulting from the Government’s Green paper of March 2022 The DfE’s national SEND Green Paper: [SEND review: right support, right place, right time \(www.gov.uk\)](https://www.gov.uk/government/consultations/SEND-review-right-support-right-place-right-time) which drew from findings from the review into provision for children with Additional Needs and SEND and the subsequent [SEND and alternative provision improvement plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/SEND-and-alternative-provision-improvement-plan) drew from findings from the review into provision for children with Additional Needs and SEND published in March 2023. We will ensure recommendations and direction from this report are acted upon and inform our Additional Needs and SEND Strategy delivery. While national developments help steer our work, we will continue to identify the specific issues we need to address in Ealing.

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Who is the strategy for?

The Additional Needs and SEND strategy is for all staff working in Additional Needs and SEND in Ealing, across education health and care and the range of 0 – 25 services and provision, who are working together to action and achieve the outcomes set out here. It's also for families and young people in Ealing, to understand the actions Ealing Council and partners in health are making to deliver inclusive, person-centred services across Additional Needs and SEND.

Ealing's Strategy for Additional and Special Educational Needs, Disabilities 2023-2027

Our Vision

Every child, young person and their family feels welcome, happy, safe in their community and is included in choices about their lives.

Our Mission

Ealing Council will invest in services to enable the right support so every child and young person can thrive and contribute to their communities.

Our Principles

- Strive to ensure that all services are inclusive and welcoming to our community.
- A commitment to equality, accountability, sustainability, and fairness.
- Work in partnership with parents, children, and young people with SEND across their journey from 0-25.

Our Key Priorities 2023-27

Priority 1	<ul style="list-style-type: none">• To provide guidance, early identification of need and support for children young people and their families, so that schools and settings feel supported to welcome every child and young person, and set the highest expectations for them
Priority 2	<ul style="list-style-type: none">• Every child and young person is prepared for the transition to a purposeful adulthood with opportunities for training and meaningful employment
Priority 3	<ul style="list-style-type: none">• Ensure parents, young people and professionals work together to assess, review, and meet needs and improve the quality and timeliness of Education Health and Care Plans through co-production
Priority 4	<ul style="list-style-type: none">• Ensure sufficiency of provision in settings, schools, and services so that children and young people can have their health, social care and educational needs met and feel part of the wider local community

Implementation Action Plans and Outcomes Development commenced during the Autumn term 2022. Priority leads worked with the Head of SEND Strategy and Programme Manager to develop strategy action plans which are informed by the consultation findings, learnings from the review of the previous strategy action plans and the work undertaken in the development of the SEND Placement Sufficiency plan.

Co-Production Ealing partners are committed to creating stronger co-production at a strategic and individual level, so that it is at the heart of how partners deliver for children.

This means that we expect co-production to take place both in the development of services, and in the delivery and planning of services for children and young people with Additional needs SEND and their families.

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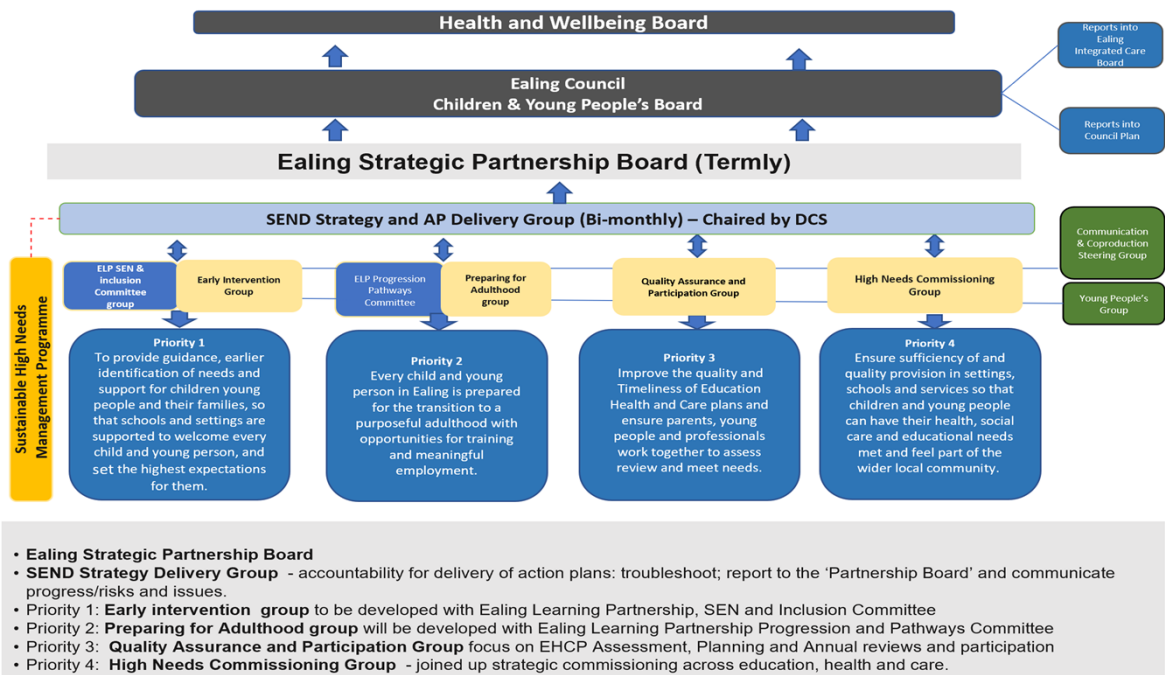
The national expectations from the Department of Education and the Department of Health and Social Care state that 'Co-production is fundamental to service development and delivery. Continual, consistent collaboration with our community support partners is pivotal in meeting the changing needs of our CYP and ensuring the child is always at the centre of every discussion and decision in how we take services forward.

Ealing Council and Health delivery partners work in partnership with Ealing Parent Carer Forum steering group (comprising community organisations Ealing Contact, Ealing ISAID, Ealing Mencap and Ealing Anchor Foundation) to through the embedding of Ealing's participation strategy. Ealing partners support the council and health partners to ensure there is representation for local families experience at every level of our SEND strategic governance. Engagement with other local community and voluntary groups as appropriate to specific workstreams.

This is additional to online surveys, consultations and other tasks that support service development projects and initiatives.

Co-production of EHCPs with parents, children and young people: Ealing Additional and SEND strategy will ensure the delivery of the local area's commitment to coproduction through the Quality Assurance and Participation group (Priority 3 of the Strategy), which will embed the coproduction of Education, Health and Care plans is an important part of delivering on our updated Additional Needs and SEND strategy.

Governance



2. What will the impact of your proposal be?

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(i.e. Please provide a before and after picture of the service that will be affected by your proposal e.g. how does it currently operate and then how it will operate after your proposal has been implemented. Where possible please be clear on the number of people or size of the community affected)

Clear communication, consultation and engagement is taking place with young people and other stakeholders including the voluntary sector, community groups schools and settings to help ensure the views of Ealing’s diverse communities are taken into account.

It is anticipated that the strategy will provide the foundations for more integration and join up within our services for children and young people with Additional and SEND, through the priority action planning and improve signposting to the right support in good time to remove barriers to learning, reduce exclusion , and will help to support families of children and young people have special educational needs navigate the system, which may partially mitigate the impact of the proposal.

2. Impact on Groups having a Protected Characteristic

AGE: <i>A person of a particular age or being within an age group.</i>
State whether the impact is positive, negative, a combination of both, or neutral: Positive
Describe the Impact
<p><i>(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please identify any differential impact on different age groups. Please note if there is no differential impact on people with this characteristic, please state this).</i></p> <p>The strategy is for children and young people aged 0-25, their families and carers. Ealing has high aspirations for every child and young person in our community. We want them to achieve their best. This includes at all stages of their learning, everyday life, in their health and wellbeing; and as they take their next step towards independence and adulthood. To achieve this, we must support and empower our families to give their children the best start in life; and we must enable our children and young people to discover and achieve their goals and to shape their lives and futures in the way they want. The Strategy for Additional Needs, SEND and Inclusion is therefore crucial to supporting our work to tackling inequality and inspire and empower our young people through providing a fairer start.</p>
Alternatives and mitigating actions which have been considered in order to reduce negative effect:
Describe the Mitigating Action
<p><i>(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)</i></p> <p>For 0–5-year-olds, it links to the Childcare Sufficiency strategy and for all children, to Ealing’s Family Hub and Early intervention proposals. For young people transitioning to Adulthood, there is a dedicated priority: which is led by the ‘Preparing for Adulthood’ group. This work is set out in the Council’s Manifesto and Council plan.</p> <p>The strategy links closely to adjacent all-age strategies in Ealing for Autism, and for Learning Disabilities, which are joint strategies led by Ealing’s integrated commissioning team. The strategy also links to Ealing’s wider employment and skills agenda delivered by Work Ealing.</p>

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DISABILITY: *A person has a disability if s/he has a physical, mental or sensory impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities¹.*

State whether the impact is positive, negative, a combination of both, or neutral: Positive

Describe the Impact:

(Please be as specific and clear as possible when describing the impact and include any local data i.e., service usage. If this is lacking please include regional or national data or research. Please identify any differential impact on people with different types of disabilities. Please note if there is no differential impact on people with this characteristic, please state this)

As the number of children and young people with Additional and Special Educational Needs and Disabilities increases, there is a need for a cohesive and strategy has been co-developed with Ealing parents and carers. Our community partners have developed community champions for Additional needs and SEND, and more is required to celebrate the contribution of children and young people with additional and special educational needs in the local community. Ealing's All Age strategies for Learning Disability and Autism both acknowledge the need for this to be part of the work of the strategy action plans. As part of the Additional and Special Educational Needs and Disabilities Strategy, Ealing has made a commitment to coproduction as part of ongoing work through the embedding Ealing's Coproduction and participation strategy. A project is proposed as part of the new strategy to create a young people's charter or pledge which organisations can sign up to as a demonstration of their commitment to inclusion of young people with additional and special educational needs.

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

Describe the Mitigating Action

(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)

The focus of the strategy on increasing the commitment to quality of EHC person centred planning through individual coproduction and involvement in decision making will enable children and young people to be involved in decisions about their lives.

GENDER REASSIGNMENT: *This is the process of transitioning from one sex to another. This includes persons who consider themselves to be trans, transgender and transsexual.*

State whether the impact is positive, negative, a combination of both, or neutral: Neutral

Describe the Impact:

(Please be as specific and clear as possible when describing the impact and include any local data i.e., service usage. If this is lacking, please include regional or national data or research. Please note if there is no differential impact on people with this characteristic, please state this)

¹ Due regard to meeting the needs of people with disabilities involves taking steps to take account of their disabilities and may involve making reasonable adjustments and prioritizing certain groups of disabled people on the basis that they are particularly affected by the proposal.

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There is no evidence that the strategy for Additional and Special Educational Needs and Disabilities will disproportionately affect young people who have undergone gender reassignment.

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

Describe the Mitigating Action

(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)

None.

RACE: A group of people defined by their colour, nationality (including citizenship), ethnic or national origins or race.

State whether the impact is positive, negative, a combination of both, or neutral:

Describe the Impact: Positive

(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please identify any differential impact on people from different ethnic backgrounds. Please note if there is no differential impact on people with this characteristic, please state this)

- Black and Black other ethnic groups are over represented in special schools when compared with the overall pupil population – 22% of special school pupils are Black or Black British compared with 14% of all Ealing state-funded pupils (Spring 2022).
- Black and Black other ethnic groups are more likely to have an education health and care plans (6%) when compared with the overall Ealing state-funded pupil population (4%) (Spring 2022).
- Black and Black other ethnic groups are slightly over represented in permanent exclusions (0.05%) when compared with the rate for all pupils attending Ealing schools of 0.04% (2021/22)

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

Describe the Mitigating Action

(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)

- The council and health partners are working with community partners to ensure we support them to tackle inequality of access as a consequence of race.
- We will work with community partners to ensure that there is representation in coproduction which is representative of the diverse cultural community context in Ealing.
- We will continue to work with Ealing Learning Partnership to deliver their commitments to tackling inequalities in outcomes for children from black African Caribbean backgrounds through initiatives such as 'no child left behind'.
- The council will ensure relevant staff gathering data and evaluation have specific training around evidence of discrimination and inequality and are feeding the relevant data to each of the Strategic priority areas.

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RELIGION & BELIEF: <i>Religion means any religion. Belief includes religious and philosophical beliefs including lack of belief (for example, Atheism). Generally, a belief should affect a person's life choices or the way you live for it to be included.</i>
State whether the impact is positive, negative, a combination of both, and neutral: neutral
Describe the Impact: Neutral
<i>(Please be as specific and clear as possible when describing the impact and include any local data i.e., service usage. If this is lacking, please include regional or national data or research. Please identify any differential impact on people with different religious beliefs. Please note if there is no differential impact on people with this characteristic, please state this)</i>
Although there is no evidence that the strategy will disproportionately affect young people and their families of different religious beliefs, there is a recognition that Ealing has a rich and diverse faith community, and the local area is committed to including the experience of people of all faiths.
Alternatives and mitigating actions which have been considered in order to reduce negative effect:
Describe the Mitigating Action
<i>(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)</i>
<i>Ealing Council and Health partners are working with Community partners to ensure champions for Additional Needs and SEND across the range of faiths across the local area.</i>

SEX: <i>Someone being a man or a woman.</i>
State whether the impact is positive, negative, a combination of both, or neutral:
Describe the Impact: Positive
<i>(Please be as specific and clear as possible when describing the impact and include any local data i.e., service usage. If this is lacking, please include regional or national data or research. Please note if there is no differential impact on a person's gender, please state this)</i>
The number of Male pupils on 'SEN Support' and with EHCPs has been consistently higher than females in Ealing. The number of Male pupils receiving exclusions has been consistently higher than females in Ealing. There is emerging evidence of later identification of needs amongst girls for Autism and other neurodevelopmental differences (Ealing's pre-diagnostic Autism Hub - parental survey data from 2022).
Alternatives and mitigating actions which have been considered in order to reduce negative effect:
Describe the Mitigating Action
<i>(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)</i>
<ul style="list-style-type: none"> <i>• There is continuous monitoring of profiles of pupils and young people with Additional and Special educational needs to monitor demand</i>

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- We will work with schools and settings and professionals to ensure that assessment and support is based on rigorous monitoring and contextual analysis.
- We will develop training for professionals to address the effects of gender on identification, assessment and support for children and young people with Additional and Special Educational Needs and Disabilities.
- We will develop training for professionals to address the effects of gender on exclusion for children and young people with Additional and Special Educational Needs and Disabilities.

SEXUAL ORIENTATION: A person’s sexual attraction towards his or her own sex, the opposite sex or to both sexes, covering including all LGBTQ+ groups.

State whether the impact is positive, negative, a combination of both, or neutral:

Describe the Impact: Neutral

(Please be as specific and clear as possible when describing the impact and include any local data i.e. service usage. If this is lacking please include regional or national data or research. Please note if there is no differential impact on people with this characteristic, please state this)

There is no evidence that the strategy will disproportionately affect children young people and their families of different sexual orientations.

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

Describe the Mitigating Action:

(Please describe any actions you will take to limit the impact of your proposal on this group. Please be open and forthright, decision makers need to be provided with as clear a picture as possible.)

None.

PREGNANCY & MATERNITY: Description: Pregnancy: Being pregnant. Maternity: The period after giving birth - linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding.

State whether the impact is positive, negative, a combination of both, or neutral: Neutral

Describe the Impact

(Please be as specific and clear as possible when describing the impact and include any local data i.e., service usage. If this is lacking, please include regional or national data or research. Please note if there is no differential impact on people with this characteristic, please state this)

There is no evidence that the Additional and Special Educational Needs and Disabilities strategy will disproportionately affect teenage parents.

Alternatives and mitigating actions which have been considered in order to reduce negative effect:

Describe the Mitigating Action

None

Equalities Analysis Assessment

<p>MARRIAGE & CIVIL PARTNERSHIP: <i>Marriage: A union between a man and a woman, or of the same sex, which is legally recognised in the UK as a marriage.</i> <i>Civil partnership: Civil partners must be treated the same as married couples on a range of legal matters.</i></p>
<p>State whether the impact is positive, negative, a combination of both, and neutral: neutral</p>
<p>Describe the Impact</p> <p><i>(Please be as specific and clear as possible when describing the impact and include any local data i.e., service usage. If this is lacking, please include regional or national data or research. Please note if there is no differential impact on people with this characteristic, please state this)</i></p> <p>There is no evidence that the strategy will disproportionately affect children, young people and their families of different family contexts.</p>
<p>Alternatives and mitigating actions which have been considered in order to reduce negative effect:</p>
<p>Describe the Mitigating Action</p> <p>None</p>

3. Human Rights²
<p>4a. Does your proposal impact on Human Rights as defined by the Human Rights Act 1998? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>(If yes, please describe the effect and any mitigating action you have considered.)</i></p> <p>The strategy for Additional and Special Educational Needs and Disabilities for children and young people aged 0-25, sits within the national legislative and policy framework of the Equality Act and Human Rights Act.</p> <p>The local area will work with national bodies to ensure that partners support the rights as identified in the relevant legal frameworks and statutory instruments.</p>
<p>4b. Does your proposal impact on the rights of children as defined by the UN Convention on the Rights of the Child? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>(If yes, please describe the effect and any mitigating action you have considered.)</i></p> <p>see 4a</p>
<p>4c. Does your proposal impact on the rights of persons with disabilities as defined by the UN Convention on the rights of persons with disabilities?</p> <p>The strategy will include a range of outcomes and actions that will help to improve the lives of children people with additional needs and SEND, including:</p> <ul style="list-style-type: none"> • Development of the graduated approach to improve reasonable adjustments and adaptations to universal services and places to make them more accessible to children and young people with additional needs and disabilities;

² For further guidance please refer to the Human Rights & URNC Guidance on the Council Equalities [web page](#).

Equalities Analysis Assessment

- expansion of local specialist provision and a commitment to improving access to support services;
- access to information and communications in formats that can be easier to understand;
- raising awareness about children and young people with additional needs, SEN and disabilities, what they are capable of, and what people need to think about when they encounter someone who may have additional needs and/ or SEND.

Coproduction and consultation with parents of children and young people with SEND and highlighted how reframing “special needs” as “additional needs” could help professionals and service provider organisations to create reasonable adjustment solutions for their patients/ clients/ customers with learning disabilities.

Yes No

(If yes, please describe the effect and any mitigating action you have considered.)

see 4a.

The intention of the strategy is to improve the lives of children and young people with additional needs and SEND who will all have the protected characteristic of disability. Therefore, alternatives and mitigating actions have not been considered at this stage. As the actions set out in the strategy are implemented over the next four years there will be further EAAs when required that will further consider the impact by disability.

4. Conclusion

In order to enable the inclusion of children and young people with disabilities, the approach needs to be twin tracked: the first level is that Additional and Special Educational Needs and Disabilities are everyone’s business, a cross-cutting issue and should be considered in all the work of the local authority through the council plan and Integrated Care Board at Ealing borough level. A coherent and coordinated approach is essential to accelerate progress, build on each other’s work and achieve inclusion; the delivery of strategy Targeted programming through the governance arrangements and the priority action plans is also required is the second track.

Factors such as gender, age and location inform an individual’s experience. These factors also impact people with disabilities and their life experiences. A commitment to intelligence led commissioning and delivery through ongoing monitoring of information (statistical and feedback from local children, young people and families is key to successful delivery.

4a. What evidence, data sources and intelligence did you use to assess the potential impact/effect of your proposal? Please note the systems/processes you used to collect the data that has helped inform your proposal. Please list the file paths and/or relevant web links to the information you have described.

(Please list all sources here: i.e., local consultation, residents’ survey, census etc.)

Ealing SEN Audit 2022

DfE SEND 2 Data

LGA Inform Benchmarking data.

Ealing Parent Carer Survey Report February 2022.

Ealing Strategy Survey Report February 2023.

Equalities Analysis Assessment

Ealing Pre diagnostic Hub for Autism Parent Survey 2022.

5. Action Planning: *(What are the next steps for the proposal please list i.e., when it comes into effect, when mitigating actions linked to the protected characteristics above will take place, how you will measure impact etc.)*

Action	Outcomes	Success Measures	Timescales/ Milestones	Lead Officer (Contact Details)
Incorporate equality and accessibility evaluation into activities within Priority action plans	All activities are inclusive and promote fairness	<ul style="list-style-type: none"> • By 2026, A reduction of overrepresented ethnic groups with education health and care plans (6% in Spring 2022). • in special schools when compared with the overall pupil population (22% in Spring 2022); and • in permanent exclusions (0.05%) compared with pupils attending Ealing schools of 0.04% (2021/22) 	Annual report to SEND Partnership Board	Assistant Director for SEND
Provide information in a range of formats for different audiences	There is greater accessibility of information	Number of visits to Local offer website	Annual report	Polly Bradley, Head of Family Information Service
Include experts by experience in strategy governance groups	Greater parental and CYP confidence in Ealing's Education, Health and Care services	Parent and Young People's Satisfaction in SEND survey results	Annual report	Chike Nnalue, Head of SEND Strategy/Ealing Parent Carer Forum

Additional Comments:

6. Sign off: *(All EAA's must be signed off once completed)*

Equalities Analysis Assessment

Completing Officer Sign Off:	Service Director Sign Off:	<i>HR related proposal (Signed off by directorates HR officer)</i>
Signed:	Signed:	Signed:
Name (Block Capitals):	Name (Block Capitals):	Name (Block Capitals):
Date:	Date:	Date:
For EAA's relating to Cabinet decisions: received by Committee Section for publication by (date):		

Appendix 1: Legal obligations under Section 149 of the Equality Act 2010:

- As a public authority we must have due regard to the need to:
 - a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- The protected characteristics are: AGE, DISABILITY, GENDER REASSIGNMENT, RACE, RELIGION & BELIEF, SEX, SEXUAL ORIENTATION, PREGNANCY & MATERNITY, MARRIAGE & CIVIL PARTNERSHIP

- Having due regard to advancing equality of opportunity between those who share a protected characteristic and those who do not, involves considering the need to:
 - a) Remove or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic.
 - b) Take steps to meet the needs of persons who share a relevant characteristic that are different from the needs of the persons who do not share it.
 - c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- Having due regard to fostering good relations between persons who share a relevant protected characteristic and persons who do not, involves showing that you are tackling prejudice and promoting understanding.

- Complying with the duties may involve treating some people more favourably than others; but this should not be taken as permitting conduct that would be otherwise prohibited under the Act.



Report for: ACTION
Item Number:

Contains Confidential or Exempt Information	NO
Title	Renovation of the Young Adult Centre and Undertaking an Options review on youth service provision.
Responsible Officer(s)	Carolyn Fair – Acting Strategic Director – Children and Families
Author(s)	Ian Jenkins – Head of Integrated Youth Service
Portfolio(s)	Cllr Kamaljit Kaur Nagpal - A Fairer Start Cllr Raza – Tackling Inequality
For Consideration By	Cabinet
Date to be Considered	19 th April 2023
Implementation Date if Not Called In	3 rd May 2023
Affected Wards	All
Keywords/Index	Youth Centre, YAC, Young People, Communities, Active Citizens, Youth Service, Options review.

Purpose of Report:

This report seeks capital funding approval to renovate the Young Adult Centre in Southall, and to note that an options appraisal for alternative delivery models for youth services in Ealing is to be undertaken.

1. Recommendations

It is recommended that Cabinet:

- 1.1 Notes that an appraisal has been completed which considers the potential scope and costs of renovating the existing Young Adult Centre (YAC) building in Southall as included at **Appendix One** to this report.
- 1.2 Based upon the indicative costs shown in the option, approves the establishment of a budget of £2.8m to be added to the capital programme for the purpose of proceeding with further design and building activity to renovate the YAC, to be funded from borrowing in the absence of available developer contributions or other funding sources and delegates the final financing to the Strategic Director of Corporate Resources.

- 1.3 Authorises the Strategic Director of Economy and Sustainability to invite and evaluate tenders in order to commission further detailed design work, working in consultation with the Youth Service, to confirm the scope of renovation to the YAC building, including securing any necessary approvals and planning permission for building works for an approximate total value of £2.8m and delegates authority to the Strategic Director of Economy and Sustainability to award any contract(s) for these services. A bespoke project plan will cover the specific costs.
- 1.4 Authorises the Strategic Director of Economy and Sustainability to invite and evaluate tenders for renovation works contract(s) for total approximate value of £2.8m and delegates authority to the Strategic Director of Economy and Sustainability to award any building contract(s) required to facilitate the renovation works.
- 1.5 Notes that an options appraisal will be undertaken to create an alternative delivery model for youth services in Ealing which may include the formation of a Charitable Foundation to safeguard the delivery of future youth services.

2. Reason for Decision and Proposed Option.

- 2.1 The 2022-2025 Youth Plan was published in 2021 following consultation with young people and communities in Ealing. In this plan the YAC site was reaffirmed as a site for redevelopment. The confirmation of the redevelopment proposal followed on from a Council decision in 2015. Further consultation with young people and the community took place during 2022 and following this consultation, the decision was made that the site would no longer be regenerated for housing and that the YAC would remain on the site. It would be renovated to provide services that children, young people and the community want, underpinned by a sustainable finance model.
- 2.2 Youth centres in Ealing make a significant contribution to the health and wellbeing of children and young people across the Borough through their accessibility and locations.
- 2.3 The youth centres also have a wide role that supports and improves community engagement and participation with children and young people. Children and young people can engage in a range of programmes and activities as well as receiving support from youth workers, working locally within the community and within youth centres. Following a consultation with children and young people, the programmes and activities are what young people want locally.
- 2.4 The Council has an overall strategy to promote Active Citizenship and engagement with communities, and the Youth Plan promotes how youth services will be delivered as part of a wider partnership. Youth centres have a vital role to play in that strategy, by making the youth centres attractive and well-

maintained venues where children and young people want to visit is vital to increase engagement and participation.

- 2.5 To achieve further engagement and participation an options appraisal for an alternative delivery model will need to be completed for the youth service. The options appraisal will consider how the Council's new model for youth service delivery works together with the partners in the community and young people to achieve common objectives particularly to encourage and promote the use of youth centres for programmes and activities. There must be a real focus towards engagement and participation of children and young people.
- 2.6 The renovation of the YAC requires significant capital investment. This investment will provide the basis and the opportunity for any new model for delivery with young people and community partners working closely alongside each other, using the YAC to jointly deliver youth services.
- 2.7 Utilising community partnerships, while at the same time reviewing the model to deliver youth services could result in an ability to attract additional external resources and finances.

3. Young Adult Centre (YAC)

- 3.1 The Cabinet decision in December 2022 made 2 clear requirements:
 - Young people must be involved in the future design/development, refurbishment, and future management of the youth centre.
 - The redevelopment of the YAC, following several years of underinvestment, is required.
- 3.2 To facilitate the consultation with young people on the development and refurbishment of the YAC, a list of proposed changes to the building have been provided to ensure it is fully renovated – **Appendix One**. Young people will be an important part of the future management of the YAC and other youth centres, so they will be actively involved in finalising any design and integral in the management of the building. Their views matter and these will be fully considered throughout the design and delivery stages of the building.
- 3.3 A draft proposal is in place which will need to be fully costed to commence the conversation with children and young people on the design of the YAC. The proposal is likely to change, but the allocation of up to £2.8m to renovate the building will enable the discussions with young people to progress.
- 3.4 A summary of the high-level works proposals and a fuller explanation of the works required is in **Appendix One**.

Rational for the proposal

3.5 The reasons behind this proposal are:

- The building has suffered from a lack of investment in its fabric and its open space since 2015. It is run down and needs significant capital investment. The draft proposal creates the best opportunity to create a showpiece youth centre for children, young people, and the community in Ealing.
- Alternative models to deliver youth services may create the environment to stimulate further investment into services for children and young people as partner organisations become more involved.
- The new flexible layout of the building will incorporate more options for community organisations and children and young people to use the centre, and for the youth service to deliver a wider range of programmes and activities.
- Making the building climate compatible is a key requirement, along with the design incorporating the voices of children and young people will create a vibrant, sustainable, and cost-effective building for the future.

3.6 Any proposal to develop the YAC will be in stages, with a drawdown facility for the costs to be managed on a phased basis.

- Stage 1 is for the current building to be decommissioned, planning permission to be put forward, costs to appoint a builder/developer.
- Stage 2 is to renovate and relocate temporarily to Dormers Hub while the YAC is renovated. The quotes for the works at Dormers Hub have been received so is proposed works can be commissioned and start during June 2023 utilising funds previously set aside.
- Stage 3 is for the building itself to be refurbished. The presented option will be developed further, following consultations with young people and the community.
- Stage 4 is for the external development of the site e.g., MUGA (Multi Use Games Area), fencing, lighting.

3.7 The stages will be adopted to maximise the opportunities to seek further external finance for the development of the site through partners. At every stage, alternative funding options will be sought to pay for the development of the building or outside areas, e.g., MUGA from the Big Lotteries Fund or other

capital funders. Exploring the funding options before and during the development of the site will reduce the financial commitments from the Council.

4. Financial

- 4.1 Based upon the estimate of works required a capital budget of up to £2.8m is being requested as a capital investment to facilitate bringing the YAC building up to a standard which will meet the needs of the children, young people and the community using the building and to make it into a thriving hub within the community which young people are proud to use.
- 4.2 It is proposed that there will be a blended financial model put into place to fund the estimated costs.
- 4.3 The Council is considering options to fund the works from developer contributions and/or grants that could be leveraged by the new operating model. To the extent that these funding sources are not identified, this will be financed from Council borrowing of up to £2.8m to enable the project to progress and the Council's borrowing exposure managed through the phased approach set out above. The report recommends that the final funding of the capital budget is delegated to the Strategic Director of Corporate Resources.
- 4.4 Should the full cost need to be met from Council borrowing this will result in an estimated revenue cost of £0.168m per annum (incorporating minimum revenue provision and external borrowing costs). This would need to be incorporated into the Medium-Term Financial Strategy and options developed to mitigate these costs through potential income generation.
- 4.5 The options review on youth service delivery could open opportunities for grant funders to contribute to the capital and revenue development costs of later phases for the building, as the site will be for community usage.
- 4.6 The Integrated Youth Service will continue to fund the operating costs of the YAC and youth service provision while the options appraisal is undertaken. Initial one-off costs for additional research will be supported by the service.

5. Legal Implications

- 5.1 The Council has a statutory duty as set out in Section 507B, Education Act 1996 to secure, so far as is reasonably practicable, sufficient provision of educational and recreational leisure-time activities for young people and to make sure young people have a say in the local offer. This is often referred to as the 'youth services duty'.
- 5.2 Section 507B expressly states that the Local Authority may provide facilities themselves or assist others to do so.

- 5.3 The Statutory Guidance out that Local authorities must take steps to ascertain the views of young people and to take them into account in making decisions about services and activities for them, in line with Article 12 of the United Nations Convention on the Rights of the Child (UNCRC) ([Statutory Guidance for Local Authorities on Services and Activities to Improve Young People's Well-being.pdf \(publishing.service.gov.uk\)](#))
- 5.4 The procurements referred to in this report will be undertaken in accordance with the Public Contracts Regulations 2015.

6. Value For Money

- 6.1 The renovation of the YAC in its location as an alternative to purchasing a new site and developing a new building on the new site offers the most advantageous way forward for young people and Ealing Council.
- 6.2 Creating, what is ostensibly a new, quality youth center on the site of an existing center offers a significantly beneficial and cost-effective model in the renovation approach as well as the long-term financial benefits of reusing the existing site.
- 6.3 The building of the youth center will meet the needs of children, young people and the community in an area where there are few community facilities to utilise. The building will be fit for purpose for a wide range of activities and programs and for use by the community in the long term.
- 6.4 The proposed review of youth services which will run in parallel to the capital redevelopment of the YAC means that the way the youth service operates in Ealing will be challenged to deliver more with partners in the community for the children and young people in the community and in the YAC.
- 6.5 The options appraisal for the delivery of youth services will seek to create an environment which both attracts additional funding as well as encouraging partners within the local community to support the youth provision.

7. Sustainability Impact Appraisal

- 7.1 The capital renovation on the YAC and the review of youth service delivery models will have a positive impact on the sustainability objectives.
- 7.2 Creating a newly renovated youth centre, in the heart of the community will help to provide a significant social, health and wellbeing benefit to young people and the community in Ealing. Young people have clearly identified the benefits they will receive from having a renovated or new youth centre to replace the YAC in an area of high deprivation. It will be a safe and vibrant place for them to visit which will impact positively on them. There is a commitment to retain and renovate this building for the long term, working closely with the community.

- 7.3 The YAC has a large area of open space as part of the site which will allow young people to relax in an environmentally friendly area. The YAC building is itself is being renovated in line with the latest climate compatible guidelines to reduce the renovation footprint in an already densely developed area.
- 7.4 Economically, the renovation of a building which has lacked investment since 2015 is extremely positive. The aim will be to use less electricity and gas to light and heat the building due to the climate compatible renovations. It will mean that the YAC will once again be a centre for the community, run economically delivering programmes and activities locally which will have long term benefits for the community.
- 7.5 Any future youth work model will incorporate the views of young people and seek to deliver activities and programmes that young people want. We will seek to fund the activities and programmes through our partnerships using the YAC as a base for delivery.

8. Risk Management

Any risks associated with the capital expenditure to redevelop the YAC will be incorporated into the project plan for the development. The project plan will be overseen along with the expenditure to ensure all the risks are addressed, before and during the development.

9. Community Safety

There are no community safety implications.

10. Links to the Priorities for the Borough

The council's administration has three key priorities for Ealing. They are:

- Creating good jobs
- Tackling the climate crisis
- Fighting inequality

The options review and adoption of a new way of working for youth services will enhance the Council's reputation as progressive in engaging and involving young people in their future and contribute to key priorities for Ealing

Youth centres are a vital resource within the community to provide programmes, activities and support to children and young people based on the participation of young people deciding what they want for their future.

More widely the investment in youth provision across the Borough with partners and communities working together through the youth centres provides greater opportunities for the whole community.

11. Equalities, Human Rights and Community Cohesion

An EAA (Equality Analysis Assessment) is not required.

12. Staffing/Workforce and Accommodation implications

There are no staffing or accommodation implications.

13. Property and Assets

The proposal highlights a need for significant capital investment into the YAC while at the same time reviewing the delivery of youth services across the Borough to enhance the use of the building.

14. Any other implications

There are no further known implications.

15. Consultation

The list of consultees is provided after paragraph 18.

16. Timetable for Implementation

Task	Target Date
Cabinet Meeting	19 th April 2023
Commence an Options review of delivery model of youth services.	June 2023
Develop and complete a comprehensive timeline for the YAC redevelopment programme	July 2023

17. Appendices

Appendix One - Proposal on required future design works for the YAC

18. Background Information

There is no further background information.

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Cllr Kamaljit Nagpal	Cabinet Member for Fairer Start	22/03/2023		Throughout
Cllr Aysha Raza	Cabinet Member for Tackling Inequality	22/03/2023		Throughout
Carolyn Fair	Acting Strategic Director Children and Families	22/03/2023		Throughout
Sandra Fryer	Interim Director of Growth and Sustainability	22/03/2023		Throughout
Emily Hill	Interim Strategic Director of Corporate Resources	22/03/2023		5. Financial
Russell Smith	Finance Business Partner, Environment and Customer Services, and Corporate Resources	20/03/2023		5. Financial
Helen Harris	Director, Legal Services	22/03/2023		Throughout
Kathleen Ennis	Legal Services	00/03/2023		Throughout
External				
Janpal Basran and Harsev Bains	Southall Community Alliance	15/03/2023		Throughout
Elly Heaton-Virgo	Chief Executive – Young Ealing Foundation	15/02/2023		Throughout

Report History

Decision type:	Urgency item?
Key decision	NO
Report no.:	Report author and contact for queries:
	Ian Jenkins jenkinsi@ealing.gov.uk

Appendix One

The proposal for the renovation work at the YAC will cost approximately £2.8 million. A contingency has been included in the costings. The costs are based on what needs to be done to bring the building up to a required standard through to including additional works which will turn the YAC into an environmentally friendly, safe and modern centre that children, young people and the community value.

Indicative Cost Estimates

The cost proposals are indicative and will require a feasibility study to be completed. These costings will be reviewed as the specification becomes clearer.

Basis of Cost Estimate Assumptions

- The Program Design Units design and management fees based upon traditional refurbishment work.
- No additional services capacity required.
- The contractor will have vacant possession of the work areas.
- All internal partitions deemed to be non-load bearing where demolished.
- Connections to existing foul and surface water drainage possible.
- No temporary accommodation required. The Dormers Hub will be the temporary youth centre, and will utilize £200K of funds previously allocated.

Exclusions

- Out of hours working.
- Legal fees.
- VAT.
- Compliance with changes in legislation or regulations.
- Diversions or upgrading of unknown services.
- Unforeseen works arising out the opening of the existing fabric.
- Consequential improvement required by Building Control.

It is not envisaged that the remodeling works will necessitate any modification of the existing lightning protection system.

	GIFA (m²)	Estimated Project Costs
Proposal	706 m ²	£2,880,000

The proposal includes the following works:

1. Windows and doors to be replaced, with controls fitted.
2. Introduce environmental standards to the building design.
3. Floors and carpets need to be finished appropriately.
4. Fire compliance with fire doors and alarms.
5. Accessibility to all areas needs remodeling.
6. Redecorating the whole premises.
7. Heating needs replacing, which includes the boiler, and radiators.

8. Electrics need to be replaced, which includes internal and external lighting.
9. Security needs upgrading with CCTV cameras and alarms.
10. IT cabling and Wi-Fi points need replacing.
11. Creating a climate compatible building and environment.
12. Upgrade the existing sound studio.
13. Boundary fencing needs replacing throughout.
14. Relandscaping the site to install a MUGA with Astro turf and flood lighting.
15. Remodeling the interior to create better useable space including the reception area, gym and fitness area, offices, sound studio.
16. Create a new kitchen and relaxation area and supply kitchen.
17. Create a useable reception area.
18. Redesign the first-floor space to increase storage, workspace and office area.
19. Replace all fixtures and fittings.
20. Extension to the community room to expand space for partners and community use.
21. Canopy for the MUGA for all weather use.
22. Replace the stairs for the first floor.
23. Install fire sprinklers throughout the building.
24. Installing a lift to support wider access.
25. Redesigning the outdoor area and creating a gardening area.

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