

Cabinet

Wednesday 17 May 2023

10:00

Oak Room, County Buildings, Stafford

The meeting will be webcast live and archived for 12 months. It can be viewed at the following link: <https://staffordshire.public-i.tv/core/portal/home>

John Tradewell
Deputy Chief Executive and Director for Corporate Services
9 May 2023

Agenda

- 1. Apologies**
- 2. Declarations of Interest in accordance with Standing Order 16**
- 3. Decision notice of the meeting held on 19 April 2023** (Pages 1 - 6)
- 4. Leader's Update**
Oral report of the Leader of the Council
- 5. Minutes of the meeting of the Property Sub-Committee held on 3 May 2023** (Pages 7 - 8)
- 6. Staffordshire Means Back to Business - Oral Update** (Verbal Report)
Deputy Leader and Cabinet Member for Economy and Skills

7. **Household Waste Recycling Centres (HWRC) Consultation Feedback, Policy Changes, Re-use and HWRC Network Improvements to Date** (Pages 9 - 102)

Cabinet Member for Environment, Infrastructure and Climate Change

8. **Household Support Fund** (Pages 103 - 150)

Cabinet Member for Children and Young People

9. **Forward Plan of Key Decisions** (Pages 151 - 156)

10. **Exclusion of the Public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of Local Government Act 1972 indicated below”.

Part Two

(All reports in this section are exempt)

Membership	
Alan White (Chair)	Jonathan Price
Philip White	Mark Sutton
Mark Deaville	Simon Tagg
Julia Jessel	David Williams
Paul Northcott	Victoria Wilson
Ian Parry	

Notes for Members of the Press and Public

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Minutes of the Cabinet Meeting held on 19 April 2023

Attendance

Mark Deaville	Alan White (Chair)
Julia Jessel	Philip White
Mark Sutton	David Williams
Simon Tagg	Victoria Wilson

Cabinet Support Member in attendance: Paul Northcott

Apologies: Ian Parry and Jonathan Price.

PART ONE

128. Declarations of Interest in accordance with Standing Order 16

There were no declarations of interest on this occasion.

129. Decision notices of the meetings held on 8 and 15 March 2023

Decision – That the notes of the meetings held on 8 and 15 March 2023 be approved.

130. Leader's Update

Decision – That the oral report of the Leader of the Council giving an update on a range of issues including the appointment of Pat Flaherty (currently the Chief Executive at the London Borough of Harrow) as the Council's new Chief Executive; more than 95% of parents applying for a primary school place for their child received a place at their top choice and more than 99 per cent were offered one of their top three choices; the announcement that the Council is to benefit from a share of the national fund to help fix potholes, which has been confirmed as c£4.8m; the extension of the contract with the Council's highways partner, Amey; Earth Day (on 22 April), a global event to raise awareness about the environment; the first anniversary of the Staffordshire Sustainability Board and the Council being named as a finalist in the prestigious MJ Awards for its innovative approach to delivering sustainability; the Council's support to more than 260 small businesses in Staffordshire through a ten-month pilot scheme; Staffordshire employers being urged to find out more about how they can broaden their workforce and bring added value to their organisations through a countywide internship programme for young people with special educational needs and disability (SEND); and the opportunities to join with family, friends and neighbours to celebrate Staffordshire Day on 1 May and the Coronation of King Charles III on 6 May; be noted.

131. Minutes of the meeting of the Property Sub-Committee held on 5 April 2023

Decision – That the minutes of the meeting of the Property Sub-Committee held on 5 April 2023 be received.

132. Staffordshire Means Back to Business - Oral Update

Decision – That the oral report of the Deputy Leader and Cabinet Member for Economy and Skills giving an update on “Staffordshire Means Back to Business” activity including the following matters be noted:

- This month saw an increase of 910 claimants, which is at least partly likely to be due to continued seasonal effects and jobs created over the festive period coming to an end. The total number of claimants in the county now stands at 15,715 or 3%, one of the lowest rates in the West Midlands and lower than the average for England of 3.8% of the working age population. The youth claimant count in Staffordshire saw an increase of 165 claimants to a total of 2,920 young people. The proportion of young people in Staffordshire aged 18-24 that are claiming work-related Universal Credit has increased this month from 4.4% to 4.7%, although this remains lower than the national rate of 5%.
- Since 2010, around 42,000 additional new jobs have been created in the county. This has of course been one of the main reasons why we have seen record low levels of unemployment and remained resilient to the recent global economic events. One of our main growth sectors over the last couple of decades has been the logistics industry, with around 11,000 new jobs created in this sector alone and which now accounts for around 29,000 of jobs within the county.
- The new Pets at Home distribution centre in Stafford will open shortly, creating over 750 new jobs, whilst construction on the West Midlands Interchange site will progress this year and will ultimately create 8,500 new jobs in South Staffordshire.
- The recent Logistics Roundtable was attended by some of major players in the industry, including the Chartered Institute of Logistics and Transport, and was an opportunity for us to discuss how we can work together on some of main opportunities and challenges facing the sector, particularly existing and emerging skills needs and the shift to greater use of technology that will support the creation of more highly skilled, highly paid jobs within the sector.
- One of our local SMEs, CocoonFMS, based in Lichfield, has recently been successful in securing £129,000 from the first round of the

Freight Innovation Fund in partnership with the major logistics employer Simarco. This will help to create a digital calculator to provide automated management of port costs and shipping expenses, providing more accurate invoice information to users, reducing delays and improving the planning of deliveries.

- Through our Economic Growth Programme, we also continue to support the development of employment sites across the county. i54 South Staffordshire is one of our flagship employment sites and work to develop two plots in preparation for new occupiers at the site is underway. One of these plots is on the existing site, with the other being on the Western Extension, which will support the creation of a further 1,000 jobs when fully occupied.
- Excellent progress is also being made at the Chatterley Valley West site in Newcastle-under-Lyme where the first development plots are nearing completion, highway access works are due to commence in May and a detailed planning application for the first 75,000 square foot speculative unit is being considered.
- At the Branston Locks site in Burton upon Trent, around 300 houses have now been built, alongside the completion of the first phase of industrial units, 2 of which are occupied by Werner ladders and Syncreon logistics.
- The Shire Hall in Stafford, which opened last summer following an extensive £2 million refurbishment of the building, has already proved hugely successful and is now home to 15 companies across a range of sectors, with only a few of the units now remaining.

133. Staffordshire Better Care Fund 2022-2024



“The Better Care Fund continues to enable us to provide joined-up health and social care services, meaning people are supported to remain in their own homes for as long as they are able.

Progress over the past year includes a new social care workforce strategy, helping to support the recruitment and retention of home care staff by offsetting some cost pressures, improving the quality of care on offer in our care homes, and supporting home-first discharge to improve outcomes for people leaving hospital.

We will continue to use the Better Care Fund to improve and integrate social care and NHS services

	for our residents, and to improve the lives of some of the most vulnerable people in our county.”
	Julia Jessel, Cabinet Member for Health and Care

Reasons for the Decision – To consider an update on the Staffordshire Better Care Fund (BCF) Plan for 2022-23 together with a summary of arrangements for development of the BCF Plan for 2023-24.

Decision – (a) That the progress of the Staffordshire Better Care Fund (BCF) Plan for 2022/23 and the associated expenditure be noted.

(b) That the allocation to Staffordshire County Council (SCC) and the Integrated Care Board (ICB) by HM Government of the Adult Social Care (ASC) Discharge Grant to the sum of £6,368,757 in 2022/23, and the subsequent inclusion of this within the BCF Section 75 agreement, be noted.

(c) That it be noted that the Council have transferred the 2022/23 Disabled Facilities Grant to the District and Borough Councils as required by the Ministry of Housing, Communities and Local Government (now the Department for Levelling Up, Housing & Communities).

(d) That it be noted that the Health and Well-being Board (HWB) has delegated final approval of the Staffordshire BCF Plan for 2023-24 to the Health and Wellbeing Board Chairs, including the Cabinet Member for Health and Care.

(e) That authority be delegated to the Director of Health and Care to enter into legal agreements for 2023/24 and 2024/25 under Section 75 of the NHS Act 2006 in order to implement the respective BCF Plans.

134. Decisions taken by Cabinet Members under Delegated Powers

Decision – That the following decisions taken by Cabinet Members under delegated powers be noted:

Cabinet Member	Decision
Cabinet Member for Children and Young People	In approving the proposed expenditure, volumes and delivery arrangements for the Household Support Fund, Education Support Fund in Staffordshire.
Cabinet Member for Highways and Transport	In approving a pilot of the use of non-prescribed “Kill Your Speed Not a Child” posters to help address local concerns for road safety in Tean and evaluate whether a future countywide policy would be beneficial.

135. Forward Plan of Key Decisions

The Forward Plan of Key Decisions for the period 17 May to 20 September 2023, which detailed the following issues, was approved:

Subject Matter	Contact
Household Waste Recycling Centres (HWRC) Consultation Feedback, Policy Changes, Re-use and HWRC Network Improvements to Date	Name: Clive Thomson Tel: (01785) 276522
Integrated Performance - Outturn Report 2022/23	Name: Rachel Spain/ Wendy Tompson Tel: (01785) 854455/ (01785) 854267
Joint Coroners Service - Legal Framework and Financial Protocol	Name: Catherine Mann Tel: (01785) 278320
Maintenance and Minor Works Framework	Name: Ian Turner Tel: (01785) 277228
Volunteering for Staffordshire County Council	Name: Catherine Mann Tel: (01785) 278320
Community Learning Ofsted Inspection and Accountability Agreement 2023-2024	Name: Anthony Baines Tel: (01785) 895984
'Living My Best Life' - A Strategy for Disabled and Neurodivergent People in Staffordshire 2023-2028	Name: Andrew Jepps Tel: (01785) 278557

136. Exclusion of the Public

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

PART TWO

137. Staffordshire PSN Current Contract Exit Strategy and New Contract

(Exemption paragraph 3)

Reasons for the Decision – To consider extending the existing Staffordshire PSN contract for an interim period and procuring a new contact to commence in July 2025 at the latest.

Decision – That the recommendations contained in the report be agreed.

Leader of the Council

Minutes of the Property Sub-Committee Meeting held on 3 May 2023

Present: Alan White (Chair)

Attendance

Mark Deaville
Ian Parry

Jonathan Price
Philip White (Vice-Chair)

Part one

1. Declarations of Interest

There were no Declarations of Interest on this occasion.

2. Minutes of the Meeting held on 5 April 2023

Resolved – That the minutes of the meeting held on 5 April 2023 be confirmed and signed by the Chairman.

3. Sale of Property at Hassell Street, Newcastle-Under-Lyme

Proposals were submitted for the proposed sale of the Property at Hassell Street, Newcastle-under-Lyme to the current tenants.

Resolved – That approval be given for the property at Hassell Street, Newcastle-under-Lyme be sold to Tri Services Veterans on the terms indicated within the report now submitted; Approval of the final details of the transaction be delegated to the Assistant Director for Commercial and Assets.

4. Exclusion of the Public

Resolved – That the public be excluded from the meeting for the following items of business which involves the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 as indicated below.

5. Renewal of Lease of the Former Bradwell Community Education Centre (exemption paragraph 3)

Details were submitted of the proposed renewal of the lease of the Former Bradwell Community Education Centre, Newcastle-under-Lyme to the Jill Clewes Academy.

Resolved – That approval be give for the renewal of the lease of the Former Bradwell Community Education Centre, Newcastle-under-Lyme to the Jill Clewes Academy for a 10 year period on the terms detailed in the report.

6. Hoon Avenue, Newcastle-Under-Lyme - Planning Appeal (exemption paragraph 3)

Following the decision of Newcastle-under-Lyme Borough Council to refuse the County Council’s outline planning application for residential development at Hoon Avenue, Newcastle-under-Lyme, proposals were submitted to lodge an appeal against that refusal.

Resolved – That an appeal be lodged against the refusal of the outline planning consent for residential development at Hoon Avenue, Newcastle-under-Lyme.

7. Sale of Seabridge Centre (exemption paragraph 3)

Details were submitted of the proposed sale of the former Seabridge Centre, Ash Way, Newcastle-under-Lyme and the background of the proposed sale of the former Seabridge Centre.

Resolved – That approval be given for a variation to the sale price; Approval of the final details of any final transaction be delegated to the Assistant Director for Commercial and Assets and where necessary in conjunction with the cabinet member for Commercial Matters.

Chairman

Cabinet Meeting on Wednesday 17 May 2023

Household Waste Recycling Centres (HWRC) Consultation Feedback, Policy Changes, Re-use and HWRC Network Improvements to Date



Cllr Simon Tagg, Cabinet Member for Environment, Infrastructure and Climate Change said,

“The county council currently provides a network of 14 household waste recycling centres.

The centres are well-used by residents with around 1.6 million visits each year.

Although there are only around 20,000 recorded trade visits we do know that the disposal of large amounts of commercial waste or bulky items can lead to lengthy queues and delays for other households.

In line with many other local authorities, we are now proposing to make changes to limit this type of disposal to improve the experience for residents using the sites.”

Report Summary:

Staffordshire County Council has a statutory duty to provide a Household Waste Recycling Centre (HWRC) network for Staffordshire County Council residents. The current network consists of 14 HWRC’s in Staffordshire and the jointly funded site in Warwickshire at Lower House Farm which is managed directly by Warwickshire County Council.

Since the service moved in-house, the service has access to improved data on day-to-day activities. Residents are complaining about queuing on sites mainly the result of Commercial (trade) waste vehicles taking space on the sites and taking considerable time to offload waste. These Commercial (trade) waste operators are not only from Staffordshire, but a significant number are from outside the County and are prepared to travel to the HWRC’s as the disposal charges are beneficial to their operations. This has resulted in a significant increase in the disposal of bulky and trade waste, which has increased disposal costs putting pressure on existing budgets. The disposal of this waste including waste from outside Staffordshire is being funded by the Staffordshire County

Council tax payer.

On 10 November 2022, a report to Prosperous Overview and Scrutiny Committee Members outlined proposed changes for the management of bulky and trade and commercial waste at Staffordshire HWRC's. In addition, consideration was also given to the use of a van permitting or vehicle recognition-based system for Staffordshire County Council residents who wish to use certain types of vehicles to transport household waste to the Staffordshire County Council HWRC network which will also impact traders disposing of waste.

Prosperous Overview and Scrutiny Committee approved a proposal to undertake a public consultation on changes which would impact some of the current HWRC Policies.

The public consultation ran over a 7-week period, the results of which have informed changes to some of the HWRC Policies which are being presented to Cabinet for recommendation to implement.

The Service undertook soft market testing for a re-use operation which included market interest on the provision of an outlet for re-use across the HWRC network. This report provides an update on the outcome and progression of a re-use option post April 2024.

The Service has implemented several improvements across the HWRC network and continues to invest and improve both infrastructure and operational activities to enhance the customer experience.

Recommendations

I recommend that Cabinet:

- a. Note the feedback from the public consultation which have informed recommended HWRC Policy changes.
- b. Approve the recommended HWRC Policy changes.
- c. Authorise the Waste and Sustainability Service to implement the HWRC Policy changes and any legislative changes to be made to HWRC Policies.
- d. Delegate authority to the Director for Economy, Infrastructure and Skills in consultation with the Cabinet Member for Environment, Infrastructure and Climate Change to implement a new re-use competition process to put in place an operational model that provides a service to the residents of Staffordshire County Council for implementation from April 2024.
- e. Note the improvements made to date on the HWRC network.

Cabinet – Wednesday 17 May 2023

Household Waste Recycling Centres (HWRC) Consultation Feedback, Policy Changes, Re-use and HWRC Network Improvements to Date

Recommendations of the Cabinet Member for Environment, Infrastructure and Climate Change

I recommend that Cabinet:

- a. Note the feedback from the public consultation which have informed recommended HWRC Policy changes.
- b. Note the recommended HWRC Policy changes.
- c. Authorise the Director of Economy, Infrastructure and Skills to implement the HWRC Policy changes and any legislative changes to be made to HWRC Policies.
- d. Authorise the Director of Economy, Infrastructure and Skills to progress a re-use solution and approve a suitable option for implementation from April 2024.
- e. Note the improvements made to date on the HWRC network.

Local Member Interest:

N/A

Report of the Director of Economy, Infrastructure and Skills

Reasons for Recommendations:

Background

1. The Council currently provides a network of 14 HWRCs geographically spread across the county and Staffordshire County Council residents also have access to the jointly funded site at Lower House Farm in Warwickshire. The service is well utilised by residents, with approximately 1.6 million visits per annum across the sites in Staffordshire. The service is also used by traders with c20,000 visits being made by registered traders in 2019/20.
2. Currently 42 material streams are accepted at the majority of HWRC sites and the current recycling rate of c64%.

3. The primary function of the HWRC service is to receive household waste from Staffordshire County Council residents and the Council has no statutory duty to provide for the provision of the tipping and disposal of commercial (trade) waste. It should be noted that most of our neighbouring local authorities do not allow traders access to their HWRC networks.
4. Appendix 1 lists surrounding authorities and their commercial (trade) waste and van and trailer management arrangements.
5. Since the service moved in-house, it has access to improved data on day-to-day activities which has identified that there has been a significant increase in the disposal of bulky and trade waste, particularly at its Cannock site (the largest HWRC within the network) which has increased disposal costs putting pressure on existing budgets.
6. There has been minimal capital investment across the network. To self-fund investment in the network from existing budgets, changes to some of the HWRC Policies are being recommended to ensure that Staffordshire County Council residents are not subsidising the disposal of bulky and commercial (trade) waste across its network.
7. Policy changes are required to control the use of the Council's HWRC network and minimise both operational and financial pressures and to reflect operational changes since the network came in-house.
8. Commercial (trade) waste (a non-statutory service) was implemented at Staffordshire's HWRC's by a previous contractor. Apart from Biddulph HWRC, there are currently few restrictions for the disposal of commercial (trade) waste at any of the HWRC sites operated by the Council.
9. Experience on the ground over the last 12 months has indicated that site staff have an extremely challenging task in distinguishing between a householder using an employer, borrowed or hired van for disposing of household waste on an ad hoc basis or a small trader disposing of waste generated as a result of a commercial activity.
10. This has led to the following observed problems:
 - a. Considerable volumes of vans particularly at HWRC sites which are close to county boundaries and therefore are easily accessible for non-Staffordshire County Council residents and commercial (trade) operations.

- b. Extended unloading times for vans leading to traffic queues and inconvenience to the vast majority of Staffordshire County Council residents arriving by car to deposit relatively modest volumes of waste.
 - c. Challenging behaviour from some vans drivers when challenged on payment which leads in some cases to unacceptable levels of confrontation.
 - d. Potential for considerable 'leakage' of trade charging occurring leading to lost revenue.
 - e. Potential for considerable costs being borne by Staffordshire County Council taxpayers for disposal of trade waste from both the Staffordshire area and neighbouring authorities.
 - f. With commercial (trade) waste coming from other authorities it impacts on Staffordshire County Council's commercial (trade) operators as they can be held in queues to offload the waste in the designated disposal points on the sites.
11. Typically, across many Waste Disposal Authorities, the control of vans and cars with trailers, genuinely used by members of the public to deliver household waste to the HWRC network, is managed via a permit and/or a booking system. This allows all households a limited number of visits and once this quota is met then no further visits can be made, unless they pay under the trade scheme or use a vehicle that will not incur the charge.

HWRC Public Consultation

12. In November 2022, Prosperous Overview and Scrutiny Committee considered a report on the proposed changes for the management of commercial (trade) waste at Staffordshire HWRC's which considers the use of a van permitting or vehicle recognition-based system for Staffordshire County Council residents who wish to use certain types of vehicles to transport household waste to the Staffordshire HWRC network which will also impact traders disposing of waste.
13. Prosperous Overview and Scrutiny Committee Members agreed to the proposal to consult with Staffordshire County Council residents and businesses on the introduction of a van permitting or vehicle recognition-based solution for residents disposing of household waste and the management commercial (trade) waste via a Members Delegated Decision.

14. The Service worked with colleagues from Communications and Policy and Insight Teams to develop a consultation questionnaire which is shown at Appendix 2.
15. The public consultation ran from 5 December 2022 to 22 January 2023 (over a 7-week period) which included one of the busiest periods for HWRCs.
16. Appendix 3 shows the Household Waste Recycling Centre Consultation Report.

Key Headlines from the Public Consultation

17. 1,002 responses were received, with results statistically robust at a County level.
 - a. Of all survey respondents:
 - i. 97% responded in the capacity as an individual.
 - ii. 4.5% responded in the capacity of a small/medium business.
 - iii. Half are 'regular' users of their Household Recycling Centre.
 - iv. 13.7% (137) are regular users visiting in a van – the key impacted audience.

Public Consultation Policy Options

18. The following Policy options were consulted on:

Policy 4 (Van and Trailer use)

19. A van permitting or vehicle recognition-based system for vans and cars with trailers used by Staffordshire County Council residents disposing of household waste generated from domestic properties:
 - a. Each Staffordshire County Council household will be eligible for say 12 visits per year which will allow the use of a van, car with trailer, camper van etc.
 - b. Cars with trailers to be accepted at all Staffordshire County Council HWRC sites subject to a van permit or vehicle recognition-based system.

Policy 15 (Commercial (Trade) Waste)

20. There were 3 possible options for consideration under this Policy change:
 - a. Staffordshire County Council only business and commercial waste accepted at all sites (except for Biddulph) and increase trade prices

per load for larger vans and pro rata increase when traders use cars, small vans and or trailers.

- b. Staffordshire County Council and non-Staffordshire County Council business and commercial waste accepted at larger sites only and increase trade prices per load for larger vans and pro rata increase when traders use cars, small vans and or trailers.
- c. Staffordshire County Council and non-Staffordshire County Council business and commercial waste accepted at all sites (except for Biddulph) and increase trade prices per load for larger vans and pro rata increase when traders use cars, small vans and or trailers.

Key Messages - Van & Trailer Permits

- 21. Half of respondents stated 12 visits per year should be allowed with a van permit.
- 22. Van users have a higher preference for 12 permits per year - 73% compared to 38% of car users, however this remained a top option across all vehicle types.
- 23. Of the 750 responses analysed within the free text comments, key impacts of a van & trailer permit scheme included:
 - a. Reduced congestion and queues (14%)
 - b. Unfairness as penalising residents with privately owned vans (16%).
 - c. Concerns regarding increased fly tipping (11%).

Key Messages – Commercial (Trade) Waste

- 24. More respondents (60%) supported the option to accept commercial waste from Staffordshire County Council businesses only, at all sites, than any other. This option was most prevalent in Cannock Chase, with 73% compared to 60% overall.
- 25. Respondents favoured prioritising Staffordshire's County boundary for the disposal of trade waste, however some concerns were raised regarding increased fly tipping.

HWRC Policies

- 26. Based on the outcome of the public consultation and revised operational practices, Cabinet is requested to approve the recommended changes to the following HWRC Policies which has led to the existing HWRC Policy document being updated and is attached at Appendix 4:

Policy 4 (Van and Trailer use)

- a. 12 permits to be issued – to be used 12 months from the date of application.
- b. Permits registered to the resident's home address (not the vehicle).
- c. Applicable to certain vehicles and trailers. To aid Staffordshire County Council residents a graphic and description will be available on the website / application form to assist in determining vehicles and / or trailer which will require a permit under the scheme.
- d. Online applications.
- e. A separate process (online) will be put in place for Staffordshire County Council residents using a 'rental' van.
- f. Proposed implementation of 1 September 2023 – subject to discussions with ICT, Governance, Change and Assurance.
- g. Up to 1 month **amnesty** from the date the changes to Policy come into effect, any resident attending a site without a permit will still be able to dispose of their household waste and will be signposted to the online application.

Policy 5 (Non-Staffordshire County Council residents use)

- a. To reflect non-Staffordshire County Council residents use of Staffordshire County Council's HWRC's if they visit with a van and / or trailer.

Policy 6 (Small Traders Waste Disposal Scheme (pilot))

- a. To be removed as it refers to a 'pilot' scheme at 3 sites only.

Policy 15 (Commercial (Trade) Waste) (now Policy 8)

- a. Restricted to Staffordshire County Council businesses only.
- b. Commercial (trade) waste disposal available at all sites for Staffordshire County Council businesses only (excluding Biddulph).
- c. Evidence to be provided (paper copy) Waste Carriers Licence (which will include the address of the business).
- d. Commercial (trade) waste restrictions introduced on Monday 5 June 2023.
- e. A two-month amnesty from the date the change comes into effect, any non-Staffordshire County Council trader attending a site will still be able to dispose of their commercial / trade waste (at the trade waste disposal price) and will be informed that they will no longer be able to dispose of their waste at any Staffordshire County Council HWRC.

Policy 9 (Resident Non-household Waste Disposal)

- a. To be added to advise residents of the materials that are restricted in the number that can be disposed of over a given period of time.

Policy 14 (now Policy 15) (Schools, Village Halls & Charities)

- a. It was proposed to Prosperous Overview and Scrutiny Committee that Policy 14, Schools, and Charities, be amended to reflect easier access to more voluntary / charitable organisations and individuals to Staffordshire County Council's HWRCs. This Policy change was not part of the public consultation.

27. Remaining policies have been updated to refresh contact emails, website links, etc. Appendix 5 lists existing and proposed Policies.

28. DEFRA is currently out to consultation on changes to 'chargeable waste for resident's'. Subject to the consultation outcome, there could potentially be a revision required to Policy 10 (DIY, home improvements, renovation, construction & demolition) to reflect a change in legislation.

Mitigation Against Concerns Raised from the Consultation and Recommended Amendments to Policies

Van & Trailer Permits

29. A clear definition of vehicles and trailers which will require a van permit. Details will be included in an online application and widely communicated on the website.
30. We will enable site staff to be flexible, sensible, and supportive of Staffordshire County Council residents on a case-by-case basis – empowering staff to use their discretion, for example one black bag in a van may not need a permit.
31. Van permitting is becoming the direction of travel for majority of Local Authorities with more Authorities following this course of action, e.g., Devon County Council to help stop commercial waste being deposited at public expense, to reduce queues and congestion.

Commercial (Trade) Waste – Fly Tipping Concerns

32. Whilst concerns about increased fly tipping were raised by some respondents to the consultation there is no evidence from other local authorities that this will be a significant issue. However, if changes are made it is intended to work closely with the District and Borough Council's to monitor fly tipping and assist with appropriate action, including enforcement, as required.
33. Evidence would show that the initial fear that the introduction of similar schemes such as the charging of disposal of certain items at HWRCs and

the introduction of garden waste chargeable collections by some District and Borough Council's would increase fly tipping was unfounded.

34. To raise awareness across the region of changes to commercial (trade) waste, it is proposed to introduce a two-month amnesty from the date the Policy comes into effect. This will mean that any non-Staffordshire County Council trader attending at a site will still be able to dispose of their commercial (trade) waste at the commercial (trade) waste disposal charge and will be informed that they will no longer be able to dispose of their waste at any Staffordshire County Council HWRC.

Communications

35. It is proposed to have an active communications programme including signage on all HWRC sites and on the internet advising of the changes to the Policies and any implications to residents.

Prosperous Overview and Scrutiny Committee Recommendations

36. A report was submitted to Prosperous Overview and Scrutiny on the 27 April 2023 with the following recommendations all of which were approved.
- a. Prosperous Overview and Scrutiny Committee note and comment on the headline results from the Household Waste Recycling Centres (HWRC) public consultation held on van & trailer permits and commercial (trade) waste Policy changes.
 - b. Prosperous Overview and Scrutiny Committee comment on HWRC Policy change proposals prior to any decision being made by Cabinet.
 - c. Prosperous Overview and Scrutiny Committee is asked to comment on the proposal of the introduction of a short application process which would allow local groups such as Scouts, litter picking, voluntary, Village / Church Hall to use the HWRC network to recycle materials.
 - d. Prosperous Overview and Scrutiny Committee to note progress on the provision of an outlet for re-use across the HWRC network.

Re-use

37. At its meeting on 10 November 2022, Prosperous Overview and Scrutiny Committee were advised that the HWRC service was to undertake soft market testing to explore a range of options for its re-use operation post April 2024.

38. Following a soft market testing exercise, it became evident that the market did not exist to provide an alternative re-use delivery model.
39. The Council is working alongside the existing provider to understand the current re-use operation and limitations along with developing an options model for the future of re-use on the HWRC network.
40. Procurement has advised that any process would require advertising the opportunity to deliver a re-use operation as it is a 'competition' and not a procurement exercise.
41. The options model will aim to identify a best value option for Staffordshire County Council residents and charities.
42. With limited market interest, it is recommended that Members approve an Officer Delegated Decision to implement a re-use suitable option from April 2024.

HWRC Network Improvements to Date

43. Cabinet is asked to note some of the improvements which have been made across the HWRC Network since April 2022.
 - a. Purchase of containers to replace non road worthy containers.
 - b. Installation of CCTV on all sites including ANPR.
 - c. Webcam – to be introduced during 2023/24 (discussions ongoing with IGU and ICT).
 - d. Burntwood HWRC service area improvements.
 - e. New weighbridge installed at Leek HWRC.
 - f. Defibrillators – to be distributed to sites.
 - g. Purchase of 2 second hand JCB's to support existing fleet and minimise hire charges across the network.
44. The service will continue to invest in the infrastructure and operations within its existing budget.

Legal Implications

45. Legal Services have not been involved in this project and has not been instructed to consider any possible legal implications for such policy changes. There does not appear to be any legal issues, but without further detail and research, legal services cannot advise or comment.

Resource and Value for Money Implications

46. The significant increase in the disposal of bulky and trade waste, arriving from outside of the County, has increased disposal costs putting pressure on existing Waste budgets. This pressure has limited the amount of capital investment possible across the HWRC network. To self-fund investment in the network from existing Waste budgets, from a financial perspective, changes to some of the HWRC Policies are being recommended. This will ensure that Staffordshire County Council residents are not subsidising the disposal of bulky and commercial (trade) waste across its network. Finance will continue to work closely with the service to maximise opportunities for investment in the HWRC network moving forwards.

Climate Change Implications

47. By restricting commercial (trade) waste to Staffordshire County Council businesses only there will be a reduction in carbon miles from businesses operating outside of Staffordshire who travel into the County to dispose of their waste.

48. With the restrictions to the number of visits for van and trailer use it is envisaged that residents will maximise the amount of household waste being transported in a single journey.

49. The HWRC sites are designated as 'anti-idling' zones. As a result of policy changes, the number of vans, trailers and commercial (trade) waste will be reduced leading to less queueing and resulting in residents able to observe and comply with 'anti-idling'.

List of Background Documents/Appendices:

Appendix 1 - Surrounding Authorities and their commercial (trade) waste and van and trailer management arrangements

Appendix 2 - Consultation Questionnaire

Appendix 3 - Household Waste Recycling Centre Consultation Report

Appendix 4 - Revised HWRC Policy Document

Appendix 5 - Existing and proposed Policies

Background Documents

Prosperous Overview and Scrutiny Committee Report – 10 November 2022

Prosperous Overview and Scrutiny Committee Report – 27 April 2023

Contact Details

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Assistant Director for Connectivity and Sustainability

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Appendix 1

Surrounding Authorities - Commercial (Trade) Waste Arrangements and Van / Trailer Management

Local Authority	Trade Waste Accepted at HWRC Network	Potential Impact on SCC sites	Resident Van/Trailer Management
Walsall	No	Cannock Burntwood	Pre-booking required
Dudley	No	Wombourne	Permit Required
Wolverhampton	No	Bilbrook Cannock	Pre-booking with resident ID checks
Worcestershire	No	Wombourne	Permit Required
Birmingham	Yes	Potentially none	Permit Required
Sandwell	No	Potentially none	Permit Required
Shropshire	No	Bilbrook Wombourne Newcastle	Permit Required
Derbyshire	No	Cheadle Uttoxeter Biddulph	No system
Leicestershire	Yes but limited to two sites which have weighbridges.	Burton on Trent	Permit required restricted to off peak times
Warwickshire	Yes	Lichfield	Permit Required
Cheshire East	No	Biddulph Leek Newcastle	Permit Required
Stoke On Trent	No	Biddulph Stone Newcastle	Permit Required

Household Waste Recycling Centres - Staffordshire Resident Van Permitting and Trade Waste Disposal Consultation

Overview

Staffordshire's Household Waste Recycling Centres (HWRCs) primary function is to receive household waste. To support local businesses, we also accept trade waste for a fee. Currently the sites accept trade waste from any areas including business outside of Staffordshire which increases the cost of waste disposal to the local authority and impacts on the overall resident experience.

Recently, we have seen an increased number of large vehicles or vans disposing of bulky and trade waste resulting in longer queues and waiting times. To manage this issue, we aim to introduce free van permits to households in Staffordshire, to improve the service for residents visiting the sites.

We are keen to hear your views on the introduction of free van permits, as well as how we manage the disposal of trade waste at Staffordshire's Household Waste Recycling Centres.

Further details of the proposals can be found [here](https://www.staffordshire.gov.uk/Waste-and-recycling/recyclingcentres/Resident-van-permitting-and-trade-waste-disposal-consultation.aspx) <<https://www.staffordshire.gov.uk/Waste-and-recycling/recyclingcentres/Resident-van-permitting-and-trade-waste-disposal-consultation.aspx>> .

This survey should take no more than 10 minutes to complete. Your answers will be treated in the strictest confidence and will be stored securely. Your personal details will not be shared.

Please ensure your completed survey is submitted to us by no later than Sunday 22nd January 2023.

Your use of Household Waste Recycling Centres

Which of the following best describes the capacity in which you are responding to this questionnaire? Please select all that apply.

Please select all that apply

- A Staffordshire resident
- A non-Staffordshire resident
- Owner or representative of a small to medium Staffordshire business (fewer than 250 employees)
- Owner or representative of a small to medium non-Staffordshire business (fewer than 250 employees)
- An employee working at a Staffordshire Household Waste Recycling Centre
- Local councillor
- A Charity, Voluntary or Community Sector organisation
- On behalf of a Local Authority
- Other

If other, please specify

If you are responding on behalf of an organisation, what is its name?

What is your postcode? This will help us to see any patterns in opinions in different places across the county. We will not be able to identify individuals from this information.

Do you use a Staffordshire Household Waste Recycling Centre?
Please select one only.

Please select only one item

- Yes
- No

Your use of Household Waste Recycling Centres

Which Household Waste Recycling Centre do you normally visit?
Please select one only.

Please select only one item

- Biddulph
- Bilbrook
- Burntwood
- Burton
- Cannock
- Cheadle
- Leek
- Lichfield
- Newcastle
- Rugeley
- Stafford
- Stone
- Uttoxeter
- Wombourne
- Other

If other, please specify

On average, how often do you visit the Household Waste Recycling Centres? Please select one only.

Please select only one item

- More than once a week
- Once a week
- 2-3 times a month
- Once a month
- Once every 3-6 months
- Once every 6-12 months
- Less than once a year
- Don't know

What is the main reason for your use of the Household Waste Recycling Centres? Please select one only.

Please select only one item

- To dispose of household waste or recycling from my residence
- To dispose of household waste or recycling on behalf of a friend, relative or neighbour
- To dispose of waste produced through a business activity
- It is part of my regular routine
- I enjoy visiting
- Undertaking home improvements
- Don't know
- Other

If other, please specify

What type of vehicle do you usually use when you visit? Please select one only.

Please select only one item

- Car
- Van
- Car with trailer
- Campervan
- People carrier (7 or 8 seats)
- Other

If other, please specify

Proposals – Introduction of Free Van Permits for Staffordshire Residents:

Due to an increased number of large vehicles or vans disposing of bulky and trade waste at Staffordshire's Household Waste Recycling Centres, we aim to introduce free van permits for residents visiting sites in large vehicles or vans, to improve the service. The permit, registered against the household, will help us identify who is a Staffordshire resident disposing of household waste and who is a business disposing of trade waste.

How many times a year should a van permit enable a resident using a large vehicle or van to dispose of their household waste? Please select one only.

Please select only one item

- 2
- 4
- 6
- 8
- 10
- 12

How would the introduction of a van permit for Staffordshire residents impact on you? Please include any positive or negative impacts.

Proposals – Disposing of Trade Waste in Staffordshire

To support local businesses, the sites currently accept trade waste for a fee. Sites also accept trade waste from businesses outside of Staffordshire which increases the cost of waste disposal to the local authority and impacts on the overall resident experience. We'd like to hear your views on where we accept trade waste from.

Which of the following is your preferred option for controlling the disposal of trade waste? Please select one only.

Please select only one item

- Accept Staffordshire ONLY business and commercial waste at all sites (excluding Biddulph)
- Accept BOTH Staffordshire and non-Staffordshire business and commercial waste at larger sites only (e.g. Stafford, Cannock and Leek)
- Continue to accept BOTH Staffordshire and non-Staffordshire business and commercial waste at all sites (excluding Biddulph)

Please tell us why this is your preferred option?

Finally, if you have any further comments on the proposals in this consultation, please provide them in the space below.

About You

The below questions are optional. We use this to help with our analysis and will not be used to identify who you are. They help us to understand more about the views of different groups that make up our community. It is not necessary to answer these questions if you are responding on behalf of a business or organisation.

What is your gender? Please select one only.

Please select only one item

- Male
- Female
- Prefer to self-describe
- Prefer not to say

How would you describe your ethnicity? Please select one only.

Please select only one item

- White - English / Welsh / Scottish / Northern Irish / British
- Any other White background
- Asian / Asian British
- Black / African / Caribbean / Black British
- Mixed / multiple ethnic groups
- Other ethnic group
- Prefer not to say

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?
Please select one only.

Please select only one item

- Yes, limited a lot
- Yes, limited a little
- No
- Prefer not to say

What is your age? Please select one only.

Please select only one item

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+
- Prefer not to say

To submit your response to us, please click 'Continue' and on the next page click 'Submit'.

Thank you for sharing your views with us

*Data Privacy Notice: Staffordshire County Council is committed to protecting and respecting your privacy and security and will process any personal or special category data in accordance with the General Data Protection Regulations, the 2018 Data Protection Act, and any subsequent relevant information



Household Waste Recycling Centre Consultation

Analysis of Results



March 2023

Key Messages

- Responses predominately reflect the views of Staffordshire residents, visiting their main recycling centre to dispose of household waste.
- Half of respondents wanted to see 12 visits per year adopted, as part of introducing a van permit scheme.
- Van users had a higher than average preference for allowing 12 visits per year with a van permit - 73% compared to 38% of car users. However, this still remained the preferred option for both van and car users.
- Potential impacts with the introduction of a van permit scheme included:
 - Positive reduction in congestion & queues at sites
 - Potential unfairness as penalising residents with privately owned vans
 - Concerns of increased fly tipping
- More respondents (60%) supported the option to accept trade waste from Staffordshire businesses only, at all sites, compared with any other option. More respondents in Cannock Chase were supportive of this option - 73% compared to 60% overall.
- Respondents favoured prioritising Staffordshire's county boundary for the disposal of trade waste, however some concerns were raised regarding increased fly tipping.

Background

Introduction

A public consultation has taken place to give people in and around Staffordshire an opportunity to put forward their views on the possible introduction of free van permits at Household Waste Recycling Centres, in addition to how we manage the disposal of trade waste. This report provides a summary analysis of the consultation findings, setting out the results and key themes captured as part of the feedback received.

Methodology

The consultation period took place between 5 December 2022 and 22 January 2023. The survey was available to complete online through the Staffordshire County Council website, with a downloadable version made available for return by email, at a local library or by post. On site surveys were also carried out at two of Staffordshire's larger Household Waste Recycling Centres (Stafford and Cannock).

To promote the consultation and encourage participation, a range of communications activities took place, including advertisements at each recycling centre, a range of social media advertising targeted at both residents and local businesses, as well as news features in multiple newsletters.

Consultation Responses

A total of 1,002 completed survey responses were received¹. Most of these responses were completed through the online survey, with a small number (5%) secured in person at Stafford and Cannock Household Waste Recycling Centres.

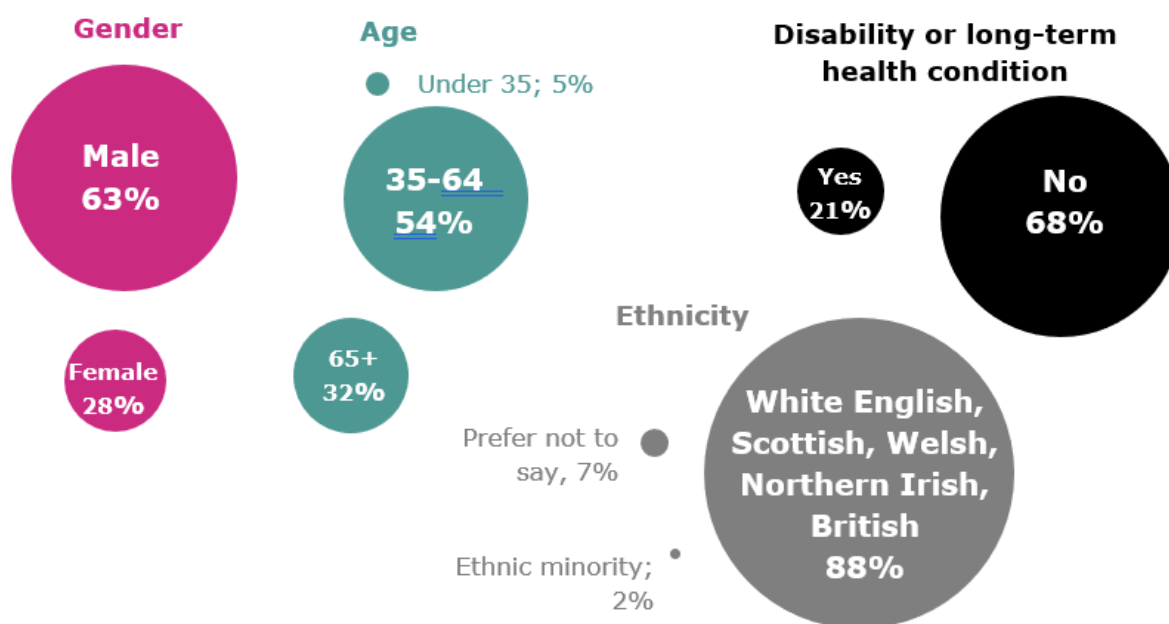
A detailed breakdown of respondent characteristics is included in this report, in addition to highlighting any key variation in opinions provided.

¹ Results are statistically robust at the 95% confidence interval. Results have a maximum margin of error of +/- 3%, meaning that the percentage response given to any question could be 3% higher or lower (at most) than the actual reported response. A confidence interval of +/- 3-4% is fairly typical for a statistically robust survey.

Survey Respondent Characteristics

Key Demographics

Figure 1: Key demographics of the 1,002 survey respondents



Survey Respondent Characteristics and Key Information

- 97% responded as a Staffordshire resident and 4.5% in the capacity of a small to medium business (4% in Staffordshire and 0.5% outside of Staffordshire)
- Responses were received across all of Staffordshire's Districts and Boroughs, ranging from 24.2% in Stafford and 2.5% in Tamworth.
- When compared to the overall Staffordshire population, responses were under-represented for females and people under 35.
- Half are 'regular' users of their Household Waste Recycling Centre
- 13.7% (137) are regular users who visit in a van

Survey Findings

Household Waste Recycling Centre Use

Of all survey respondents, the most popular sites visited are Staffordshire’s larger Household Waste Recycling Centres – Stafford, Cannock and Lichfield. A breakdown of respondent site usage is shown in .

Figure 2: Main Household Waste Recycling site used by respondents.

Figure 2: Main Household Waste Recycling site used by respondents

Centre	Respondents	Percentage Respondents
Stafford	176	17.6%
Cannock	140	14.0%
Lichfield	111	11.1%
Stone	78	7.8%
Leek	75	7.5%
Burntwood	50	5.0%
Burton	47	4.7%
Rugeley	45	4.5%
Biddulph	43	4.3%
Bilbrook	40	4.0%
Newcastle	39	3.9%
Uttoxeter	39	3.9%
Cheadle	37	3.7%
Wombourne	31	3.1%
Other	17	1.7%
Not Answered	34	3.4%
Total	1002	100%

Survey findings show a mixed picture in terms of frequency of usage, with 49% of respondents who visit their usual site once a month or more, compared to 47% who visit less than once a month. Overall, the most popular option was 36.7% who visit once every 3-6 months. Almost 86% of respondents visit recycling centres at least once every 6 months. A breakdown of frequency of usage is shown in

Figure 3: Frequency of recycling centre visits by respondents.

Figure 3: Frequency of recycling centre visits by respondents

Frequency	Respondents	Percentage Respondents
More than once a week	13	1.3%
Once a week	49	4.9%
2-3 times a month	142	14.2%
Once a month	286	28.5%
Once every 3-6 months	368	36.7%
Once every 6-12 months	81	8.1%
Less than once a year	20	2.0%
Don't know	9	0.9%
Not Answered	34	3.4%
Total	1002	100%

Most residents stated that the main reason for visiting their Household Waste Recycling Centre was to dispose of household waste (80.1%). The number of people stating that they dispose of waste produced through business activity was reported to be very low at 0.4%; this is potentially due in part to the low number of business owners completing the survey (4.5%). A more detailed breakdown of reasons for recycling centre visits is shown in

Figure 4: Main reason for visiting a Household Waste Recycling Centre.

Figure 4: Main reason for visiting a Household Waste Recycling Centre

Reason	Respondents	Percentage Respondents
To dispose of household waste or recycling from my residence	803	80.1%
Undertaking home improvements	107	10.7%
Not Answered	39	3.9%
To dispose of household waste or recycling on behalf of a friend, relative or neighbour	25	2.5%
It is part of my regular routine	12	1.2%
Other	10	1.0%
To dispose of waste produced through a business activity	4	0.4%
I enjoy visiting	2	0.2%
Total	1002	100%

The majority of respondents stated a car was their main form of transport to their Household Waste Recycling Centre (57.6%), followed by vans (21.6%) and car with a trailer (6.3%). In addition to the listed options, a number of 'other' methods of transport were identified, including pickup trucks, motor homes, wheelchair adapted vehicles, 4x4s, motorbikes, on foot and public transport.

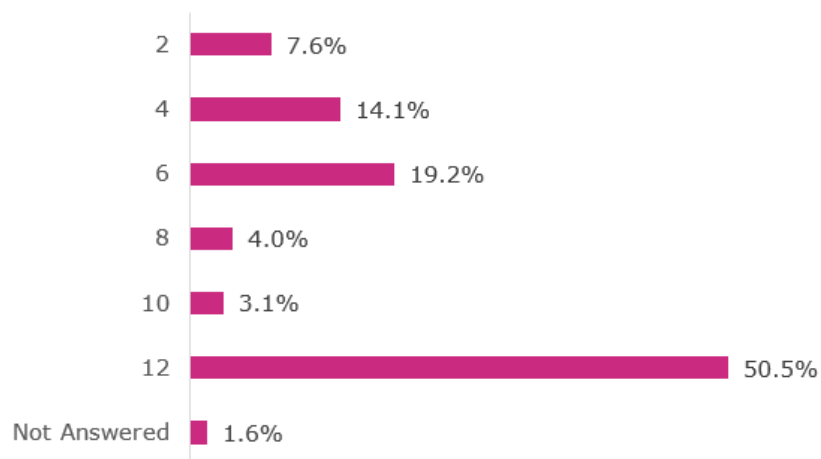
Respondents visiting their usual Household Waste Recycling Centre in a van on a frequent basis (at least once per month) accounted for 13.7% of respondents.

Views on the Proposals

Introduction of Free Van Permits – Views

The survey asked how many times a year a van permit should enable a Staffordshire resident using a large vehicle or van to dispose of their household waste. The most popular suggestion was 12 times per year reported at 50.5%, followed by 6 times per year at 19.2%. A full breakdown of responses is shown in **Figure 5: Preferred number of visits allowed per year with a van permit**.

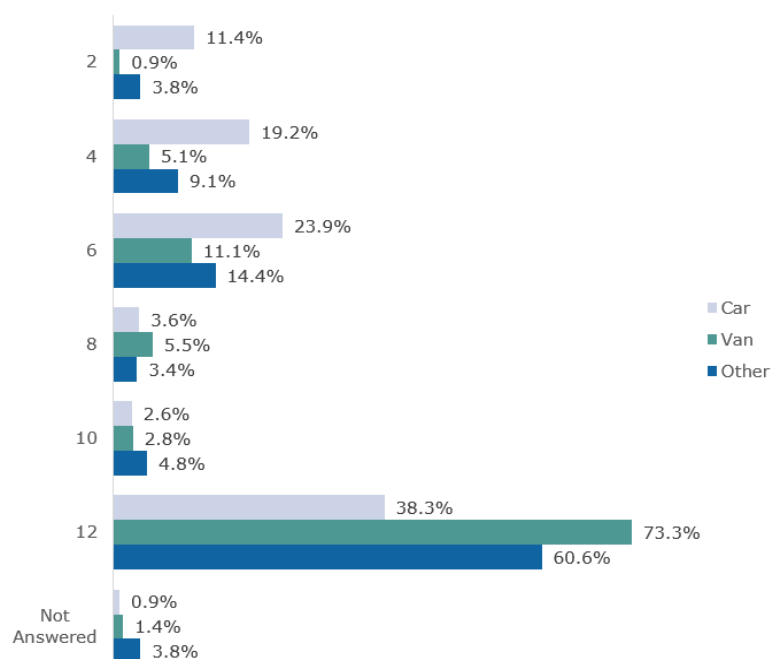
Figure 5: Preferred number of visits allowed per year with a van permit



Van users have a higher preference for allowing 12 visits per year at 73.3%, compared to 38.3% of car users. Despite this variation in opinion, it is important to note that both car and van users selected 12 visits per year as their top preferred option. To illustrate this a breakdown by vehicle type is shown in

Figure 6: Preferred number of visits allowed per year with a van permit by vehicle type

Figure 6: Preferred number of visits allowed per year with a van permit by vehicle type



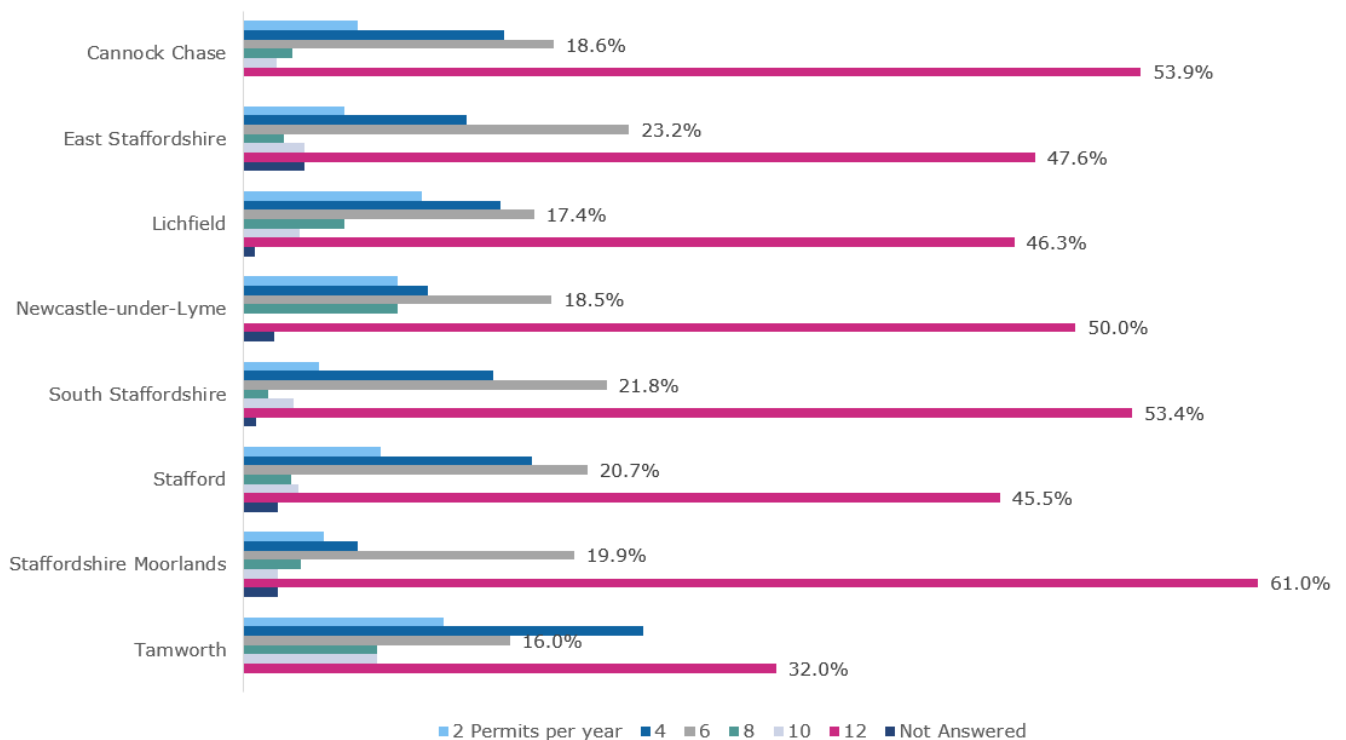
Regular users of Household Waste Recycling Centres (respondents visiting once a month or more) also expressed a higher preference for allowing 12 visits per year reported at 63.1%, compared to 37.5% of respondents who visit less frequently. This trend is also true for van users who frequently visit their Household Waste Recycling Centre, reported at 86.1%.

Respondents from all District and Boroughs also preferred the option for allowing 12 visits per year, although this ranges from 61% in Staffordshire

Moorlands to 32% in Tamworth. A breakdown by Staffordshire District and Borough is shown in

Figure 7: Preferred number of van permit visits allowed per year by District.

Figure 7: Preferred number of van permit visits allowed per year by District/Borough²



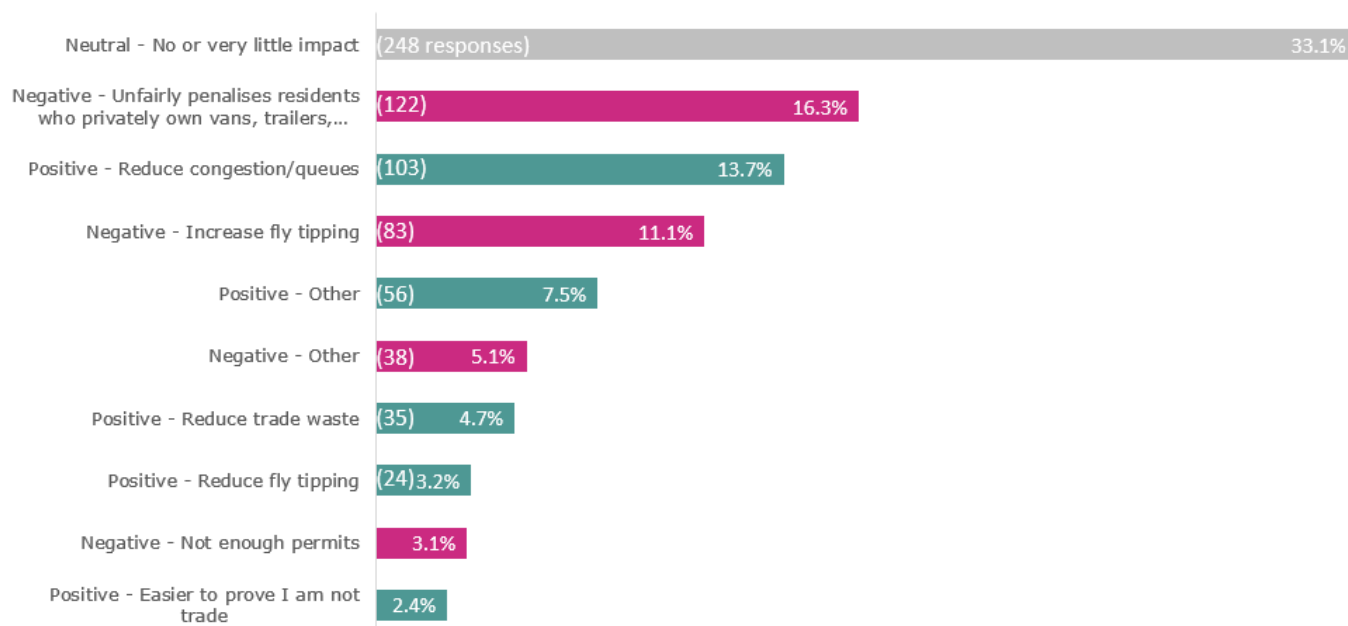
Introduction of Free Van Permits – Reported Impacts

Respondents were invited to expand on their answer, outlining any potential negative or positive impacts. Response sentiment was generally mixed, with 31.5% noting potential positive impacts and 35.5% stating potential negative impacts. The remaining comments were categorised as neutral.

Out of 1,002 respondents, 750 (74.9%) free text comments were analysed and categorised into several themes with **Figure 8: Reported impact of introducing van permits - Key themes** showing the percentage of respondents that mentioned each theme.

² 'Other Areas' includes non-Staffordshire postcodes or where no postcodes were given

Figure 8: Reported impact of introducing van permits - Key themes



Respondents who reported potential negative impacts were more likely to be made by non-car users (van, campervan, trailer etc), accounting for 68.0%, compared to car users who were more likely to report potential positive impacts (68.8%).

Positive Impacts

"It would make it quicker and easier for car using residents to dispose of waste."

"Reduce queuing at recycling centre"

"Not being held up at the site"

"Hopefully it will stop people trying to use the recycling centres to dump trade waste."

"It should discourage traders who are taking advantage of all rate paying Staffordshire residents..."

Negative Impacts

"It would be a big impact. We have 2 vans in our household and they are our only vehicles..."

"Badly, as it's my only means of transport"

"I'm sure fly tipping will increase costing the council and tax payer even more"

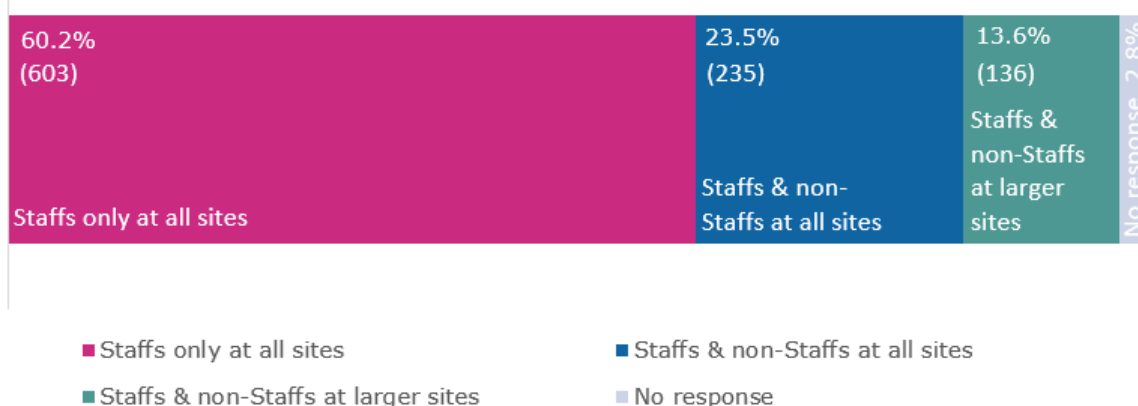
"This would increase the amount of fly tipping. Please do not do this!"

Preferred Option for Controlling the Disposal of Trade Waste

Residents were asked to provide their thoughts on how Staffordshire manages the disposal of trade waste in the future. Three options were provided, and respondents were asked to select their preferred option. The results of this are shown in

Figure 9: Preferred option for controlling the disposal of trade waste.

Figure 9: Preferred option for controlling the disposal of trade waste



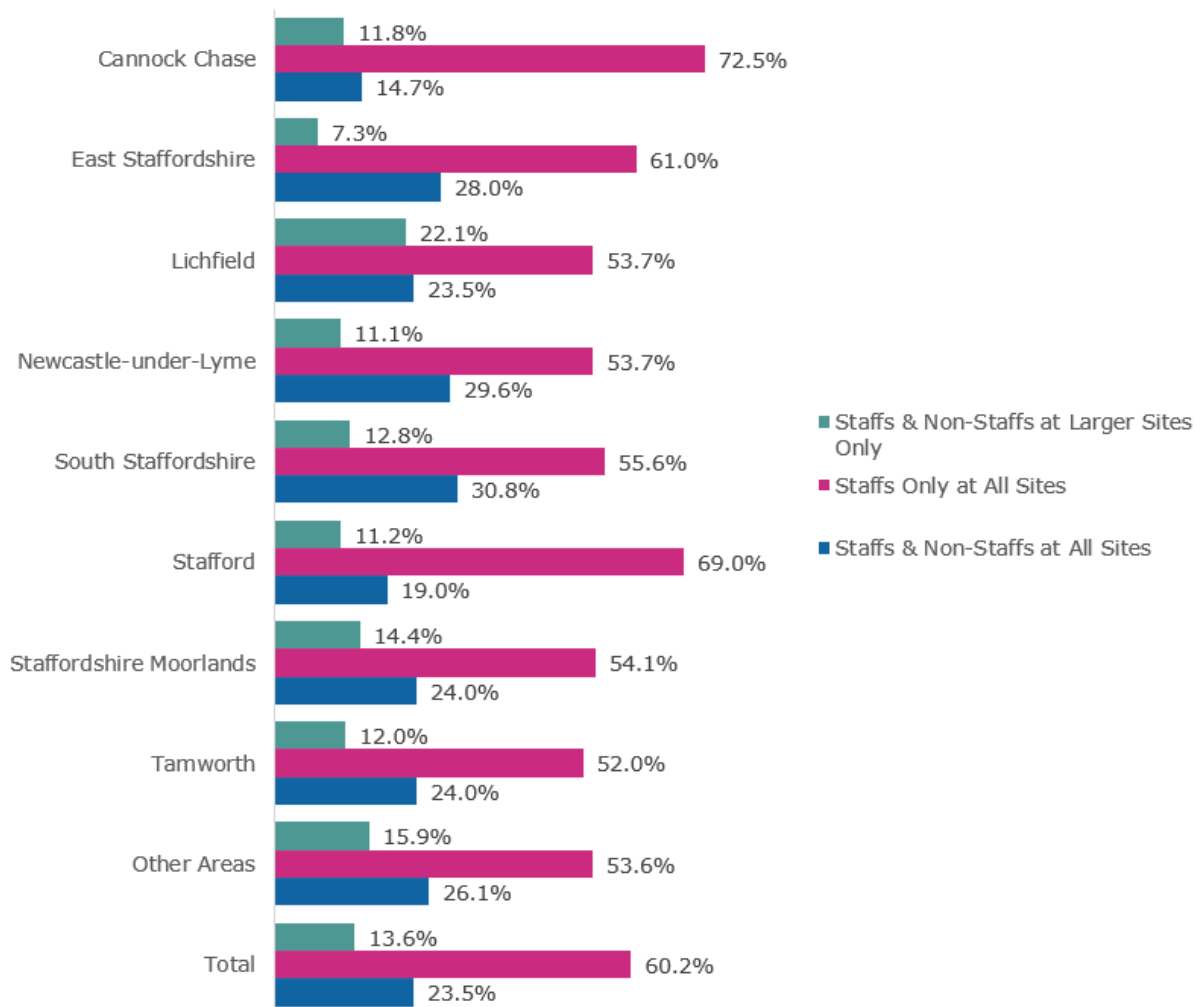
Accepting Staffordshire only trade waste at all sites was respondents' preferred option reported at 60.2%, followed by accepting both Staffordshire and non-Staffordshire trade waste at all sites, but by a much lesser extent (23.5%).

Accepting Staffordshire only trade waste at all sites was also the preferred option regardless of vehicle type or frequency of use.

In terms of respondent preferences by District and Borough, there was higher than average support in Cannock Chase (73%) and Stafford (69%) for prioritising the disposal of Staffordshire only trade waste. Accepting Staffordshire and non-Staffordshire trade waste either at all sites or larger sites was less preferable across all District and Borough areas. A full breakdown is shown in

Figure 10: Preferred option for controlling the disposal of trade waste by District.

Figure 10: Preferred option for controlling the disposal of trade waste by District/Borough



Respondents were invited to expand on reasoning for their preferred option. These free text responses have been analysed and themed, with

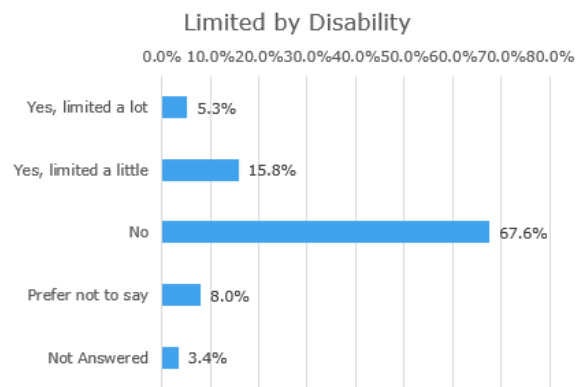
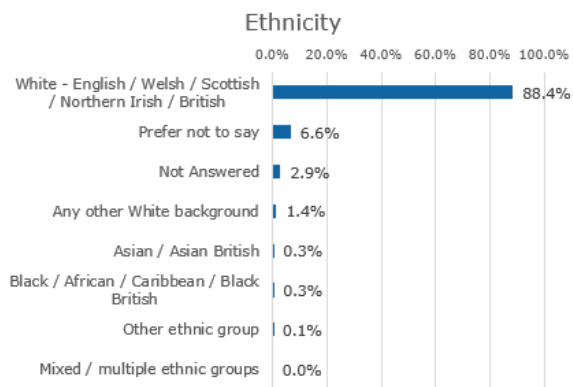
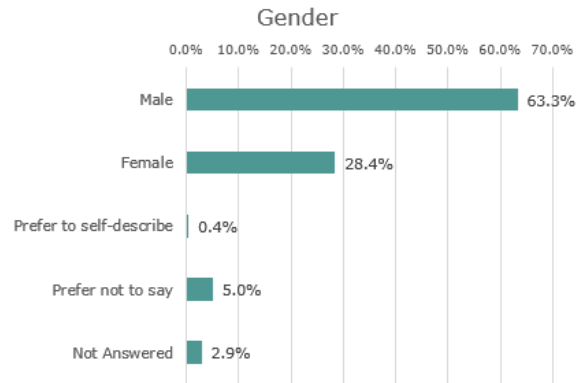
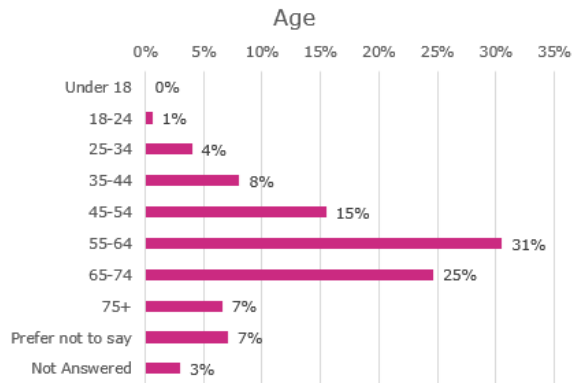
Figure 11: Preferred option for controlling the disposal of trade waste – Key Themes showing the most prevalent reason given for each option.

Figure 11: Preferred option for controlling the disposal of trade waste – Key Themes

<p>Option: Staffordshire only at all sites</p> <p>Key Theme: Prioritise Staffordshire county boundary</p> <p>305 out of 603 respondents who selected this option (50.6%)</p> <p><i>"Staffordshire residents pay for the centre - folks from outside Staffordshire will have their own centres"</i></p> <p><i>"Staffordshire residents should not have to pay for people out of the area"</i></p>
<p>Option: Staffordshire & Non-Staffordshire at all sites</p> <p>Key Theme: Fly Tipping</p> <p>115 out of the 235 respondents who selected this option (48.9%)</p> <p><i>"If it is made too difficult to dispose of trade waste, there will be an increase in fly tipping"</i></p> <p><i>"It all needs disposal. Better at a site than fly tipped"</i></p>
<p>Option: Staffordshire & Non-Staffordshire at larger sites only</p> <p>Key Theme: Larger sites are more able to cope with the higher demand and larger vehicles</p> <p>39 out of the 136 respondents who selected this option (28.7%)</p> <p><i>"Trade waste would be better disposed of at larger site, accessibility would surely be better"</i></p> <p><i>"Capacity of sites and location on larger roads"</i></p>

Appendices

Appendix 1: Demographic Detail



Waste Management Services

Recycling Centres

Policies for the usage of Household Waste Recycling Centres



Revised by Sustainability and Waste Management

XXXX 2023

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Distribution list

This document has been distributed to:

Name	Date Report Issued	Draft or Final?
Sustainability and Waste Management, Staffordshire County Council		
Customer Contact Centre, Staffordshire County Council		
Relevant Members and Senior Managers, Staffordshire County Council		
HWRC Site Employees, Staffordshire County Council		



1. Introduction

Scope

This Policy document has been developed for HWRCs to:

- maximise re-use, recycling, composting and recovery.
- protect the health and safety of site staff and householders.
- control waste disposal costs to council taxpayers. We seek to stop traders' illegal use of HWRCs to deposit commercial waste (also known as trade waste) as household waste.
- maximise operational efficiency to minimise waiting times and facilitate safe and efficient working practices.
- help protect the environment – by complying with all relevant legislation related to waste disposal.

This Policy document relates specifically to the Household Waste Recycling Centres (“HWRCs”) in Staffordshire. The Policy covers:

- The background context to the Household Waste Recycling Centres; and
- Policies adopted by Staffordshire County Council.

Disclaimer

The contents of the Policy are correct at the time of writing. We reserve the right to amend the Policy or operational practices at any time or in response to emergencies.

Background

Household Waste Recycling Centres (HWRCs) play a significant role in enhancing local authority recycling services offered to the public. The significant tonnages of waste accepted and the high recycling rates achievable mean that HWRCs will continue to play an important role in waste management and recycling.

HWRCs are an efficient and effective way to provide a service to residents, particularly for items that are not collected or are costly to collect at the kerbside. These sites also provide residents with an alternative to kerbside collections for the responsible disposal, recycling or reuse of their household waste.



2. Definition of Waste

Household Waste

The classification of household waste is outlined in section 75(1) of the Environmental Protection Act 1990 and further defined in the Controlled Waste Regulations 2012. The Regulation provides a general description of what constitutes non-household waste, stating that waste generated from preparatory works, improvement, repair and alteration is classified as construction waste (Schedule 1, 1(c)).

Hazardous waste

Waste is considered 'hazardous' when it contains substances or has properties that might make it harmful to human health or the environment. The Environment Agency's interpretation of the definition and classification of hazardous waste can be found in their technical guidance 'Guidance on the classification and assessment of waste (1st edition 2015) Technical Guidance WM3. When assessing whether a waste is hazardous or not, the Hazardous Waste Regulations 2005, (as amended), refer to the "List of Wastes" in the List of Wastes Regulations. This list is more commonly referred to as the European Waste Catalogue.

Wastes brought to a HWRC will fall into one of three categories:

- Always hazardous: e.g. lead acid batteries and fluorescent tubes
- Never hazardous: e.g. edible oil
- May be hazardous and needs to be assessed: e.g. paint.

Whilst some of these wastes are not legally hazardous, they can be difficult to dispose of, causing mess and nuisance if they are disposed of incorrectly or spillages / breakages occur.

The former National Household Hazardous Waste Forum (NHHWF) defined **Household Hazardous Waste** (HHW) as "any material discarded by a household which is difficult to dispose of or which puts human health or the environment at risk because of its chemical or biological nature." Whilst not a legal definition, the NHHWF definition of HHW indicates that HWRC site staff need to manage some wastes with more care and attention than others.

Bulky waste

The legal definition of "bulky waste" pursuant to schedule 1 (Regulation 4) in the Controlled Waste (England and Wales) Regulations 2012 is:

- any article of waste which exceeds 25 kilograms in weight; and/or
- any article of waste which does not fit, or cannot be fitted into:



- (a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or
- (b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length.

Asbestos

Asbestos is a hazardous waste. It should only be accepted at HWRCs that have suitable facilities and resources to accept it. Guidance is available from the HSE regarding the safe handling of asbestos waste at Household Waste Recycling Sites.

Construction & Demolition Waste

Construction & Demolition Waste from households is not defined as Household Waste for the purposes of Section 51 of the Environmental Protection Act (the duty for WDAs to provide HWRCs to residents to dispose of their Household Waste). Examples of Construction & Demolition Waste from households include:

- Inert material such as rubble and concrete, bricks and roof tiles
- Plasterboard
- Soil from landscaping activities
- Any other building materials.

Commercial / trade waste

Commercial Waste is that generated from premises used wholly or mainly for the purposes of a trade or business. Schedule 2, Paragraph 4 of the Controlled Waste (England and Wales) Regulations 2012) lists wastes that should be treated as Commercial Waste.

Commercial Waste does not include household, agricultural or industrial waste. If waste is generated within a residential home or garden, but as a result of a business activity (for example garden waste generated by a landscape gardener or building waste as a result of removing a fitted kitchen), it is defined as Commercial Waste and therefore subject to regulation as Commercial Waste.



3. Staffordshire policies in respect of the provision of HWRCs

List of policies

A list of policies adopted by Staffordshire in line with the statutory responsibilities (see earlier in the handbook for details) is presented in the Table below:

No.	Title
1.	Customer Feedback: Compliments, Comments and Complaints Policy
2.	Access to HWRCs: Locations, opening times and materials accepted Policy
3.	Access to HWRCs: Vehicle height barrier and pedestrian use Policy
4.	Access to HWRCs: Van and trailer use Policy
5.	Access to HWRCs: Non-Staffordshire residents and commercial (trade) use Policy
6.	Health & Safety: Footwear, assistance, children and pets and pedestrian access Policy
7.	Health & Safety: Vehicle movements, compaction and temporary closures Policy
8.	Chargeable and Restricted Wastes: Commercial (trade) waste – Staffordshire registered businesses only Policy
9.	Chargeable and Restricted Wastes: Resident non-household waste disposal Policy
10.	Chargeable and Restricted Wastes: DIY, home improvements, renovation, construction and demolition Policy
11.	Restricted Wastes: Hazardous and difficult household and garden chemicals waste (excluding asbestos) Policy
12.	Restricted Wastes: Asbestos waste Policy
13.	Restricted Wastes: Automotive oils and batteries Policy
14.	Restricted Wastes: Clinical waste Policy
15.	Restricted Wastes: Schools, village halls & charities Policy
16.	Restricted Wastes: Animal wastes Policy

Access and availability of Policies

A copy of this Policy handbook is held in the site office at each of the Household Waste Recycling Centres. Electronic copies are also available and can be issued to residents on request. Public awareness of these policies is undertaken through a combination of:

- advice from site attendants;
- website information:



<https://www.staffordshire.gov.uk/Waste-and-recycling/recyclingcentres/Home.aspx>

- via telephone customer contact centre (tel: 0300 111 8000) or email (recycling@staffordshire.gov.uk)



Appendix 1

Policy 1: Customer Feedback: Compliments, Comments and Complaints

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

In order to ensure residents receive high levels of service, Staffordshire County Council require feedback from residents on their experience of using the service, whether it be a compliment, comment or complaint.

This Policy document sets out how Staffordshire County Council aims to achieve this feedback.

Policy

Residents can provide informal or verbal compliments, comments or complaints by:

- Liaison with the site attendants;
- Telephone customer contact centre: tel. 0300 111 8000;
- Email: recycling@staffordshire.gov.uk.

Informal or verbal feedback is recorded by the site attendants on a register held at the HWRC site cabin. The register is viewed by officers from Staffordshire County Council responsible for monitoring and compliance of the service and issues are addressed with site attendants and supervisory management.

In the event that the residents wish to provide more formal compliments, comments or complaints, this can be achieved in accordance with the Staffordshire County Council Customer Care Standards.

More information on the Customer Care Standards can be found on the Staffordshire County Council website. The specific link to the relevant webpage is:

www.staffordshire.gov.uk/Contact-compliments-and-complaints/Customer-care-standards.aspx

The webpage provides the option to complete an electronic feedback form.

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Appendix 2

Policy 2: Access to HWRCs: Locations, opening times and materials accepted

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

Each of the HWRCs provide similar service levels and facilities although they do operate as a network in terms of opening day coverage for the County and there are a number of facilities set up as 'Specialist Centres' where more difficult waste types can be disposed of, for example asbestos.

Policy

Opening Days

All of the HWRCs are open for five of the seven days in the week, including Fridays, Saturdays and Sundays. The Burton HWRC is open for six days of the week due to the distance located from the rest of the network that provide alternative facilities. Bilbrook, Cannock, Leek and Stafford are open 7 days a week.

Spring & Summer bank holiday opening at the HWRCs are usually arranged at all 14 HWRCs whilst Christmas and New Year arrangements are made accordingly each year depending on which days the Bank Holidays fall.

Opening Hours

During the Summer period (BST), the opening hours are from 9.00am to 6.00pm during the week and 5.00pm at the weekends. During the Winter period (GMT), all the HWRCs shut at 5:00pm, with the exception of Biddulph which closes at 4:30pm.

Information on the opening times is available on the Staffordshire County Council website or the HWRCs:

<https://www.staffordshire.gov.uk/Waste-and-recycling/recyclingcentres/Home.aspx>



Waste Types

The disposal of some waste streams is restricted to specific named sites. The Staffordshire County Council website:

<https://www.staffordshire.gov.uk/Waste-and-recycling/recyclingcentres/Home.aspx>

provides details of which waste materials can be received at each facility. The facilities are subject to change (e.g. new legislation, recycling options or when renovation works take place to upgrade the facilities).

Some waste streams such as paint, oil and asbestos have limits placed on disposal. Further information on the restricted waste streams and the limits placed can be found in the relevant Restricted Waste Policy included in this document or on the Staffordshire County Council website:

<https://www.staffordshire.gov.uk/Waste-and-recycling/recyclingcentres/Home.aspx>

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Appendix 3

Policy 3: Access to HWRCs: Vehicle Height Barrier and Pedestrian Use

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

HWRCs are a facility for householders resident in the area to dispose of household waste. If commercial waste enters the site unchecked the problems that can arise include:

- Congestion onsite, which may result in householders not using the site;
- Practicalities of segregating commercial and household waste;
- Additional service vehicles required onsite; and
- Cost of additional disposal.

Height barriers are used to control commercial vehicles (e.g. transit vans) entering the site without first being checked to ensure they are carrying household waste.

The popularity of people carriers and 4x4 vehicles means that any height barrier needs to be high enough to allow these domestic vehicles to enter site.

Policy

Height barriers

Height barriers are installed on all 14 of the HWRCs in Staffordshire to a height of approximately 2 metres (6 foot 6 inches).

The height barriers can be raised/opened by the site attendants following an inspection of the waste carried in the vehicle to confirm that it appears to be household waste.

In the case of a commercial vehicle, the completion of a 'disclaimer form' by the resident is required to declare that the waste is their own Household Waste and also to notify the resident that the frequent use of a commercial type vehicle at a HWRC may require further investigation.

It should be noted that the Council has introduced van permitting for residents using certain types of vehicles to dispose of their household waste – please refer to Policy 4.

Pedestrian access

Pedestrian access is not a common occurrence. However, a number of HWRCs experience local residents that choose to bring waste on foot using wheeled bins, or on rare occasions, by bicycle.

The site attendants at the HWRCs will negotiate with local residents to manage any health & safety risks of walking in areas that are designated for vehicles. It may be that residents are required to be escorted onto the HWRC by staff wearing high visibility clothing.

Walking waste onto the HWRC by residents that have been refused entry as suspected commercial (trade) waste is not permitted and will either be stopped or reported by site attendants to the appropriate authorities.

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Appendix 4

Policy 4: Access to HWRCs: Van and Trailer Use

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

HWRCs are a facility for householders resident in the area to dispose of household waste. If commercial (trade) waste enters the site unchecked the problems that can arise include:

- Congestion onsite, which may result in householders not using the site;
- Practicalities of segregating commercial and household waste;
- Additional service vehicles required onsite; and
- Cost of additional disposal.

Height barriers are used to control large commercial vehicles (e.g. transit vans) entering the site without first being checked to ensure they are carrying household waste.

In an attempt to avoid detection as a result of the height barrier, traders are known to change their large commercial vehicles to a smaller van or a domestic vehicle with a trailer in tow.

However, trailers are also used by residents to dispose of household waste, particularly for bulky wastes (e.g. furniture), garden waste, soil and rubble.

Policy

Van and trailer use:

Staffordshire residents will be required to apply for a van / trailer permit which will entitle them to 12 visits per year for the disposal of household waste.

The 12 permits can be used at any Staffordshire HWRC at any time over a 12-month period. Where the 12 permits are exceeded in the 12-month period, waste will be charged at the trade waste disposal charge.

Non-Staffordshire residents will not be able to apply for a van / trailer permit. However, they will still be able to use the HWRCs to dispose of their household waste using a van and / or trailer but will be charged the trade waste disposal charge.

The categorisation of which type of vehicles / trailers require a van / trailer permit and details of the application process will be available at

There is a separate process if a Staffordshire resident uses a hire van. Please refer to the website atfor more details and instructions of how to obtain a permit.

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Appendix 5

Policy 5: Access to HWRCs: Non-Staffordshire Residents and Commercial (Trade) Use

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

In general, Local Authorities recognise that in most cases the public will tend to use the HWRC that is closest to them, this being the most common cause of cross-border HWRC usage.

Even if Local Authorities are the receivers of 'imports' of cross border waste, many have a tacit understanding with their neighbouring authority which accepts this situation.

Staffordshire County Council has introduced a van and trailer permitting system for Staffordshire residents to dispose of household waste when using certain types of vehicles and trailer.

The categorisation of which type of vehicles / trailers require a van / trailer permit and details of the application process will be available at

Policy

Non-Staffordshire residents

Staffordshire County Council allows its HWRCs to be used by non-Staffordshire residents when disposing of household waste in vehicles which do not require a van and trailer permit in compliance with the Staffordshire County Council Policies.

Non-Staffordshire residents will **not** be able to apply for a van / trailer permit. However, they will still be able to use the HWRCs to dispose of their household waste if they use a van and / or trailer which will be subject to the trade waste disposal charge.

Non-Staffordshire commercial (trade) waste

Non-Staffordshire commercial (trade) waste will **not** be accepted at any Staffordshire HWRC in compliance with the Staffordshire County Council Policies.

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Appendix 6

Policy 6: Health & Safety: Footwear, Assistance, Children and Pets and Pedestrian Access

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

Accidents that occur at the HWRCs result mostly from slips, trips and falls.

HWRCs present greater risks to children and animals.

Certain footwear (e.g. sandals) may be inappropriate when handling and disposing of certain waste types (e.g. rubble, broken glass, etc), particularly in wet conditions or navigating different floor levels (e.g. ramps); and potentially increase the risk of injury. Gloves and other Personal Protective Equipment (PPE), (e.g. safety glasses) would also reduce the risk of injury in many cases.

Policy

Residents should provide their own suitable clothing, footwear and PPE when using the HWRCs.

Site Assistance

Site attendants can provide assistance to residents on request for unloading large or cumbersome waste materials from vehicles and transferring these into waste receptacles. Assistance with heavy objects will need prior consideration of safe lifting by the site attendant but they are pre-disposed to helping those that are in need of assistance when they are able to do so.

Please note that the site attendant (or Council) will not be liable for any accidental damage caused to a vehicle as a result of a member of staff at a HWRC attempting to assist a resident with lifting heavy objects from the residents' vehicle.

Children (under the age of 16) and Pets

Children under the age of 16 and pets are required to remain in the vehicle at all times. Attendants are instructed to inform parents/carers of this rule if children or pets leave a vehicle. If requested, site attendants are able to assist parents/carers in removing waste from their vehicles

and depositing the waste in suitable containers in the event that it is not appropriate to leave young children unattended.

Please note that the site attendant (or Council) will not be liable for any accidental damage caused to a vehicle as a result of a member of staff at a HWRC attempting to assist a parent / carer with lifting heavy objects from the parent / carer's vehicle.

Pedestrian access

Pedestrian access is not a common occurrence. However, a number of HWRCs experience local residents that choose to bring waste on foot using wheeled bins, or on rare occasions, by bicycle.

The site attendants at the HWRCs will negotiate with local residents to manage any health & safety risks of walking in areas that are designated for vehicles. It may be that residents are required to be escorted onto the HWRC by staff wearing high visibility clothing.

Walking waste onto the HWRC by residents that have been refused entry as suspected trade waste is not permitted and will either be stopped or reported by site attendants to the appropriate authorities.

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Appendix 7

Policy 7: Health & Safety: Vehicle Movements, Compaction and Temporary Closures

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

There are risks to site attendants, site users and service vehicle drivers from traffic movement onsite at HWRCs.

Managing congestion is important to ensure that site users are not tempted to park where they should not and walk to disposal areas, rather than wait and park in more appropriate areas. Site layouts and parking arrangements aim to minimise pedestrian interaction with traffic. Many of the modern sites generally direct traffic flow one way and include a passing lane.

Mobile compaction equipment is in use at the HWRCs along with Heavy Goods Vehicles for loading and unloading waste receptacles. Depending on the site design, the split level facilities will generally have a screen that closes off some receptacles whilst compaction or loading is taking place. At other sites and with smaller containers, the site attendants might close the site or stop vehicles and/or pedestrian movements whilst certain activities take place.

Policy

Residents are required to follow one-way road systems and use parking bays where they are in place at the HWRCs.

Site attendants can provide advice on request and will be proactive in relaying advice and instructions to drivers that are not acting in a safe manner. Residents are required to drive carefully and not to exceed speed limits displayed on the HWRC.

Residents are advised to wait until other vehicles that are inadvertently blocking their access are moved by their owner rather than trying to perform reversing manoeuvres.

Residents should follow instructions from site attendants and exercise caution when they are in close proximity to compaction or loading activities taking place or in the event that a traffic management issue arises.

Temporary site closures may be required at some HWRCs when loading and unloading waste receptacles.

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Appendix 8

Policy 8: Chargeable and Restricted Waste: Commercial (Trade) Waste – Staffordshire Registered Businesses Only

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

HWRCs are a facility for householders resident in the area to dispose of household waste. If commercial (trade) waste enters the site unchecked the problems that can arise include:

- Congestion onsite, which may result in householders not using the site;
- Practicalities of segregating commercial and household waste;
- Additional service vehicles required onsite; and
- Cost of additional disposal.

Policy

Staffordshire HWRCs will only accept commercial (trade) waste from Staffordshire registered businesses only.

Commercial (trade) waste is not accepted at Biddulph HWRC.

Staffordshire businesses will need to provide evidence of their Waste Carriers Licence (paper copy) including the registered address of the business.

Commercial (trade) waste will be subject to the trade waste disposal charge.

In order to control unauthorised commercial (trade) waste being deposited at the HWRCs, the following polices are in place in Staffordshire:

- Height barriers – Policy 3
- Van & trailer permit – Policy 4

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Appendix 9

Policy 9: Chargeable and Restricted Wastes: Resident Non-household Waste Disposal

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste in compliance with the Environmental Protection Act 1990. The classification of household waste is outlined in the Environmental Protection Act 1990 and further defined in the Controlled Waste Regulations 2012.

The landfilling of gypsum and other high sulphate bearing wastes in combination with biodegradable waste is prohibited in England and Wales. This applies to loads of waste containing identifiable gypsum-based materials like plaster and plasterboard. This material must not be landfilled with biodegradable waste as it can lead to the production of odorous and toxic hydrogen sulphide gas. Markets now exist for recycling of plasterboard wastes. However, contamination levels have to be greatly minimised in order for this to be acceptable.

Where plaster and plasterboard have other materials attached these must be removed by the resident before being presented for disposal.

Landfilling of Persistent Organic Pollutants (POP) often found in soft furnishings is prohibited in England and Wales. The Council has responsibilities in ensuring that this type of waste being deposited in its HWRCs does not enter landfills. The Council has disposal routes to ensure that this does not occur.

Policy

Residents are required to present restricted and chargeable non household waste separately for disposal and give site attendants unrestricted access to view waste to establish the charge to pay or advise on disposal limits.

A charge will be levied or a restriction on the disposal of certain types of construction and demolition/non household waste.

The different types of waste types will not be accepted when mixed together. Only clean plasterboard can be accepted (e.g. removal of tiles and grout).

The charges will be based upon the quantity of material deposited using the rates given. Payment for bags/sheets will be whole multiples of bags or full sheet equivalent. The site supervisor's decision on the actual charge to be made is final. If a site user cannot reach agreement with the site attendant's assessment of the charges, the site user will be requested to leave the site without depositing waste. If large amounts of waste are brought for disposal (such as a trailer load or transit van) residents must have a van and trailer permit (see Policy 4) and residents may be required to complete a 'disclaimer form' to declare that the waste has not arisen as a result of a commercial activity.

Chargeable Waste

Further details, including the chargeable waste streams and the pricing schedule can be obtained at the HWRCs or from the Staffordshire County Council website:

www.staffordshire.gov.uk/chargesatrecyclingcentres.

Payments must be made by credit or debit card. No cash payments will be accepted.

Restricted Waste

Details of the restricted wastes are outlined below and can be obtained at the HWRCs or from the Staffordshire County Council website:

www.staffordshire.gov.uk/chargesatrecyclingcentres.

For restricted waste residents may be required to complete a 'disclaimer form' to declare that the waste is from their household and has not arisen as a result of a commercial (trade) activity and to acknowledge that a limit applies to the quantities of waste they are entitled to deposit at the HWRC.

If residents have larger quantities of restricted waste they will be advised that either hiring a skip or disposal of the waste at a suitably licensed facility will be required.



Restricted Waste Type	Quantities Permitted	Frequency
Fitted items such as doors and window frames, cupboards, wardrobes and shelves, other UPVc items such as soffits and fascias.	1 cubic metre (1m ³). Broadly equivalent to a load that can be brought to the HWRC in a small family car	Six Months
Paint	10 x 2.5 litre paint pots (or equivalent volume)	Six Months
Gas cylinders	2 cylinders (up to 19 kg size)	Six Months
Fire extinguishers	2 extinguishers (up to 2kg)	Six Months
Asbestos Cement Bonded (See Policy 12 for further information)	4 sheets (approximately 6' by 2' or 4' by 3') – or – 4 bags (approximately 25kg size rubble bag x 4)	Six Months
Used Engine Oil	25 litres	Six Months
Car Battery	2 lead acid batteries	Six Months
Household and Garden Chemicals	5 x 2.5 litre (or equivalent volume)	Six Months
Animal bedding or faeces	2 bags (80 litres x 2) per household	Daily

Details of the restricted wastes are outlined below and can be obtained at the HWRCs or from the Staffordshire County Council website:

www.staffordshire.gov.uk/chargesatrecyclingcentres

Site entrance security checks

All visitors to be greeted on site to discuss the source and types of waste streams brought for disposal.

Charges will be applied for all commercial (trade) waste and some non-household waste (see Policy 5 for details on charges for commercial (trade) waste).

Disclaimer forms

Completed disclaimers will be stored at Staffordshire County Council within the Administration Team to facilitate effective monitoring. Abuses of the system could be subject to an enforcement



mechanism that may include a phone call, letter or visit to the property in question. In a worst-case scenario, recurrent trade abuse could result in court proceedings. Any such successful prosecutions would be widely publicised in the local media.

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Appendix 10

Policy 10: Chargeable and Restricted Wastes: DIY, Home Improvements, Renovation, Construction and Demolition

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

Construction and demolition waste from households is not defined as household waste for the purposes of Section 51 of the Environmental Protection Act 1990 (the duty for WDAs to provide HWRCs to residents to dispose of their household waste).

Examples of construction and demolition waste from households could include:

- Doors and windows
- Fitted kitchens
- Fitted wardrobes
- Inert material such as rubble and concrete, bricks and roof tiles
- Plasterboard
- Soil from landscaping activities
- Any other building materials.

However local authorities understand that these types of wastes can be generated by householders and they therefore need to dispose of this waste. Many local authorities have limited the quantity that can be disposed of for free within the HWRC network, in order to minimise abuse from traders whilst providing a service to the householder.

The landfilling of gypsum and other high sulphate bearing wastes in combination with biodegradable waste is prohibited in England and Wales. This applies to loads of waste containing identifiable gypsum-based materials like plaster and plasterboard. This material must not be landfilled with biodegradable waste as it can lead to the production of odorous and toxic hydrogen sulphide gas. Markets now exist for recycling of plasterboard wastes. However, contamination levels have to be greatly minimised in order for this to be acceptable. In most cases where plaster and plasterboard has other materials attached these can be removed successfully. If, however, attempts to segregate are unsuccessful, the Authority will take a pragmatic approach and work in partnership with its Contractors to ensure a suitable disposal / treatment solution is offered.

Policy

Residents are required to present the DIY wastes (listed in the table below) separately for

disposal in the relevant waste receptacles. The different types of waste types will not be accepted when mixed together, particularly in instances where materials such as plasterboard are mixed with inert materials (rubble) or soil.

Residents will be directed to a receptacle for the relevant types of wastes and may be required to complete a 'disclaimer form' to declare that the waste is from their household, has not arisen as a result of a commercial (trade) activity, and to acknowledge that a limit applies to the quantities of waste they are entitled to deposit at the HWRC.

Quantities permitted over any given period are presented in the table below. Residents will be advised that for larger quantities of waste from home improvement type activities will require them to either hire a skip or dispose of the waste at a suitably licensed facility.

Restricted Waste Type	Quantities Permitted #1	Frequency
Inert material such as rubble and concrete, bricks and roof tiles or soil from landscaping activities	1 cubic metre (1m ³) (Broadly equivalent to a load that can be carried in a average sized car boot)	Six Months
Fixtures and fittings such as doors and windows, fitted kitchens, fitted wardrobes, fitted bathrooms, etc	1 cubic metre (1m ³) (Broadly equivalent to a load that can be brought to the HWRC on one trip)	Six Months
Plasterboard or gypsum based rubble	4 sheets (approximately 6' by 2' or 4' by 3') – or – 4 bags (approximately 25kg size rubble bag x 4)	Six Months

#1 Site attendants will show reasonable judgement when assisting residents in disposing of waste from a small one-off DIY job and these limits will be upheld for residents attempting to dispose of waste that is clearly not in the spirit of what the Policy intends to achieve.

Details of chargeable and restricted wastes can be obtained at the HWRCs or from the Staffordshire County Council website:

www.staffordshire.gov.uk/chargesatrecyclingcentres



Site entrance security checks

All visitors to be greeted on site to discuss the source and types of waste streams brought for disposal.

Charges will be applied for all commercial (trade) waste (Staffordshire businesses only) and some non-household waste.

Disclaimer forms

Completed disclaimers will be stored at Staffordshire County Council within the Administration Team to facilitate effective monitoring. Abuses of the system could be subject to an enforcement mechanism that may include a phone call, letter or visit to the property in question. In a worst-case scenario, recurrent trade abuse could result in court proceedings. Any such successful prosecutions would be widely publicised in the local media.

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Appendix 11

Policy 11: Restricted Wastes: Hazardous and Difficult Household and Garden Chemicals Waste (Excluding Asbestos)

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

Residents may need to deposit small quantities of paint or household and garden chemicals that require safe handling due to the hazardous or potentially hazardous nature of the substance.

Other difficult wastes that residents bring to the HWRCs in small quantities that require special handling include gas cylinders or fire extinguishers.

Policy

Residents will be encouraged to return gas cylinders to the manufacturer. Where manufacturer return is not possible restricted disposal is permitted at the HWRCs.

Residents will be directed to a chemical safe, paint store or compound for the relevant types of wastes and may be required to complete a 'disclaimer form' to declare that the waste is from their household and not arisen as a result of a commercial (trade) activity.

Details of the restricted wastes are outlined below and can be obtained at the HWRCs or from the Staffordshire County Council website:

www.staffordshire.gov.uk/chargesatreyclingcentres



The following limits apply:

Restricted Waste Type	Quantities Permitted	Frequency
Paint	10 x 2.5 litre paint pots (or equivalent volume)	Six Months
Household and Garden chemicals	5 x 2.5 litre (or equivalent volume)	Six Months
Gas cylinders	2 cylinders (up to 19kg size)	Six Months
Fire extinguishers	2 no (2kg)	Six Months

Larger volumes of paint can be disposed of through the Commercial (Trade) Waste service (Staffordshire businesses only) (see Policy 5) and charges will be applied.

Site entrance security checks

All visitors to be greeted on site to discuss the source and types of waste streams brought for disposal.

Charges will be applied for all commercial (trade) waste (Staffordshire businesses only) and some non-household waste (see Policy 5 for details on charges for commercial (trade) waste).

Disclaimer forms

Completed disclaimers will be stored at Staffordshire County Council within the Administration Team to facilitate effective monitoring. Abuses of the system could be subject to an enforcement mechanism that may include a phone call, letter or visit to the property in question. In a worst-case scenario, recurrent trade abuse could result in court proceedings. Any such successful prosecutions would be widely publicised in the local media.

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Appendix 12

Policy 12: Restricted Wastes: Asbestos Waste

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

Cement bonded asbestos is found in many places in the home including rainwater pipes and gutters, water tanks, insulation boards, garage/shed roofs, boiler flues and domestic equipment such as ovens, heaters and ironing boards. Generally, asbestos materials in good condition can be left in place and painted but should not be drilled, sanded or sawn. Where items are to be removed they should not be broken, other people should be kept away and the materials should be wetted to reduce dust.

Local Environmental Health Officers should be consulted on larger amounts of asbestos removal and work on sprayed asbestos or lagging must be carried out by licensed contractors.

Asbestos is a hazardous waste. It should only be accepted at HWRCs that have suitable facilities and resources to accept it in line with the Health & Safety Executive (HSE) guidance.

It is understood that small amounts of these types of wastes can be generated by householders (e.g. a minor repair on a garage roof involving a replacement roofing panel) and they therefore need to dispose of this waste. Many local authorities have limited the quantity that can be disposed of for free within the HWRC network in order to minimise abuse from traders whilst providing a service to the householder.

Policy

Disposal of cement bonded asbestos is accepted at:

- Bilbrook
- Burton
- Cannock
- Leek
- Stafford
- Wombourne



Disposal at each site is restricted to two hours a day between 1:00pm-3:00pm.

Details of chargeable and restricted wastes are outlined below and can be obtained at the HWRCs or from the Staffordshire County Council website:

www.staffordshire.gov.uk/chargesatrecyclingcentres

Residents are required to present the asbestos waste in clear plastic bags that is double wrapped.

Site users may be required to complete a 'disclaimer form' to declare that the waste is from their household, has not arisen as a result of a commercial (trade) activity, and to acknowledge that a limit applies to the quantities of waste they are entitled to deposit at the HWRC.

Quantities permitted over any given period are presented in the table below.

Restricted Waste Type	Quantities Permitted	Frequency
Cement Bonded Asbestos	4 sheets (approximately 6' by 2' or 4' by 3') – or – 4 bags (76x96cm)	Six Months

For larger quantities such as demolition of a shed or garage roof replacement, householders need to contact specialist firms that are licensed to handle that material. Details can be obtained from yellow pages or by contacting the Environment Agency helpline on 03708 506 506.

Disclaimer forms

Completed disclaimers will be stored at Staffordshire County Council within the Administration Team to facilitate effective monitoring. Abuses of the system could be subject to an enforcement mechanism that may include a phone call, letter or visit to the property in question. In a worst-case scenario, recurrent trade abuse could result in court proceedings. Any such successful prosecutions would be widely publicised in the local media.

Version Control:

This Policy was last reviewed by Sustainability and Waste Management Services:

XXXX 2023.



Appendix 13

Policy 13: Restricted Wastes: Automotive oils and batteries

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

It is recognised that residents will generally use commercially operated garages to dispose of maintenance, repair or consumable wastes from vehicles such as batteries, filters and oils, etc.

However local authorities understand that certain types of wastes from vehicles can be generated by householders and they therefore need to dispose of this waste. Many local authorities have limited the quantity that can be disposed of for free within the HWRC network, to minimise abuse from traders whilst providing a service to the householder.

Policy

Residents are required to present the wastes from their domestic vehicles separately in the relevant waste receptacles. Materials that have been mixed will not be accepted.

Residents will be directed to a receptacle for the relevant types of wastes and may be required to complete a 'disclaimer form' to declare that the waste is from their household, has not arisen as a result of a commercial (trade) use, and to acknowledge that a limit applies to the quantities of waste they are entitled to deposit at the HWRC.

Quantities permitted over any given period are presented in the table below. Residents will be advised that for larger quantities of waste from vehicle repair and maintenance type activities will require them to either use a garage or dispose of the waste at a suitably licensed facility.

Restricted Waste Type	Quantities Permitted	Frequency
Used engine oil	25 litres	Six Months
Battery (lead acid)	2 no.	Six Months

Disclaimer forms

Completed disclaimers will be stored at Staffordshire County Council within the administration office to facilitate effective monitoring. Abuses of the system could be subject to an enforcement mechanism that may include a phone call, letter or visit to the property in question. In a worst-

case scenario, recurrent trade abuse could result in court proceedings. Any such successful prosecutions should be widely publicised in the local media.

Version Control:

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XXXX 2023.



Appendix 14

Policy 14: Restricted Wastes: Clinical Waste

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

Clinical Wastes are not usually accepted at HWRCs due to license restrictions.

Policy

No Clinical Waste, neither infectious nor offensive, is accepted at the HWRCs as these are not permitted under current licenses.

Version Control:

This Policy was last reviewed by Sustainability and Waste Management Services:

XXXX 2023.

Up to here



Appendix 15

Policy 15: Restricted Wastes: Schools, Village Halls and Charities

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

It is recognised that some non-domestic institution properties and voluntary and charitable groups that serve residents will produce similar types of waste to households and in such circumstances they can be disposed at the HWRCs.

Typical activities might involve a voluntary group organising a community litter pick, community improvements, Scout and Guide groups tidying up community vegetation.

In the case of schools, the HWRC could be used for ad-hoc disposal of a few (similar to a domestic property) items such as electrical equipment, furniture, fluorescent light tube, a laboratory chemical bottle, etc. Most schools have made arrangements for large scale waste disposal events (e.g. I.T. suite clearance, laboratory refurbishment, end of term clearance, etc) and the HWRCs should not be used for disposing of such volumes of waste produced by schools.

Policy

Permission to use the HWRCs will be given to eligible organisations/properties including schools, village halls and charities as per the Controlled Waste (England and Wales) Regulations 2012.

This permission must be in place before visiting the HWRC to dispose of waste.

An assessment will be required to authenticate that the waste arisings are of a similar nature (e.g. type and quantities) to that produced at domestic properties, and are clearly not arising as a result of commercial activities or fund raising type events.

The assessment for eligibility will be undertaken by Staffordshire's County Council Waste and Sustainability Service who can be contacted for a Charity Waste Form through the following methods:

Staffordshire County Council Waste and Sustainability Services contact details:

Tel: 0300 111 8000

Email: recycling@staffordshire.gov.uk

Address: Sustainability and Waste Management Services
Staffordshire County Council
2 Staffordshire Place
Tipping Street
Stafford
ST16 2DH

Once the Charity Waste Form is submitted, the request will be reviewed by two Officers from the Waste and Sustainability Team and if successful, a permit will be provided.

If the application is unsuccessful, the decision will be reviewed by a Senior Officer who will make the final decision. This process may involve the submission of additional information.

Other properties listed by the 2012 Regulations (e.g. prisons, palaces, hospitals, etc) will not be eligible for free disposal.

The option to dispose of waste for other properties listed by the 2012 Regulations can be sourced through a Commercial Collection Trade Waste Contract.

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XXXX 2023.



Appendix 16

Policy 16: Restricted Wastes: Animal wastes

Overview

The Household Waste Recycling Centre (HWRC) services are provided by Staffordshire County Council on behalf of residents as a method to dispose of their household waste.

A pet is a household animal kept for companionship and a person's enjoyment, as opposed to wild animals or to livestock, laboratory animals, working animals or sport animals, which are kept for economic or productive reasons.

Domestic pets are readily recognised as cats, dogs, rabbits, rodents and pigeons, etc. However, in very small numbers, animals conventionally kept as livestock such as pigs, horses, sheep, goats, chickens, etc may also be considered as a pet.

Local authorities understand that certain types of wastes from domestic pets can be generated by householders and they therefore need to dispose of waste associated with keeping animals. Many local authorities have limited the quantity that can be accepted at HWRCs to ensure associated operational procedures do not pose excessive health and safety risks to site attendants.

Policy

Disposal limits for domestic pet waste applies, see table below.

Waste should be deposited in the residual waste containers as pet bedding or faeces is not suitable for composting with the green garden waste collected at the HWRCs.

Disclaimer

Residents may be required to complete a 'disclaimer form' to declare that the waste is from their household, has not arisen as a result of a commercial (trade) use, and to acknowledge that a limit applies to the quantities of waste they are entitled to deposit at the HWRC.



Restricted Waste Type	Quantities Permitted	Frequency
Animal bedding or faeces	2 bags (80 litres x 2) per household	Daily
Dead pet	None	-

Version Control:

This Policy was last reviewed by Sustainability and Waste Management Services:

XXXX 2023.



For more information please contact:

Sustainability and Waste Management Services
Staffordshire County Council
2 Staffordshire Place
Tipping Street
Stafford
ST16 2DH

Tel: 0300 111 8000

Email: recycling@staffordshire.gov.uk

If you would like this document in another language or format (e.g. large text), please contact us on 0300 111 8000 or email recycling@staffordshire.gov.uk



Appendix 5

HWRC Policies – Existing and Proposed

Number	Existing	Proposed
1	Compliments, Comments and Complaints	Compliments, Comments and Complaints
2	Locations, opening times and material types	Locations, opening times and materials accepted
3	Vehicle height barrier and pedestrian use	Vehicle height barrier and pedestrian use
4	Van and trailer use	Van and trailer use
5	Non-Staffordshire residents use	Non-Staffordshire residents and commercial (trade) use
6	Small Traders Waste Disposal Scheme (pilot)	Footwear, assistance, children and pets and pedestrian use
7	Footwear, assistance, children & pets	Vehicle movements, compaction and temporary closures
8	Vehicle movements, compaction and temporary closures	Commercial (trade) waste – Staffordshire registered businesses only
9	Hazardous (& difficult) household & garden chemicals waste	Resident non-household waste disposal
10	DIY, home improvements, renovation, construction & demolition	DIY, home improvements, renovation, construction & demolition
11	Asbestos	Hazardous and difficult household and garden chemicals waste (excluding asbestos)
12	Automotive oils, tyres and batteries	Asbestos waste
13	Clinical waste	Automotive oils and batteries
14	Schools, village halls & charities	Clinical waste
15	Commercial (trade) waste	Schools, village halls & charities
16	Animal wastes	Animal wastes

Community Impact Assessment

Household Waste Recycling Centre Policy Changes:

- Van and Trailer Permits
- Commercial (Trade) Waste
- Charities and Voluntary Groups usage

Author: Nick Bentley

Date: 03/04/23

➤ **Equality Assessment**

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
Age - older and younger people	No impact		HWRC sites do not allow children under the age of 16 out of vehicles when on site due to H&S
Disability - people who are living with different conditions and disabilities, such as: mental illnesses, long term conditions, Autism and other neurodiverse conditions, learning disabilities, sensory impairment and physical disabilities.	No impact		HWRC staff are on site to assist residents who have difficulties in carrying waste/ recycling material to designated disposal point.
Gender reassignment - those people in the process of transitioning from one sex to another	No impact		HWRC sites are open to all residents
Marriage & Civil Partnership - people who are married or in a civil partnership should not be treated differently at work	No impact		HWRC sites are open to all residents
Pregnancy & Maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	No impact		HWRC sites are open to all residents
Race - people defined by their race, colour, and nationality (including citizenship) ethnic or national origins	No impact		HWRC sites are open to all residents

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
Religion or Belief - people with any religious or philosophical belief, including a lack of belief. A belief should affect a person's life choices or the way they live for it to be considered	No impact		HWRC sites are open to all residents
Sex - men or women	No impact		HWRC sites are open to all residents
Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No impact		HWRC sites are open to all residents

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➤ Workforce Assessment

Who will be affected - consider the following protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation	Benefits	Risks	Mitigations / Recommendations
Not Applicable			

➤ Health, Well-being and Social Care Assessment

Key considerations	Benefits	Risks	Mitigations / Recommendations
Not Applicable			

➤ **Communities Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
Amendment to Policy to schools and charities	The change to policy will give easier access to Voluntary / community groups to HWRC's		The change in policy will assist groups to dispose of waste at HWRC's

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➤ **Economic Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
Restricting access of Commercial (trade) waste from Staffordshire businesses only	Easier and quicker access for disposal of waste	Businesses from outside Staffordshire continue to try and dispose of waste at sites	Amnesty period for Businesses outside Staffordshire. Businesses outside Staffordshire allowed to dispose of waste advised of changes and not to return

➤ **Climate Change Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
1. Van / trailer permits 2. Staffordshire Business commercial (trade) waste only	Reduces queuing on sites and reduces number of visits. Reduced carbon emissions as commercial (trade) operators will not be travelling distances to dispose of waste in Staffordshire HWRC's		Van/ trailer permits will reduce carbon impact as visits will be optimised and reduced queuing results in less emissions. Commercial (trade) waste from Staffordshire businesses only will reduce carbon emissions as waste won't be transported from outside Staffordshire.

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 ➤ **Environment Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
Not applicable			

Cabinet Meeting on Wednesday 17 May 2023

Household Support Fund



Councillor Mark Sutton, Cabinet Member for Children and Young People said,

“The Household Support Fund helps families to meet with their day-to-day living costs. One of our priorities as a county council is to ensure those most in need in Staffordshire are supported, particularly when there are additional cost of living pressures. We’re pleased to be able to deliver a scheme to our residents which has made a real difference over the last two-and-a-half years.”

Report Summary:

The Government has been delivering Household Support Fund (HSF) Grant through local authorities for the last 2.5 years, during this time Staffordshire has seen £27.5 million made available to Staffordshire residents.

Over this time a focus was on enabling families with children who might need financial assistance, but the fund does extend to other people who may be feeling the impact of increasing costs. The expectation is that the Household Support Fund should primarily be used to support households in the most need with food, energy and water bills.

The Report outlines the impact of the delivery on local residents to date and shares the plan for the financial year 2023/24.

Recommendations

I recommend that Cabinet:

- a. Acknowledges the impact of the Household Support Fund in supporting residents in need of financial assistance.
- b. Acknowledges the anticipated receipt of £11,013,096.00 from the Department for Work and Pensions (DWP), in relation to the HSF.

- c. Endorses the planned proposals for the usage of the HSF in Staffordshire for the financial year 2023/24.
- d. Delegates authority to the Cabinet Member for Children and Young People, in consultation with the Director for Families and Communities, to decide the delivery and eligibility criteria for distribution of the HSF in Staffordshire, and to take all other subsequent decisions to ensure that this support gets to those who need it as quickly as possible. This includes any decisions in respect of extensions to the Scheme or additional funding, ensuring Cabinet are fully briefed on any such extensions or spending.
- e. Approves the flexibility to amend the amount of funding proposed for each scheme to ensure we can meet the demand or need due to the spend outlined being anticipated.
- f. Approves the extension of the current arrangements in place with Hemingways digital voucher, Beat the Cold and Community Foundation for Staffordshire for a further 12 months.

Cabinet – Wednesday 17 May 2023

Household Support Grant

Recommendations of the Cabinet Member for Children and Young People

I recommend that Cabinet:

- a. Acknowledges the impact of the Household Support Fund in supporting residents in need of financial assistance.
- b. Acknowledges the anticipated receipt of £11,013,096.00 from the Department for Work and Pensions (DWP), in relation to the HSF.
- c. Endorses the planned proposals for the usage of the HSF in Staffordshire for the financial year 2023/24.
- d. Delegates authority to the Cabinet Member for Children and Young People, in consultation with the Director for Families and Communities, to decide the delivery and eligibility criteria for distribution of the HSF in Staffordshire, and to take all other subsequent decisions to ensure that this support gets to those who need it as quickly as possible. This includes any decisions in respect of extensions to the Scheme or additional funding, ensuring Cabinet are fully briefed on any such extensions or spending.
- e. Approves the flexibility to amend the amount of funding proposed for each scheme to ensure we can meet the demand or need due to the spend outlined being anticipated.
- f. Approves the extension of the current arrangements in place with Hemingways digital voucher, Beat the Cold and Community Foundation for Staffordshire for a further 12 months.

Local Member Interest:

N/A

Report of the Director for Children and Families

Reasons for Recommendations:

Background

1. On Thursday 30th September 2021, the DWP announced a new HSF Grant which will be made available to County Councils and Unitary Authorities in England to support those most in need this Winter.
2. This allocation has continued, and the final grant is available for 2023/24. This report provides a summary of the impact of the fund locally and outlines the plans for the final year.
3. The County Council has the discretion on exactly how this funding is used, providing it adheres to the funding criteria (Appendix A). These conditions have changed each time but there remains a commitment to:
 - a. The majority of funding being targeted at low-income households; however support is not restricted to those households in receipt of benefits.
 - b. Prioritise the support for households in the most need with food, energy, and water bills.
 - c. More recently a referral route must be available to allow for targeted residents to benefit in addition to the identified schemes.
4. This paper outlines the proposed spend for financial year 2023/24 and the impact of the spend for 2022/23.

Proposed Spend for 2023/24

Education Support Fund (ESF):

5. It is proposed to continue to provide families of children in reception to year 11, who are in receipt of benefits-related Free School Meals (FSM) a £20.00 eVoucher per child for Summer half term 2023, Autumn half term 2023 and Spring half term 2024. We will also provide a £20.00 eVoucher for one of the two weeks of the Winter 2023 holidays and Easter 2024 holidays and for two weeks of the six-week Summer 2023 holidays to compliment the provision facilitated under the Holiday Activities and Food (HAF) Programme.
6. Children currently receiving benefits-related FSM or would be eligible for benefit related free school meals, (including children attending alternative and independent provision), and Early Years Children who receive funding for Think 2 Early Years Pupil Premium (EYPP) and our care leavers will be included in the proposed ESF.
7. It is proposed to provide the above to Staffordshire Children (Residents) and Non-Staffordshire Children (Non-Residents) who attend a Staffordshire Education Setting. Including Non-Staffordshire Children in the Fund ensures fairness and equality across pupils attending a setting

within the Local Authority boundary whilst supporting settings to support, safeguard and care for families in the settings community. Removing Non-Staffordshire Children (Non-Residents) from the ESF provides complexities in administrating the scheme and may lead to negative public perception.

8. It is proposed to continue to procure a voucher digital service to facilitate the HSF directly to families in partnership with Staffordshire Education Settings. The method of delivery which we have developed with the voucher company enables us to upload a Voucher Order Submission that is provided to us via the Staffordshire Education Settings into the voucher online system which then sends the voucher direct to the household. It is based around the previous process but more secure to prevent fraudulent claims and enables a robust audit process for us and the education settings. The vouchers will be available for a variety of supermarkets, ALDI, ASDA, Morrisons, Tesco, Sainsburys, Iceland, Marks & Spencer's and Waitrose.

9. The anticipated volume and expenditure on vouchers is outlined below:

Holiday	Anticipated Volume – Approx. Total Children	Cost per voucher	Total number of weeks provided	Anticipated Expenditure
Easter 2023 **See point 7 above	100	£20.00	1 week (#HAF)	£2,000.00
Summer H/T 2023	27,000	£20.00	1 week	£540,000.00
Summer Holidays 2023	27,000	£20.00	2 weeks (#HAF)	£1,080,000.00
Autumn H/T 2023	27,000	£20.00	1 week	£540,000.00
Winter Holiday 2023	27,000	£20.00	1 week (#HAF)	£540,000.00
Spring H/T 2024	27,000	£20.00	1 week	£540,000.00
Easter 2024	27,000	£20.00	1 week	£540,000.00
Total:				£3,782,000.00

Proposed Targeted Support Fund (TSF) – Financial Assistance for Care Leavers:

10. Children Leaving Our Care are more likely to face challenges moving into adulthood and we want to provide them the help and support that they need. This will include access to financial support in the form of a supermarket eVoucher.

11. It is proposed to provide our Care Leavers four £50.00 supermarket eVouchers utilising this funding allocation. These will be administered in August 2023, December 2023, January 2024 and March 2024.
12. It is proposed to continue to procure a voucher digital service to facilitate the TSF directly to the recipients. The method of delivery which we have developed with the voucher company enables us to upload a Voucher Order Submission which then sends the voucher direct to the recipient. It is a secure method to prevent fraudulent claims and enables a robust audit process for us. The vouchers will be available for a variety of supermarkets, ALDI, ASDA, Morrisons, Tesco, Sainsburys, Iceland, Marks & Spencer's and Waitrose.
13. The anticipated volume and expenditure on vouchers is outlined below:

Holiday:	Anticipated Volume:	Anticipated Expenditure:
August 2023	800	£40,000.00
December 2023	800	£40,000.00
January 2024	800	£40,000.00
March 2024	800	£40,000.00
	Total:	£160,000.00

Proposed Professional Referral Scheme - Assistance Grants for Food and Essential Supplies:

14. The Household Support Fund grant conditions specify that the scheme needs to have a referral scheme available from 1st April – 31st March 2024.
15. Therefore, we propose that we have a professional referral route for residents across Staffordshire, so that anyone facing financial hardship can ask for additional help from those that they are working with. This also ensures that the household is accessing professional support around their debt, finances or personal circumstances.
16. Having a professional referral route will ensure that there has been some review of the extent to which someone is facing financial hardship prior to making an application. We want the professional referral route to help us reach those most in need and so it will include a range of organisations: -
- a. Staffordshire County Council
 - b. Registered Social Landlord
 - c. District/Borough Councils
 - d. Health

- e. Citizen's Advice Bureau
 - f. SCVYS Members
 - g. Support Staffordshire Members
 - h. Job Centre
 - i. SENDIASS – Signposting only
 - j. Staffordshire Education Settings
 - k. Commissioned Staffordshire County Council Providers who work direct with households
17. An approved referrers list will be created; this will ensure that all professionals referring into the scheme have had checks carried out to prevent fraudulent claims. This could be through due diligence checks carried out as part of commissioning arrangements or through the membership of SCVYS or Support Staffordshire, or it could be via approval from one of our key partners who work in partnership with the organisation.
18. This scheme will only be available for people residing in the county area of Staffordshire (excluding Stoke-on-Trent City Council who administer their own scheme.)
19. This scheme will see eligible people benefit from a supermarket eVoucher for £65 per household and £20 per additional dependant e.g. child or a person you care for.
20. The anticipated volume and value are calculated by an average based on current usage of the scheme.
21. This is an open referral route for professional to identify households in most need particularly those who may not be eligible for other government support that has been made available but nevertheless still in need of financial assistance.
22. This may include, but is not limited to, who are entitled to but not claiming qualifying benefits, people who are claiming Housing Benefit (HB) and a range of low-income households in need including children of all ages, pensioners, unpaid carers, care leavers and disabled people.

Scheme	Anticipated Volume	Value	Anticipated Expenditure
Professional Referral Route	10,400	£115.00 (average per household)	£2,400,000.00

Proposed Winter Warmth Project:

23. The Winter Warmth Project has helped residents access assistance with their fuel bills, the County Council is engaging with Beat the Cold and the Staffordshire Community Foundation to develop a Winter Warmth Project for 2023/24.
24. Beat the Cold provide a triage service of incoming demand from the public and via professional referrals. This includes a holistic assessment of household finances, benefit maximisation and eligibility for free or discounted energy efficiency measures via Staffordshire Warmer Homes.
25. The Community Foundation of Staffordshire provides a grant distribution service, which generally entails a payment being made directly to the household's energy supplier. In cases where a household has a pre-pay meter (around 25% of eligible households) alternative voucher arrangements apply. The contract sum agreed with CFS includes the transaction fees associated with the voucher payments. Each winter the previous contracts have been extended following additional Cabinet Member decisions.
26. Through the Winter Warmth Project, eligible Staffordshire residents will be provided with financial support for energy. This will be provided via either a top up card credit for those on pre-payment meters or credit paid directly to the energy supplier for those on metered accounts. The payments will be made via the Staffordshire Community Foundation and their "Surviving Winter" Campaign Team.
27. The requirements of The Community Foundation of Staffordshire are more than double the original contract requirement and will require them to make double the transactions due to the full year extension. In 2023/24 CFS will be asked to distribute a total of £1,710,000 in the form of direct payment to utility companies or via vouchers, benefitting 3,800 households across Staffordshire. The first payment of £300 will be made before the end of September 2023. The second payment of £150 will be made before the end of March 2024.
28. Eligibility will be based upon the existing eligibility criteria for the subsidised heating installations which is the Business-as-Usual activity of the Staffordshire Warmer Homes Partnership. Where payments are to be made using vouchers (pre-pay metered customers) the DWP Searchlight tool will be used to verify the claimant's national insurance number against their name and address to prevent fraudulent use of the vouchers.
29. The anticipated volume and expenditure is outlined below:

	Anticipated Volume:	Anticipated Expenditure:
Winter Warmth Scheme	3,800	£1,710,000.00
	Total:	£1,710,000.00

Financial Assistance Education and Resources

30. We propose that as this is the final year of the grant we invest in resources and a programme of education which can be offered to people requesting support. We want to ensure that there is a plan to ensure that people are able to afford to manage after the grant.

31. We propose that this includes a range of support including:

- a. Education: This will include face to face support to budget, reducing spend and maximizing income.
- b. Resources: This will include tools and resources which can be made available to people after the funding is withdrawn.
- c. Community Resilience: This will include a small grant available to community organisations who can facilitate activities to improve people's financial awareness, ability to budget and think about sustainable and cost saving ways to manage.
- d. Supporting Families Employment Advisor: We propose we fund an additional two advisor to work with us to help people who are accessing the fund on low incomes to support them to develop their career options.
- e. Family Coaches: Within the Family Hubs we have four family coaches. These coaches deliver Adult and Community Learning and we propose we employ an additional two for 12 months to assist us to embed financial planning into a range of training and support and facilitate direct work with families. Training up a cohort of volunteers within the community who could deliver this to local members of the community.

Allocation	Anticipated Expenditure:
Education and supporting the transition for people after the fund has concluded.	£1,859,786.40

Household Support Fund Impact 2022/2023

32. There have been a number of different schemes all of which have been aimed to support local people with increased costs which have impacted on their financial stability. The Household Support Fund (HSF) has been in place since 2021.

33. Through the HSF we have received £16.5 million over the last 1.5 years of which £15.2 million went directly to the residents of Staffordshire to provide financial assistance.

34. The aim was to ensure that those who needed to access this scheme most received this support. As a result, this was targeted at cohorts of people below table demonstrates how this has been split across the different people who have benefitted, for the last 1.5 years.



Round 1 2021 to 2022 – 6 month delivery 31st October 2021 to 31st March 2022		
Targeted Group	Total Number Of Beneficiaries	Total Amount Allocated
Children eligible for Benefit Related Free School Meals	25,965	£2,000,565.00
Care Leavers one off payments	309	£27,970.00
Households claiming means tested benefits	8,533	£4,985,758.78
Totals	34,807	£5,214,293.78

Round 2 2022 to 2023 – 6 month delivery 1st April 2022 to 30th September 2022		
Targeted Group	Total Number Of Beneficiaries	Total Amount Allocated
Children eligible for Benefit Related Free School Meals	27,709	£1,240,560.00
Care Leavers one off payments	437	£32,775.00
Households with children	4,742	£804,609.06
Households with pensioners	21,449	£2,836,600.00
Other households	503	£153,566.75
Totals	54,840	£5,068,110.81

Round 3 2022 to 2023 – 6 month delivery 1st October 2022 to 31st March 2023		
Targeted Group	Total Number Of Beneficiaries	Total Amount Allocated
Children eligible for Benefit Related Free School Meals	27,772	£2,156,660.00

Care Leavers one off payments	781	£70,250.00
Households with children	19,290	£1,577,337.87
Households with pensioners	1,302	£383,200.00
Households with a disabled person	3,126	£552,496.38
Other households	6,140	£249,241.00
Totals	58,411	£4,989,185.25

35. Each allocation of the funding has been for a 6-month period apart from the round 4 23/24 allocation which is now a full financial year.

Allocation	Total amount of budget awarded to beneficiaries	Total number of beneficiaries	Increase or decrease of beneficiaries from previous year
Round 1 – 6 months 31 st October 2021 to 31 st March 2022	£5,214,293.78	34,807	
Round 2 – 6 months 1 st April 2022 to 30 th September 2022	£5,068,110.81	54,840	 20,033
Round 3 – 6 months 1 st October 2022 to 31 st March 2023	£4,989,185.25	58,411	 3,571

36. As a result of these scheme, we have received a range of feedback, however what is clear is that this scheme has helped a range of residents some of whom took the time to tell us about the impact, most of whom commented that this scheme had made a difference to them and their ability to cope with increasing costs and were very grateful to the council for this support.

37. In addition to benefiting from the financial assistance through the HSF, 23 homes have benefited from boiler replacement and a further 115 homes received an installation of measures such as air source heat pumps; solar panels; insulation including under floor, external, cavity and loft through the Staffordshire Warmer Homes Scheme.

Timescale

38. Support is available to spend ahead of 31st March 2024.

Risks Identified

39. There are several risks that have been identified and a full risk assessment continues to be reviewed. The key risks are outlined below:

- a. There is a possibility that some people have become reliant on this fund and may be dependant on this to manage their finances without being in debt or missing out on necessary items. There is a risk that this scheme has created a longer-term dependency which the Local Authority cannot afford to sustain. This is a particular challenge for 23/24 when the fund is due to stop.
- b. There is significant interest in this scheme locally and nationally and there is a risk that this causes reputational damage and an increase in complaints to the County Council. This is particular challenge for those who have received support since the schemes inception who may have come to rely on the funding.
- c. There is a risk of legal challenge where contracts are awarded as a direct award.
- d. There is a risk that some people eligible will not be identified, leaving them in financially challenging circumstances.

Legal Implications

40. 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. One of the biggest risks for this scheme is impersonation fraud, where fraudsters work through a residential area and falsely claim under the names of eligible recipients.

41. The County Council are encouraged to mitigate this risk, by ensuring checks are in place to verify the applicant's identity. The County Council and its Partners have access to a range of data sources and checks which can be carried out against this data to verify the identity of the recipient.

42. It is for the County Council to decide how payments are made to recipients. However, when making this decision the County Council is encouraged to consider the risks involved. Although vouchers still carry fraud risks, the DWP are suggesting 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 the policy intent, therefore undermining the purpose of the scheme.

43. Officers are engaging with Legal Services and the Commercial team to explore how best to implement the proposals in this report. The County Council will enter into contracts with providers and also agreements with District and Borough Councils as detailed above. Although the value of the HDF is significant, the value of the services to be provided by the providers in administering the schemes or proving relevant systems will be relatively low value.
44. There is a risk that if the HSF conditions are not met then the County Council may need to repay some or all of the grant back to the DWP. The County Council will need to consider this when entering into arrangements with providers and the District and Borough councils.

Resource and Value for Money Implications

45. A summary of anticipated expenditure is as follows:

Funding Scheme	Anticipated Expenditure
Education Support Fund	£3,782,000.00
Targeted Care Leavers and UASC Support Fund	£160,000.00
Professionals Referral Scheme	£2,400,000.00
Winter Warmth Project	£1,710,000.00
Financial Education and Support	£1,859,786.40
Administration Fees	£1,101,309.60
Total	£11,013,096.00

46. The HSF is ring-fenced to be spent as detailed in the guidance and the accompanying grant determination. To ensure that the objectives of the HSF 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 payments will be made in arrears upon DWP being satisfied with the Management Information (MI) returns. This will enable DWP to adjust the amount of the payment based on the MI returns.
47. As we have provided a summary of anticipated spend and to ensure value for money, we will require flexibility to amend the amount of funding proposed for each scheme to ensure we can meet the demand or need due to the spend outlined within this report being anticipated.
48. Payment of the Grant from DWP to Authorities will be made in arrears after the interim MI return and the final MI return at the end of Grant period in April 2024 after the DWP have verified the MI. If an Authority feels that the payment arrangements will create significant cash flow problems, they notify DWP with supporting evidence.

49. 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.
50. The HSF allocation includes reasonable administration costs to enable Authorities to deliver the scheme. Authorities should deduct their administration costs from the total allocation to determine the amount remaining.
51. It is not envisaged that this report will have an impact on climate change or help us to realise these ambitions, however work will be undertaken with the team to understand the contribution or action that could be taken to contribute once fully mobilised.

Conclusion

52. This report provides an overview of the planned delivery for this year's allocation. The schemes identified for this year will see a large number of households receive financial assistance over the next financial year across a range of different schemes. It will ensure that these households benefit from £11,013,096.00 allocated from the Department for Work and Pensions (DWP.)
53. It also reflects on the way in which people have benefitted on 2022/23, seeing over 70,000 people benefitting from assistance. Helping those who have faced challenges over the last year with access to food, fuel and assistance.
54. The report seeks cabinet support to;
 - a. Acknowledges the impact of the Household Support Fund in supporting residents in need of financial assistance.
 - b. Acknowledges the anticipated receipt of £11,013,096.00 from the Department for Work and Pensions (DWP), in relation to the HSF.
 - c. Endorses the planned proposals for the usage of the HSF in Staffordshire for the financial year 2023/24.
 - d. Delegates authority to the Cabinet Member for Children and Young People, in consultation with the Director for Families and Communities, to decide the delivery and eligibility criteria for distribution of the HSF in Staffordshire, and to take all other subsequent decisions to ensure that this support gets to those who need it as quickly as possible. This includes any decisions in respect of extensions to the Scheme or additional funding, ensuring Cabinet are fully briefed on any such extensions or spending.

- e. Approves the flexibility to amend the amount of funding proposed for each scheme to ensure we can meet the demand or need due to the spend outlined being anticipated.
- f. Approves the extension of the current arrangements in place with Hemingways digital voucher, Beat the Cold and Community Foundation for Staffordshire for a further 12 months.

List of Background Documents/Appendices:

Appendix 1: DWP Household Support Fund Determination Letter

Appendix 2: DWP Household Support Fund Grant Guidance

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Household Support Fund Grant Determination 2023 No 31/6496

The Secretary of State for Work and Pensions (“the Secretary of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following Determination:

Citation

1) This Determination may be cited as the Household Support Fund Grant Determination 2023 No 31/6496.

Purpose of the grant

2) The purpose of the grant is to provide support to certain local authorities in England for expenditure lawfully incurred or to be incurred by them in accordance with the Grant Conditions to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency), to help them with significantly rising living costs.

Determination

3) The Secretary of State determines as set out in Annex A, the authorities to which grant is to be paid and the amount of grant to be paid.

Grant conditions

4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid in respect of the period 1 April 2023 to 31 March 2024 and subject to the conditions in Annex B.

Treasury consent

5) Before making this Determination in relation to the upper tier local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Work and Pensions

Donna Ward

A senior civil servant within the Department for Work and Pensions

20 February 2023

ANNEX A

Household Support Fund 2023 Grant FINAL Funding Allocations per County Councils/Unitary Authorities for the period 1 April 2023 to 31 March 2024

Upper Tier LA	Total Funding Allocation
Barking and Dagenham	£4,324,103
Barnet	£4,910,366
Barnsley	£4,702,528
Bath and North East Somerset	£1,933,721
Bedford	£2,402,970
Bexley	£3,084,619
Birmingham	£25,582,270
Blackburn with Darwen	£3,237,053
Blackpool	£3,491,715
Bolton	£5,560,633
Bournemouth, Christchurch and Poole Council	£5,306,734
Bracknell Forest	£1,110,936
Bradford	£11,388,976
Brent	£5,562,445
Brighton and Hove	£4,280,722
Bristol, City of	£8,079,930
Bromley	£3,735,765
Buckinghamshire	£4,798,381
Bury	£3,068,400
Calderdale	£3,666,007
Cambridgeshire	£7,162,849
Camden	£4,013,864
Central Bedfordshire	£2,966,148
Cheshire East	£4,407,784
Cheshire West and Chester	£4,580,095
City of London	£126,161
Cornwall	£9,057,140
Coventry	£6,448,445
Croydon	£6,027,379
Cumberland	£4,334,878
Darlington	£1,827,708
Derby	£4,449,423
Derbyshire	£10,808,162
Devon	£10,129,752
Doncaster	£5,978,546
Dorset	£4,589,883
Dudley	£5,251,038
Durham	£9,352,199
Ealing	£5,317,610
East Riding of Yorkshire	£4,123,665

East Sussex	£7,793,568
Enfield	£5,695,989
Essex	£18,873,086
Gateshead	£3,673,260
Gloucestershire	£7,384,966
Greenwich	£4,757,386
Hackney	£5,644,517
Halton	£2,595,761
Hammersmith and Fulham	£2,828,750
Hampshire	£14,248,254
Haringey	£4,813,343
Harrow	£2,953,414
Hartlepool	£1,986,043
Havering	£3,296,302
Herefordshire	£2,659,204
Hertfordshire	£12,344,130
Hillingdon	£4,138,684
Hounslow	£4,084,792
Isle of Wight	£2,263,152
Isles of Scilly	£22,260
Islington	£4,436,319
Kensington and Chelsea	£2,360,738
Kent	£22,130,762
Kingston upon Hull, City of	£6,076,587
Kingston upon Thames	£1,725,734
Kirklees	£7,405,647
Knowsley	£3,724,377
Lambeth	£5,441,274
Lancashire	£19,356,470
Leeds	£14,197,296
Leicester	£6,858,706
Leicestershire	£7,240,078
Lewisham	£5,337,075
Lincolnshire	£10,929,370
Liverpool	£12,108,040
Luton	£3,658,548
Manchester	£12,906,326
Medway	£4,524,926
Merton	£2,373,215
Middlesbrough	£3,307,230
Milton Keynes	£3,585,033
Newcastle upon Tyne	£5,796,808
Newham	£6,678,390
Norfolk	£13,393,612
North East Lincolnshire	£3,119,329
North Lincolnshire	£2,647,786

North Northamptonshire	£4,930,984
North Somerset	£2,615,696
North Tyneside	£3,219,996
North Yorkshire	£7,075,100
Northumberland	£4,960,660
Nottingham	£7,113,868
Nottinghamshire	£11,292,900
Oldham	£4,838,738
Oxfordshire	£6,722,512
Peterborough	£3,649,273
Plymouth	£4,589,594
Portsmouth	£3,776,429
Reading	£2,261,298
Redbridge	£3,931,958
Redcar and Cleveland	£2,592,762
Richmond upon Thames	£1,672,713
Rochdale	£4,674,768
Rotherham	£4,978,060
Rutland	£314,742
Salford	£5,467,798
Sandwell	£6,942,885
Sefton	£4,870,222
Sheffield	£10,407,651
Shropshire	£4,177,590
Slough	£2,355,383
Solihull	£2,816,718
Somerset	£7,640,831
South Gloucestershire	£2,820,033
South Tyneside	£2,969,708
Southampton	£4,445,352
Southend-on-Sea	£2,826,158
Southwark	£5,468,732
St. Helens	£3,559,162
Staffordshire	£11,013,096
Stockport	£4,326,259
Stockton-on-Tees	£3,371,748
Stoke-on-Trent	£5,373,444
Suffolk	£10,212,060
Sunderland	£5,347,124
Surrey	£10,581,659
Sutton	£2,311,578
Swindon	£3,030,691
Tameside	£4,449,373
Telford and Wrekin	£3,029,094
Thurrock	£2,590,082
Torbay	£2,470,714

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

ANNEX B

Grant Conditions

1. In this Annex:

“the Scheme” means the use by the Authority of as much of the grant money identified in Annex A as it deems necessary to provide support to households who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional circumstances of genuine emergency);

“the Department” means the Department for Work and Pensions;

“the Authority” means any local authority listed in Annex A;

“the Secretary of State” means the Secretary of State for Work and Pensions;

“the Grant Period” means the period of time set out in paragraph 4 of this Grant Determination.

2. The grant is paid to the Authority to support eligible expenditure only (see paragraphs 4 to 7 below); and on the basis overall that the provision of grant funding remains subject to the Secretary of State’s ongoing satisfaction that all grant usage by the Authority complies fully with the relevant conditions.

3. The Authority must have regard to any guidance issued by the Department or sources of information and data available to it that may assist in the decision-making regarding the Scheme.

Eligible expenditure

4. Eligible expenditure means payments made, or committed to, by the Authority or any person acting lawfully on behalf of the Authority, during the Grant Period, under the Scheme.

5. Unless the Secretary of State decides otherwise (for all Authorities or any one Authority), the Authority must determine individual eligibility in its area for assistance under the Scheme and the means by which assistance will be provided (whether directly by the Authority or through a third party) and use the grant monies as follows:

a) the Authority is to ensure that the grant is primarily allocated to support with the costs of energy (for heating, lighting and cooking), food, water (for household purposes, including sewerage) and other essential living needs in accordance with the Scheme guidance;

b) by exception and where existing housing support has been exhausted, the Authority may allocate grant funds to support with housing costs as set out in the Scheme guidance;

c) the Authority, during the Grant Period, is to facilitate applications for assistance under the Scheme from individuals who are eligible for assistance in its area;

d) the Authority may, in accordance with the Scheme guidance, allocate a limited portion of the grant to fund the provision of advice to individuals that is likely to assist those individuals in meeting their essential living needs in the longer term and complements other assistance provided to those individuals under the Scheme.

6. If the Authority or any third party incurs any of the following costs, they must be excluded from eligible expenditure:

a) contributions in kind,

b) payments for activities of a political or exclusively religious nature,

c) depreciation, amortisation or impairment of fixed assets,

d) input VAT reclaimable from HM Revenue & Customs,

e) interest payments or service charge payments for finance leases,

f) gifts, other than promotional items with a value of no more than £10 in a year to any one person,

g) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations), or

h) statutory fines, criminal fines or penalties,

and, for the avoidance of doubt, the exclusions at a) and f) above do not apply to the provision of direct assistance, including food, to the intended eligible beneficiaries of the Scheme.

7. The Authority must not deliberately incur liabilities for eligible expenditure before there is an operational need for it to do so.

Payment arrangements

8. The grant will be paid in arrears following receipt by the Department of the Statement of Grant Usage described in paragraph 10.

9. If at any time the Authority becomes aware that the payment in arrears will affect the delivery of the Scheme, the Authority must inform the Department as soon as possible. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.

Statement of Grant Usage

10. The Authority must prepare a Statement of Grant Usage to be submitted to the Department at a time and in a form directed by the Secretary of State. The Statement of Grant Usage must provide details of eligible expenditure in the Grant Period. The Statement of Grant Usage must be certified by the Authority's Section 151 officer that, to the best of the officer's knowledge, the amounts shown on the Statement are all eligible expenditure and that the grant has been used for the purposes intended.

11. If the Statement of Grant Usage identifies any overpayment of grant, the Authority must, unless offset by the Department in accordance with paragraph 20, repay this amount within 30 days of being asked by the Secretary of State.

12. The Secretary of State may at any time require a validation or audit to be carried out by officers of the Department or an appropriately qualified independent accountant or auditor, on the use of the grant.

Progress Report and Management Information Return

13. The Authority must provide a Progress Report and Management Information Return with the Statement of Grant Usage in a form directed, and subject to any guidance issued by, the Secretary of State.

Financial management

14. The Authority must maintain a sound system of internal governance and financial controls in relation to the grant.

15. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

Records to be kept

16. The Authority must maintain reliable, accessible and up to date accounting records with an adequate audit trail for all expenditure funded by grant monies under this Determination.

17. The Authority and any person acting on behalf of the Authority must allow:

- a) the Comptroller and Auditor General or appointed representatives, or
- b) the Secretary of State or appointed representatives,

free access at all reasonable times to all documents (including computerised documents and data) and other information as are connected to the grant, or to the purposes for which grant was used, subject to the provisions in paragraph 18.

18. The documents, data and information referred to in paragraph 17 include such which the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of 'spot checking' administrative costs or significant amounts paid under the Scheme or a financial audit of any department or other public body or for carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. The Authority must provide such further explanations as are reasonably required for these purposes.

19. Paragraphs 17 and 18 do not constitute a requirement for the examination, certification or inspection of the accounts of the Authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The Secretary of State and Comptroller and Auditor General will seek access in a measured manner to minimise any burden on the Authority and will avoid duplication of effort by seeking and sharing information with local auditors.

Breach of Conditions and Recovery of Grant

20. If the Authority fails to comply with any of these conditions, or if any overpayment or underpayment is made in relation to this grant or any amount is paid in error, or if any of the events set out in paragraph 21 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

21. The events referred to in paragraph 20 are:

- a) the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,
- b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State,

c) it appears to the Secretary of State that other circumstances have arisen or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,

d) the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Grant Period in accordance with the definitions and conditions in this Determination, or

e) the Authority fails to provide the Statement of Grant Usage and a Progress Report and Management Information Return in accordance with the Grant Conditions.

Communications

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

23. The Authority must publish on their website, and by any other appropriate means, such information as it considers sufficient to enable the general public to understand the Scheme (including the Authority's eligibility criteria and how the Scheme can be accessed) in accordance with the Scheme guidance.

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 DWPs' 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 DWPs 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)

Forward Plan of Key Decisions
Period: 21 June 2023 - 18 October 2023

The Forward Plan of Key Decisions is prepared on a monthly basis and published at least 28 days before the start of the period covered. Key Decisions are defined as those Executive decisions which are likely:

- a. to result in the County Council incurring expenditure which is, or the making of savings which are, significant having regard to the relevant budget for the service or function to which the decision relates; or
- b. to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the County's area.

The Forward Plan will contain **all** matters which the Leader of the Council has reason to believe will be the subject of a Key Decision to be taken by the Cabinet. It may also include decisions that are not key decisions but are intended to be determined by the Cabinet. Part of the Cabinet meetings listed in this Forward Plan may be held in private where a report for the meeting contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. If you would like to make representations about any particular decision to be conducted in private then please email: michael.bradbury@staffordshire.gov.uk. Such representations must be received in advance 6 clear working days before the date on which the decision is scheduled to be taken.

The Membership of the Cabinet consists of:

Leader of the County Council – Alan White
 Deputy Leader and Cabinet Member for Economy and Skills – Philip White
 Cabinet Member for Health and Care – Julia Jessel
 Cabinet Member for Environment, Infrastructure and Climate Change – Simon Tagg
 Cabinet Member for Commercial Matters – Mark Deaville
 Cabinet Member for Highways and Transport – David Williams
 Cabinet Member for Finance and Resources – Ian Parry
 Cabinet Member for Communities and Culture – Victoria Wilson
 Cabinet Member for Children and Young People – Mark Sutton
 Cabinet Member for Education (and SEND) – Jonathan Price

A copy of the Forward Plan of Key Decisions may be inspected, free of charge, at the Member and Democratic Services office, County Buildings, Martin Street, Stafford, during normal office hours Monday to Friday. A copy of the notice will also be available on Staffordshire County Council's Website at <https://www.staffordshire.gov.uk/>.

Documents submitted for decision will be a formal report which will be available on the County Council's website at least 5 clear working days before the date the decision is to be made, unless that report is subject to any prohibition or restriction on its disclosure. Other relevant background documents used in compiling the report will also be made available in the same way unless they are subject to any prohibition or restriction on their disclosure. Minutes of Cabinet meetings will be published within three working days and will be subject to call-in. The call-in period lasts for three working days. If the decision is not called-in it will be implemented on the fourth working day. Special urgency items are exempt from call-in.

John Tradewell
Deputy Chief Executive and Director for Corporate Services

Forward Plan of Key Decisions
Period: 21 June 2023 - 18 October 2023

Note:

1. The Forward Plan of Key Decisions sets out all Key Decisions intended to be made by Cabinet during the above period.
2. The Cabinet date can be provisional and items may move/roll forward to another meeting date but this will be monitored.
3. Items should remain on the Notice until a decision is made by Cabinet or is formally removed.
4. Where there is an intention to make a decision in private the exemption paragraph relied upon will be included within this notice

Predicted Date of Decision	Public or Private Decision	Title and Description	Consultation	Contact Officer
21 June 2023	Public	<p>Integrated Performance - Outturn Report 2022/23 (Cabinet Member for Finance and Resources (Ian Parry), Leader of the Council (Alan White))</p> <p>This final Integrated Performance Report for 2022/23 provides an overview of Staffordshire County Council's progress and performance in delivering against our Strategic Plan and Delivery Plan, and our financial outturn in relation to our Medium Term Financial Strategy.</p>	n/a	<p>Rachel Spain, Wendy Tompson (Tel: 01785 854455, Tel: (01785) 85 4267)</p> <p>Service Area: Strategy Team and Finance</p>
21 June 2023	Public	<p>Joint Coroners Service - Legal Framework and Financial Protocol (Cabinet Member for Communities and Culture (Victoria Wilson))</p> <p>It is proposed that Staffordshire County Council and Stoke on Trent City Council's Coronial areas are merged to form a single jurisdiction. The Legal Framework and Financial protocol for the merged area will be tabled for approval.</p>	There will have been a consultation organised by the Ministry of Justice.	<p>Catherine Mann (Tel: 01785 278320)</p> <p>Service Area: Regulatory Services and Community Safety</p>

21 June 2023	Public	<p>Maintenance and Minor Works Framework (Cabinet Member for Commercial Matters (Mark Deaville)) Framework Agreement for the Provision of Maintenance and Minor Works consisting of a Building, Electrical and Mechanical Lot</p>	None at this stage	<p>Ian Turner (Tel: 01785 277228) Service Area: Strategic Property</p>
21 June 2023	Public	<p>Volunteering for Staffordshire County Council (Cabinet Member for Communities and Culture (Victoria Wilson)) Volunteers play a vital role in empowering our communities, adding real value to the work of the council and helping to improve our offer for residents across the county. We want to make sure people who volunteer for the council have a positive and consistent experience. With this in mind, Cabinet will be asked to consider and approve a new set of 'volunteering principles'. These principles will be applied across the organisation to support our volunteers and help reinforce their importance to us and our communities. Alongside the new principles, a set of practical guidance and support documents have also been produced for staff responsible for managing and supporting our volunteers.</p>	Current SCC Volunteers	<p>Catherine Mann (Tel: 01785 278320) Service Area: Strategy & Transformation</p>
21 June 2023	Public	<p>Community Learning Ofsted Inspection and Accountability Agreement 2023-2024 (Deputy Leader of the Council and Cabinet Member for Economy and Skills (Philip White)) The report highlights the recent Ofsted inspection and the contribution to Staffordshire priorities and seeks approval of the Accountability Agreement for the next academic year.</p>	None.	<p>Anthony Baines (Tel: 01785 895984) Service Area: Skills and Employability</p>

19 July 2023	Public	<p>'Living My Best Life' - A Strategy for Disabled and Neurodivergent People in Staffordshire 2023-2028 (Cabinet Member for Children and Young People (Mark Sutton), Cabinet Member for Education (and SEND) (Jonathan Price), Cabinet Member for Health and Care (Julia Jessel))</p> <p>Staffordshire County Council and the Integrated Care Board have jointly developed a five year (2023-2028) 'Living My Best Life - A Strategy for Disabled, Autistic and other Neurodivergent People in Staffordshire' strategy which will replace the existing Staffordshire Whole Life Disability Strategy (2018-2023). The new strategy is being submitted for final consideration and approval.</p>	<p>Integrated Care Board (as a key joint partner), general public, carers, health and social care professionals, health and social care organisations, special interest groups (representing disabled and neurodivergent people), Healthwatch, local businesses (private, public and voluntary sector), disability partnership board and politicians, including Julia Jessel, Mark Sutton and Jonathan Price.</p>	<p>Andrew Jepps (Tel: 01785 278557) Service Area: Health and Care</p>
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19 July 2023	Public	<p>Treasury Management Outturn Report 2022/23 (Cabinet Member for Finance and Resources (Ian Parry))</p> <p>To report the activity within the Treasury Management section in respect of the authorities borrowing and investment activity for 2022/23.</p>	None	<p>Rob Salmon (Tel: 01785 276354)</p> <p>Service Area: Treasury Management</p>
19 July 2023	Public	<p>Integrated Performance Report - Quarter 1, 2023/24 (Cabinet Member for Finance and Resources (Ian Parry), Leader of the Council (Alan White))</p> <p>This quarterly Integrated Performance Report provides an overview of Staffordshire County Council's progress and performance in delivering against our Strategic Plan and Corporate Delivery Plan, and our financial position in relation to our Medium Term Financial Strategy.</p>	n/a	<p>Rachel Spain, Wendy Tompson (Tel: 01785 854455, Tel: (01785) 85 4267)</p> <p>Service Area: Strategy Team and Finance</p>
18 October 2023	Public	<p>Integrated Performance Report - Quarter 2, 2023/24 (Cabinet Member for Finance and Resources (Ian Parry), Leader of the Council (Alan White))</p> <p>This quarterly Integrated Performance Report provides an overview of Staffordshire County Council's progress and performance in delivering against our Strategic Plan and Corporate Delivery Plan, and our financial position in relation to our Medium Term Financial Strategy.</p>	n/a	<p>Rachel Spain, Wendy Tompson (Tel: 01785 854455, Tel: (01785) 85 4267)</p> <p>Service Area: Strategy Team and Finance</p>

