

1) LA details	
Local authority	Has the return been completed in full?
Barking & Dagenham	✓

Notes  
 To complete the Governance tab, please ensure to:  
 a) choose your Local Authority name in Table 1  
 b) enter the return date in Table 2 (dd/mm/yyyy)  
 c) complete all cells in Table 3

A summary and explanation of the traffic light system is included below and in the guidance tab. It details how the system is applied throughout the template.  
 When a green circle with a white tick appears next to Tables 1 to 3, the tables are compliant.  
 When a green circle with a white tick appears in Table 1 Has the return been completed in full?, the delivery plan is compliant and ready for submission.

2) Reporting period	
Reporting period	Return date (dd/mm/yyyy)
01/04/2024 - 30/09/2024	26/04/24

3) Governance			
Cabinet Member (name)	Cabinet Member's email	Has the Cabinet Member approved this plan? (dropdown)	Section 151 Officer's email
Councillor Dominic Twomey Councillor Ashraf Salma	<a href="mailto:dominic.twomey@lbbd.gov.uk">dominic.twomey@lbbd.gov.uk</a> <a href="mailto:salma.ashraf@lbbd.gov.uk">salma.ashraf@lbbd.gov.uk</a>	Yes	<a href="mailto:s151.officer@lbbd.gov.uk">s151.officer@lbbd.gov.uk</a>
			Is the Section 151 Officer/CFO copied into the return email? Yes

4) Totals			
Anticipated spend for vulnerable households (£)	Anticipated admin costs (£)	Anticipated total LA spend (£)	Allocation (£)
£ 1,945,846.00	£ 216,205.00	£ 2,162,051.00	£ 2,162,051.52
			Percentage of allocation accounted for in delivery plan (%)
			100%

Traffic Light Guidance System	
The traffic light guidance system is used throughout this workbook to help inform the user, Cabinet Member and Section 151 officer of any outstanding required inputs. The icons can be found next to each table.	
The green circle with a white tick indicates that the adjacent table is compliant.	✓
The red circle with a white cross indicates that the adjacent table is non-compliant.	✗

For LA/ED use only	
Governance	✓
Anticipated spend	✓
Anticipated volumes	✓
Anticipated No of households	✓
Planned activities	✓

## HSF5 Anticipated spend

### Notes

The totals cells which auto populate have been greyed out and locked for editing. Please only input into the green cells.

The totals in the auto populated cells of tables 6 to 9 must be the same for the return to be compliant.

Please input values in full (e.g. 120,000.00) to enable us to process the return accordingly. Only numbers (eg 123.00) can be entered into each cell. If any other format is input an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there is no anticipated spend to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example). This will help us process the return promptly for you.

\*Has the spend tab been completed correctly? - the traffic light will turn green with a white tick once Tabs 5 to 9 are compliant.

The acronym FSM used in the tables below refers to Free School Meals.

5) Anticipated admin spend		 Traffic light check	
Admin spend		Has the anticipated spend tab been completed correctly?	
£	216,205.00		

### 6) Anticipated spend (£) split by household composition

	Households with children (£)	Households with pensioners (£)	Households with a disabled person (£)	Other households (£)	Anticipated total spend (by household composition) (£)
£	882,361.00	348,500.00	471,235.00	243,750.00	1,945,846.00

### 7) Anticipated spend (£) split by types of support

	Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Anticipated total spend (by types of support) (£)
£	150,000.00	815,056.00	471,925.00	125,000.00	383,865.00	1,945,846.00

### 8) Anticipated spend (£) split by access routes

	Application-based support (£)	Proactive support (£)	Other (£)	Anticipated total spend (by access routes) (£)
£	489,300.00	856,621.00	599,925.00	1,945,846.00

### 9) Anticipated spend (£) split by category

	Food (excluding FSM support in the holidays) (£)	FSM support in the holidays (£)	Energy and water (£)	Essentials linked to energy and water (£)	Wider essentials (£)	Housing costs (£) (if you have any anticipated housing costs please complete section 10)	Advice services (£)	Anticipated total spend (by category) (£)
£	834,850.00	260,000.00	223,845.00	122,683.00	193,243.00	162,500.00	148,725.00	1,945,846.00

### 10) Anticipated Housing Costs

If you have anticipated spend on Housing Costs, please confirm which of the following applies (dropdown):

3. A combination of 1. and 2

## HSF5 Anticipated volumes

### Notes

The totals cells which autopopulate have been grayed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is input an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated volumes to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL' for example).

The acronym FSM used in the tables below refers to Free School Meals.

### 11) Anticipated volume of awards split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total volume of awards (by household composition)
15178	1268	1233	14525	32204

### 12) Anticipated volume of awards split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total volume of awards (by types of support)
15097	2167	2315	110	12515	32204

### 13) Anticipated volume of awards split by access routes

Application-based support	Proactive support	Other support	Anticipated total volume of awards (by access routes)
879	13205	18120	32204

### 14) Anticipated volume of awards split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total volume of awards (by category)
3587	8215	17255	502	730	65	1850	32204

End

## HSF5 Anticipated number of households helped

### Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is input an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated numbers to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

The acronym FSM used in the tables below refers to Free School Meals.

### 15) Anticipated number of households helped split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total number of vulnerable households helped (by household composition)
12215	1288	1233	14125	28841

### 16) Anticipated number of households helped split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total number of vulnerable households helped (by types of support)
15097	4169	2315	110	7150	28841

### 17) Anticipated number of households helped split by access routes

Application-based support	Proactive support	Other	Anticipated total number of vulnerable households helped (by access routes)
879	12885	15097	28841

### 18) Anticipated number of households helped split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total number of vulnerable households helped (by category)
1597	8215	16242	482	640	65	1600	28841

End

## HSF5 Planned activities

**Notes**  
 All grey boxes require a written response.  
 If there is nothing to report in a cell, write "N/A". Only use "N/A" where you have no reported spend for that category. For example, if you have reported a spend of 0 for tangible items, you will record "N/A" in the box below "tangible items".  
 Any sections which have had a reported spend in previous tabs needs a written explanation.  
 The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.  
 You must refer to the full guidance document when completing this tab to ensure you have provided all necessary information.

19) Planned activities - Categories			
Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water
<p>Application process, emergency food voucher, food network and targeted cohorts across pension age, disabled and UC migratory residents.</p>	<p>FSM voucher support ended with HSF4, schools will be given grants from HSF to support those children who are eligible to FSM and also on their Supported Families list who may need specific support by exception during school holidays.</p>		<p>Application process, targeted residents identified through cosy homes and energy efficiency programs.</p>
20) Planned activities - Types of Support			
Vouchers	Cash awards	Third party organisations	Tangible items
<p>Application and Emergency Support access pathways for food and energy support</p>	<p>Cash First Approach with all cost of living and essential living costs awards for food, water essentials and personal costs.</p>	<p>Identified debts such as Water, Gas, Electric will be paid direct to the customers account via the providers payment pathways to be credited against the debt directly. Application and Targeted support.</p>	<p>Provision of white goods or essential utensils, appliances, clothing, blankets etc where alternate payment methods are not appropriate.</p>
21) Planned activities - Access Routes			
Application-based support	Proactive support	Other	
<p>Application and Targeted support pathways</p>	<p>Application and Targeted support pathways</p>	<p>Application and targeted support pathways</p>	

## 22) Planned activities - Further information

Please refer to guidance document for questions to respond to using this field

Mi data recording of all applications and grants alongside financial tracking, payment methods and relevant reference and transaction details. Financial tracking by year and by month. Grants by year and month. Funds have been used for the period of time they were placed and we have been able to spend 100% of all funds issued in prior funding rounds whilst having support available to the last possible moment for residents that need it. Full checks are done on all applicants, internal systems are used to validate identity, residency, household members and incomes. We also use CTX electoral register, mobility, rents and admissions/schools records where required. Full audits, both internal and external, by our compliance teams have been completed on all hardship funds and schemes which have passed with full assurance. Third Party Organisations have full service and delivery agreements in place with regular review meetings held to monitor ongoing. No third party arrangement is entered into with a full service and delivery agreement being agreed and put in place. Targeted support is carried out and done in collaboration of a range of both internal council and external partner services and monitor ongoing whether any additional targeted work is required where vulnerabilities or possible lack of accessing funding is identified or referred into us by our VCS partners.



Wider essentials	Housing costs	Advice services
Application process, targeted residents identified through our Poverty, MAPS and COL programs.	Application and referral process. Homelessness prevention and support (HB and UCHE none qualifier residents)	Targeted support programs carried out on behalf of the LA by our relevant third party partners: Young Carers, Pension Credit and PIP maximisation, Benefit, Capped and Job Shop pathways.

Other
Application and targeted support.