



NOTICE OF MEETING

CABINET MEMBER FOR RESOURCES

THURSDAY, 10 MARCH 2016 AT 10.00 AM

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL,
PORTSMOUTH**

Telephone enquiries to Vicki Plytas 023 9283 4058

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CABINET MEMBER FOR RESOURCES

Councillor Lee Mason (Conservative)

Group Spokespersons

Councillor Colin Galloway, UK Independence Party

Councillor Hugh Mason, Liberal Democrat

Councillor Aiden Gray, Labour

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

A G E N D A

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Local Welfare Assistance Provision - April 2016 onwards (Pages 1 - 36)**

Purpose

To make recommendations on local welfare assistance provision and budget from April 2016, and on the use of under-spend from local welfare provision in 2015/16 (estimated to be £60,000).

RECOMMENDED that:

1. **A sum of £30,000 from the 2015/16 budget under-spend be allocated to provide local welfare in 2016/17, solely for residents from within the City boundaries to be distributed as £15,000 to Hampshire and Isle of Wight Community Foundation for the provision of Keep Warm Keep Well grants in 2016/17 and £15,000 for Housing Options to co-ordinate on behalf of housing support provider partners, for the provision of essential furniture and white goods for vulnerable clients who are re-settling, and require Housing Options to provide a quarterly report detailing the use of funds.**
2. **A sum of £30,000 be allocated from the 2015/16 budget under-spend within Resource Portfolio reserve to provide local welfare in 2017/18.**
3. **The Acting Tackling Poverty Coordinator (ATPC) to ensure information resources for people in financial hardship are kept up to date.**
4. **The ATPC to continue to work with Learning Links to develop a furniture recycling project in the city, with a sustainable model that can meet the needs of residents in financial hardship.**

4 Monitoring of the Third Quarter 2015/16 Revenue Cash Limits and Capital Programmes - information only (Pages 37 - 48)

Purpose

To inform the Cabinet Member and Opposition Spokespersons of :

- The forecast revenue expenditure for the year compared with the cash limited budget.
- The forecast capital expenditure against the revised capital programme for the Resources portfolio.

RECOMMENDED that the content of the report be noted.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting: Resources Portfolio

Date of meeting: 10th March 2016

Subject: Local Welfare Assistance Provision - April 2016 Onwards

Report by: Director of Community and Communication
Acting Tackling Poverty Coordinator

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To make recommendations on local welfare assistance provision and budget from April 2016, and on the use of under-spend from local welfare provision in 2015/16 (estimated to be £60,000).

2. Recommendations

RECOMMENDED that:

- A sum of £30,000 from the 2015/16 budget under-spend be allocated to provide local welfare in 2016/17, solely for residents from within the City boundaries to be distributed as £15,000 to Hampshire and Isle of Wight Community Foundation for the provision of Keep Warm Keep Well grants in 2016/17 and £15,000 for Housing Options to co-ordinate on behalf of housing support provider partners, for the provision of essential furniture and white goods for vulnerable clients who are re-settling, and require Housing Options to provide a quarterly report detailing the use of funds.
- A sum of £30,000 be allocated from the 2015/16 budget under-spend within Resource Portfolio reserve to provide local welfare in 2017/18.
- The Acting Tackling Poverty Coordinator (ATPC) to ensure information resources for people in financial hardship are kept up to date.
- The ATPC to continue to work with Learning Links to develop a furniture recycling project in the city, with a sustainable model that can meet the needs of residents in financial hardship.

3. Background

3.1 Aims of local welfare

Local welfare enables recipients to maintain a minimum basic standard of living, by providing small grants to keep warm, and paying for essential furniture and white goods. The budget for 2015/16 is £99,550, allocated from under-spend in the local

welfare budget for 2014/15, and £30,000 provided by Public Health Portsmouth (PHP) towards the Keep Warm Keep Well (KWKW) scheme.

The key aims of local welfare in 2015/16 are to:

- Provide resources for people in need, via the agencies that support them;
- Provide those agencies with a decision making tool to enable consistency and prompt other solutions;
- Balance accountability with a 'light touch' scheme to avoid creating unnecessary bureaucracy;
- Reduce dependency by providing one-off assistance alongside advice and support;
- Meet high impact needs for which there is no statutory provision, to prevent needs from escalating into statutory services.

Providing local welfare to people in need (for example those who have been homeless and are resettling in the community) aims to prevent unmanageable expenditure, which can lead to a debt spiral and financial crisis, by providing an alternative to unaffordable credit (high cost lenders, Brighthouse shops etc). Both KWKW and furniture and white goods grants are provided a maximum of once per year, ensuring they do not become a secondary source of income, but can support independence alongside a programme of wider support and advice, as part of the city's Tackling Poverty Strategy.

Local welfare does not replace, or provide an alternative to, statutory provision, (eg welfare benefits or assistance under PCC's statutory duties, for example to the homeless or to children in need etc). Nor does it replace the help available from the voluntary sector, such as the network of foodbanks in the city providing emergency food aid. Supporting households in need, who do not yet qualify for a statutory response, can help to prevent needs from escalating.

3.2 Demand for local welfare assistance

Between April 2013 and March 2015, all local authorities received central government grant funding for local welfare, based on previous provision of Department of Work and Pensions (DWP) Community Care Grants and Crisis Loans.

Portsmouth's Local Welfare Assistance Scheme (LWAS) was contracted to Northgate for the period April 2013 - March 2015. On behalf of PCC, they assessed 3,811 full applications and made 1,397 awards with a total value of £767,000 (average award value £549), with the largest areas of need being furniture and white goods, primarily beds, cookers and fridge freezers.

From April 2015, LWAS closed. Significantly reduced funding has instead been allocated to 9 specific agencies who work with the most vulnerable residents in the city, overseen by the Acting Tackling Poverty Co-ordinator (ATPC). These agencies work to strict eligibility criteria (see Appendices 1, 2 and 3).

In order to meet the needs of vulnerable residents resettling in the community, one of these 9 agencies was Housing Options. Between 01/04/15 and 05/01/16,

Housing Options provided 235 essential items to 80 households, the most common items of need being single bed (69), table top cooker (56), fridge (49), sofa (41). 73 of these households were leaving emergency accommodation, and were therefore in a homeless crisis.

Seven of the households assisted were resettling from other types of accommodation, including three leaving supported housing and one leaving the Women's Refuge. Supported housing and Refuge residents frequently applied to the LWAS scheme 2013-15, but since its closure, support providers have worked with clients to utilise other options, including saving for items, charitable help and assistance from friends and family. This has greatly reduced the presenting demand, but there remain a small number of service users whose needs cannot be met in this way.

Voluntary and community sector organisations in the city collectively support a wide range of vulnerable client groups, but no single organisation has the remit or capacity to engage with all client groups.

In Housing Options' role as a hub for those in housing need, it co-ordinates service delivery for vulnerable people receiving housing-related support services from providers including Early Intervention Project, Roberts Centre, the Richmond Fellowship and other providers as appropriate.

Housing Options is therefore best placed to co-ordinate the provision of local welfare assistance provision on behalf of a number of third sector support and accommodation partners, to vulnerable people who are re-settling and require local welfare assistance. However, Housing Options does not have the capacity to provide an open access local welfare scheme for all residents of the city.

City Helpdesk (CHD) report a continuing demand for local welfare, with an increase before Christmas. Needs reported by callers include; issues with benefits leaving them unable to meet daily living costs, the need to purchase essential household items, and significant life events, such as resettling after leaving prison. The majority of these callers have been advised to call PCC by DWP, whose national call centres give a generic message to people with additional needs to contact their local authority for information on local welfare provision.

CHD are advising customers that Portsmouth has no public local welfare scheme, and use an FAQ (see Appendix 4) and the directory of help for people in financial hardship (see Appendix 5) to provide information on other help available.

3.3 The impact of withdrawing support

Evidence strongly suggests that some residents in need will turn to unaffordable credit instead, including pay weekly stores (eg Brighthouse) and home-collected or payday loans. In order to help us understand this further, Hampshire Credit Union provided us with some anonymised data on payments to unsecured loans from their customers' accounts, for the period 01/07/15 to 15/08/15. Of a total of 1,751 payments to several dozen different unsecured credit organisations, 399 (23%)

were made to Brighthouse (with a total value of £15,465), highlighting how many residents end up turning to this costly pay-weekly store, and the amount of money leaving the community.

In addition, Portsmouth CAB analysed data for 537 clients seen in the 12 months to August 2014. 110 (20%) had outstanding Provident/Greenwood home-collected loans. 119 (22%) had outstanding payday loans, of which 18% were unemployed and seeking work, 8% were full-time carers with dependants while 12% were permanently sick or disabled, highlighting the prevalence of unaffordable and unsustainable debt among vulnerable low income households.

3.4 Developing sustainable options for furniture and white goods

Since the DWP ceased to offer local welfare assistance in April 2013, PCC has been working towards a sustainable model to meet local needs as follows:

Information and Training for Frontline Staff: Information is published on PCC's Money Advice webpages, maintained by the ATPC, who also facilitates regular half-day workshops on supporting people in financial hardship, aimed at frontline staff in Portsmouth. These information and training resources help to up-skill agencies across the city to assist those in need, to reduce the demand for emergency assistance.

Directory of Resources: In March 2015, PCC published its directory of help for people in financial hardship (see Appendix 5), to publicise to residents, and the agencies supporting them, options to meet essential needs, including furniture, emergency funds and food. Feedback from PCC services (including City Help Desk, Children's Social Care and Housing Options) and voluntary and community sector organisations (including Advice Portsmouth, Central Point and Portsmouth Foodbank Network) indicates that the resources listed are relevant to client's needs, and the directory is being used to meet needs.

The directory will therefore be updated for 2016 by the ATPC, who will continue to identify relevant resources for publication.

A number of agencies, including Advice Portsmouth, Housing Options and Portsmouth Refuge, have reported a change in the way they support people in material deprivation since the closure of LWAS. As a result of this, they are having earlier conversations with clients who may be in need and are using the directory and training resources to meet their needs from within the wider community. This work on sustainability and on capitalising on resources and help from the wider community has reduced the demand for local welfare.

Recycling unwanted items for those in need: PCC Local Authority Housing (LAH) is making use of unwanted items left in its empty properties. These are first offered to the new tenant, but if unwanted, are made available to other new tenants; LAH pays the cost of moving the item rather than disposing of it. The Recovery Café in Fratton has recently purchased a van, to be driven by volunteers, to enable vulnerable people to gain access to furniture that is available via Freecycle and other donations. Portsmouth Family Welfare Association, the city's oldest charity, currently based in Carnegie Library, also provides donated household items to people in need.

Alternatives to high cost lending - affordable loans: This remains a critical provision in the city. The Tackling Poverty Co-ordinator and others within PCC have worked with Hampshire Credit Union (HCU) to ensure it remains financially viable to offer affordable loans to those in financial hardship. A PCC Finance Manager now sits on the Board of HCU, helping to ensure that its work is sustainable and aligned with local needs.

Under development - provision of more affordable furniture and white goods: The key to helping people in material deprivation who require furniture and white goods is to have an effective, city-wide furniture recycling project, to make best use of available resources and provide items at a cost that is affordable to the individual. Building on work over a number of years to initiate such a project in the city, Learning Links submitted its final bid to the Big Lottery Reaching Communities Fund in January 2016 for a furniture recycling project, after a successful initial application. A decision is expected by March 2016. The ATPC has been involved in providing information to support the bid.

If this bid is successful, the ATPC will join the project steering group, to help ensure that Portsmouth will have a service focused on providing household items to meet the needs of those in financial hardship in the city, through a tiered pricing system according to need and financial circumstances. This will enable PCC to develop pathways to this service, in place of providing funding for furniture and white goods.

3.5 Other provision to meet local welfare needs - Keep Warm Keep Well small grants

Keep Warm Keep Well (KWKW) grants have helped to meet some of the need resulting from the closure of the DWP and LWAS schemes. Instead of creating an application process, and encouraging clients to report needs that they expect to tick the right boxes, the KWKW scheme has put the onus on frontline agencies to identify need among their service users, and provide small grants directly. By providing grants rather than loans, the scheme avoids creating additional debt issues or management costs.

In 2015/16, a total of £39,000 (£30,000 PHP funding, targeted at preventing cold-related illness and excess winter deaths, £6,000 funding from Portsmouth Civic Fund, and £3,000 local welfare funding) enabled provision of the main winter KWKW scheme and also a smaller summer scheme; even in warmer weather there are risks associated with fuel poverty, particularly around fuel for cooking and bathing.

Hampshire and Isle of Wight Community Foundation (HIWCF) administered the grants on behalf of PHP, at a cost of 10% of the total budget. Part of the fund was distributed by HIWCF to other voluntary sector partners to make direct awards to those in need, and each partner organisation was allocated 5% of their total grant pot for administration costs.

However, Portsmouth's Director of Public Health has identified the entire KWKW budget as a saving for 2016/17, so no funding will be provided by PHP. Using local welfare funding to provide a reduced scheme in 2016/17 and 2017/18 will enable partners to build on the knowledge gained during previous schemes to best target

the available resource, and plan the transition towards future years when no funding is expected to be available for this scheme.

4. Reasons for recommendations

The recommendations will ensure that resources are available for vulnerable people in need, via the agencies that support them; it will also provide those agencies with a decision making tool to enable consistency and prompt other solutions.

5. Equality impact assessment

An equality impact assessment was not completed as this service / function has not been changed, this report is just ensuring the Local welfare scheme continues to support vulnerable people who may or may not belong to a protected characteristic as described by the Equality Act 2010.

Local Welfare will meet high impact needs for people who may or may not belong to a protected characteristic, although this is not a statutory provision, but this will prevent needs from escalating into statutory services.

Ensuring welfare is in place will support our most vulnerable residents so they have a basic standard of living, there have not been any specific negative impacts raised for people with a protected characteristic as we do not collect that equality information, the welfare is dependent on need and is not provided to a specific equality group. We have assessed the potential impact on the protected characteristics and mitigation is not required due to no service changes that will impact on the people it is intended for.

6. Legal implications

Legal Services have considered the report and are satisfied that the recommendations are in accordance with the Council's legal requirements and the Council is fully empowered to make the decisions in this matter.

7. Director of Finance's comments

The recommendations propose to use the forecast underspend on the 2015/16 Local Welfare Support Scheme budget to provide a budget provision of £30,000 in each of the 2016/17 and 2017/18 years to continue welfare support to City residents.

At year end, portfolio underspends are retained in a portfolio specific reserve. The budgets for 2016/17 and 2017/18 will be increased by £30,000 in each of those years via a transfer from the portfolio reserve.

.....
Signed by:

Appendices: Appendices 1, 2 and 3 - Local Welfare Assistance eligibility criteria
Appendix 4 - Help for people in financial hardship - Frequently Asked Questions
Appendix 5 - Directory of help for people in financial hardship

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

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Appendix 1

LOCAL WELFARE ASSISTANCE (LWA)

AGENCY ASSESSMENT TOOL FOR MAKING LWA AWARDS¹ (FURNITURE AND WHITE GOODS)

(Please note: crisis awards for daily living expenses are not available under Local Welfare Assistance. If your client's need is for daily living expenses (i.e. food or gas and electric), you should refer to a foodbank for a food parcel, and/or use the Keep Warm Keep Well Grants programme if they are eligible for a gas and electric top up.

Client details

Name of Client	
Date of birth	
Partner's name (if applicable)	
Date of birth	
Address Important note: white goods and Argos payment cards can only be delivered to the client's address as input on the Portal, so ensure you use the relevant address, especially where the client has moved or is about to move	

Part A - Initial eligibility checker	Circle yes or no
Does your client live in the PO1-PO6 area, or is this about to become their main area of residence?	No: Do not proceed. Client is not eligible for an award. Check provision in their local area instead. Yes: Continue to next question.
Have you used the Help for People in Financial Hardship Directory, to search with your client for resources that are available locally or nationally to meet their needs?	No: Do not proceed. Use the Directory to source other provision instead. An LWA award is a last resort when nothing else is available. Yes, but unable to meet needs: Continue to next question.
Income: Is the client in receipt of a qualifying	No: Do not proceed. Client is not

¹ This form is only for internal use by agencies that are working with Portsmouth City Council to provide awards for furniture and white goods.

benefit? (<i>Income Support, income-based Jobseeker's Allowance (JSA), income-related Employment and Support Allowance (ESA), Housing Benefit or Pension Credit</i>)	<p>eligible for an award.</p> <p>Yes: Proceed to next question.</p>
Does the client have savings or help from friends and family which could cover a significant part of the items they need?	<p>Yes: Not eligible - do not proceed. Client needs to use resources available to meet need, covering the remainder from current income.</p> <p>No: Proceed to next question.</p>
Has the client applied for a Budgeting Advance (BA) from DWP?	<p>No: Check whether the BA criteria are met (Directory page 4). If met, do not proceed, apply for a DWP BA.</p> <p>Yes: If decision not yet made, await the outcome. If BA refused - or a BA is not appropriate as repayments would be clearly unaffordable - continue to next section.</p>
Is this an item affordability issue (e.g. client can afford to pay something, but not the whole cost of the item up front)?	<p>Yes: Not eligible. If the client requires a loan, they should either access their own low cost loan (bank, friends or family etc.) or access a low cost loan from the Credit Union to fund the item.</p> <p>No: Proceed to next question.</p>
Is the client coming out of temporary accommodation or supported housing and being re-housed by PCC?	<p>Yes: Not eligible. Do not proceed. Contact Housing Options to discuss needs and help available.</p> <p>No: Proceed to next question.</p>
Is the client leaving Local Authority Care and under the age of 21?	<p>Yes: Not eligible - do not proceed. The client can access a Leaving Care Grant from the PCC Leaving Care Team instead.</p> <p>No: Proceed to next question.</p>
<p>Has the client already received a local welfare assistance award from your agency or another agency for furniture and white goods in the past 12 months? (<i>This must be checked on the Family Fund Portal, using their name and address</i>)</p> <p>And/or is this an ongoing budgeting and/or low income issue rather than a one-off crisis issue?</p>	<p>Yes: Do not proceed - not eligible. Scheme cannot meet ongoing needs - work should be completed with client around budgeting, income, financial resilience for the future etc.</p> <p>No: Proceed to next section.</p>

Part B - Vulnerability	Tick if met
<p><i>At least one of these other categories must be met to qualify for an award. Please note that having a need is not sufficient grounds in itself to make an award, as the budget is not sufficient to fund all need across the city. The client must have a need, alongside a high level of vulnerability as below.</i></p> <p><i>This need has to be balanced against how difficult it would be for the client to obtain the essential item, or to manage without it, should an award not be made.</i></p> <p><i>This means that awards will only be made for the highest level needs in the city.</i></p>	
Is the client homeless and resettling in the community, having left care, an institution, hospital, prison or a hostel?	
Is the client homeless, and has been in a 'sofa surfing' situation for a significant period of time, with complex needs ² (see footnote below for definition of complex needs) and is now being re-housed in unfurnished accommodation?	
Does the client have complex needs (see footnote 1) and is moving from furnished housing into unfurnished accommodation?	
Does the client have complex needs (see footnote 1) and is living in the community with a high risk of needing to enter residential accommodation or care?	
Does the client have complex needs (see footnote 1) where there is a need to establish a safe and/or basic standard of living within the home. (By 'basic' we mean something to cook food with, a bed to sleep on, a fridge for food and something to sit on)?	
Is the client currently experiencing exceptional circumstances such as fleeing or recovering from domestic abuse, multiple complex needs (see footnote 1), bereavement, severe family difficulties or harassment?	
<p>On a scale of 1 - 10 (1 = not vulnerable, 10 = the most vulnerable), how high would you rate your client's vulnerability, relative to other clients you see? (This will help you prioritise who will receive awards from your agency). You need to think about the client's whole circumstances e.g.</p> <ul style="list-style-type: none"> • What is their support network? If there are family and/or friends who will help, this will lower their vulnerability • How impacting is their level of disability/mental health issue/health issue? If it is minor, this reduces their vulnerability • What are the other vulnerability factors? E.g. are there young children in the household who will be adversely 	Score out of 10:

² By complex needs we mean individuals who have high levels of need around areas such as mental health, alcohol and substance misuse, domestic abuse, disability/complex medical issues, relationship breakdown, family difficulties etc.

<p><i>affected if support is not received? Is the person a carer?</i></p> <ul style="list-style-type: none"> <i>Could this need have been planned for in advance by the client? Is this actually an issue around a chaotic or disorganised approach to money management, rather than a one-off exceptional need? If so, work should be conducted with the client rather than making an award, which may just reinforce this behaviour.</i> <i>Is the client willing to engage with budgeting advice and help? Due to limited funds, awards should be focused on those who engage with the support offered to resolve their problems longer term.</i> 	
<p>Please give summary of client's vulnerabilities from above in the box below:</p>	
<p>Part C - Items requested - level of need and accessibility</p>	
<p>Is the request for any of the following items?</p> <ul style="list-style-type: none"> <i>Cooker, mini oven or microwave</i> <i>Fridge, freezer or fridge freezer</i> <i>Washing machine, tumble dryer or washer dryer</i> <i>Sofa</i> <i>Bed or mattress</i> <i>Table and chairs</i> <p>Cost of item(s) (see <i>item pricelist in Portal User Guide</i>):</p>	<p>No: Do not proceed with application. These are the only items that can be awarded under the scheme.</p> <p>Yes: Proceed to next question.</p>
<p>Is the application being made because the client had this item previously, but it has now broken down (e.g. fridge, cooker)?</p>	<p>Yes: Has the client checked the cost to repair? If the repair cost is under £50, do not proceed. Client is not eligible, should fund repair from existing income.</p> <p>No: Proceed to next question.</p>
<p>On a scale of 1 - 10 (1 = easy, 10 = impossible), how difficult would it</p>	

be for the client to get this item without an award? <i>(This will help you to prioritise who is in most need of an award).</i>	
On a scale of 1 - 10 (1 = easy, 10 = impossible), how difficult will it be for the client to manage without this item? <i>(This will help you to prioritise who is in most need of an award).</i>	Score out of 10:
You must search the Family Fund portal to check whether the client has already received an award in the last 12 months. Have they received an award?	Yes / No (Circle) (If yes, and within the last 12 months, they will not be eligible for an award).
Please print off and ask the client to complete the 'Client Consent to Share Information and Declaration' form on the next page, giving a copy to the client and retaining one for your records.	
Part D - Manager's Decision re award	
Part A - Does the client meet the initial eligibility checker?	
Part B - Have they met at least one of the vulnerabilities listed in this section?	
Part C - What overall score have they received for level of need and accessibility? (Add together the 2 scores to get a score out of 20)	
Part D - How much is left in your budget? How much is the award? Does the level of need warrant using this amount of funds from the budget available?	

Client Consent to Share Information and Declaration

This application is for Local Welfare Assistance funded by Portsmouth City Council.

Consent to share information

The organisation approving my award may make enquiries about any information needed to support the application and to prevent fraud.

- I understand that the organisation approving my award may check the information I have given with other sources, and I give my consent for this information to be shared with the Local Welfare partner organisations (advice and/or support agencies).
- I understand that the organisation approving my award may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make.
- I understand that the organisation approving my award may share information with other government organisations, in accordance with the law.
- I understand that Local Welfare Assistance is a discretionary fund. If I am granted an award I understand that I am expected to seek relevant money and budgeting advice as a longer term solution to my financial difficulties.

Declaration

Please read this declaration carefully before signing and dating the form.

By signing this form you are declaring that you have read and understood the following points:

- I declare that the information I have given about my needs is correct and complete.
- I declare that I will spend my award on the items for which it was made and if requested will provide receipts to confirm this.
- I know that I must promptly tell the agency making this award of any further information which may affect the award which I become aware of after it has been made.
- I know that I must promptly tell the agency about any change in my circumstances affecting my award.
- I understand that if I have given information that is incorrect, incomplete or false, or fail to declare any changes to the information or circumstances I have provided that affect my award, the award will be cancelled and I may be liable to prosecution or other action by Portsmouth City Council.

Name	
Signed	
Partner Name	
Signed	
Date	
Item(s) awarded	

**HAMPSHIRE
AND ISLE OF WIGHT COMMUNITY FOUNDATION**

KEEP WARM, KEEP WELL 2015/16

Application Form for Grants to Individuals - Referrals to HIWCF

Please note: only one KWKW grant per household (per year)

Applicant Details

Title _____ First Name _____ Surname _____

Age (*Please state Category A: 18 - 25, Cat. B: 26 - 49, Cat. C: 50 - 69, Cat. D: 70+*)

Address _____

Postcode _____

Telephone _____ Email _____

Bank/Building Society Details: (*please note - this cannot be a post office account*)

Bank Name _____ Sort Code _____

Account No _____

Eligibility

A. Proof of Identity

The applicant must be either 1) well-known to the assessor through their work with the organisation, or 2) they must provide evidence of their identity, preferably photo ID, or a recent utility bill.

1. The applicant is known to me in my work with my organisation (Yes / No - *delete as appropriate*)
2. (If answer to 1 is 'no') The applicant is not well known to me, but I have viewed at least 1 document evidencing ID as follows: (*delete as appropriate*)

Utility bill / Council tax bill / Bank statement / official letter / Other (please state)

B. Details of need (see guidelines for eligibility and scope of fund)

Please **delete** any that **do not** apply:

Low income
Health condition and/or disability
Frail older person
Mental illness
Vulnerable person living in deprived circumstances
Short term crisis
Damp or poorly insulated housing
Fuel poverty
Emergency DIY repairs related to heating
Other (please explain):

The applicant struggles to maintain a basic acceptable standard of warmth Yes/No

Please explain how the award will be used:

Note: Payment of the award will be made to the applicant by BACS (only in exceptional cases where BACS is not possible can cash be awarded). The applicant must sign the consent (below) agreeing that you can share their details with Hampshire and Isle of Wight Community Foundation, with an assurance that their information will be kept confidential. This forms part of the application form.

Award

(delete as appropriate)

A. I recommend an award of £50 to the applicant

B. I recommend an award of up to £100 to the applicant AMOUNT £ _____

If you are requesting a **maximum award of £100**, please explain below why you believe the recipient is at the most severe level of need (see guidelines):

Next:

Please print off a copy of this application form and ask the applicant to sign the consent to share information declaration in the box below. You should keep this signed copy for your records. Once you have done this, please confirm in the Assessor Declaration below (by typing in your name and the date) that you have this signed consent in place. You can then email the application to your Service Authoriser.

Applicant Consent to Share Information Declaration

I agree that my details can be shared with the Hampshire and Isle of Wight Community Foundation and that they will be kept confidential.

Name (please print): _____

Signed: _____

Date: _____

Assessor Declaration

I confirm I have a signed copy of the applicant declaration allowing details to be shared with the Hampshire and Isle of Wight Community Foundation which should remain confidential.

Name: _____

Date: _____

PCC / Other Team: (State whether Housing, Adult Social Care, Children's Social Care, Positive Family Futures or

Positive Family Steps service)

Service Authoriser

Name: _____

Position: _____

Organisation: _____

Date: _____

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HAMPSHIRE AND ISLE OF WIGHT COMMUNITY FOUNDATION

KEEP WARM, KEEP WELL 2015/16

Guidelines for awarding grants to individuals (For Portsmouth City Council Staff)

The Keep Warm, Keep Well 2015/16 Fund, managed by Hampshire and Isle of Wight Community Foundation (HIWCF), has been created by Portsmouth City Council (PCC) to help local people living within PCC boundaries (PO1 - PO6) who will struggle to keep warm this winter.

There are many inter-related factors which will influence how each individual is affected, including their income, housing type and quality, cost of fuel, isolation and underlying health conditions.

Why have we set up the Keep Warm, Keep Well Fund?

- Almost 860 vulnerable people died in the 2011/2012 winter in Hampshire and the Isle of Wight from largely preventable causes related to cold conditions
- 10,800 households in Portsmouth are believed to live in 'fuel poverty' (2013)
- Average household gas and electricity bills more than doubled between 2005 and 2015

Each individual's response to the cold can vary. Some may heat their home more but buy less food. Others will cut back on their heating and social contact. Any of these actions could be detrimental to their well-being at a time when they could be at their most vulnerable.

As part of our Keep Warm, Keep Well campaign this winter we provide relevant agencies access to this small grants programme for vulnerable individuals they are working with, who may require help to keep warm and well this winter.

The aim of this fund is to ensure that persons in the community who struggle with the cost of keeping warm can survive the winter with a reasonable level of comfort and dignity.

This process is designed to balance the need to be sure the funds go to people in genuine need of help, with the need to keep the process as light-touch as possible.

Above all, we rely on you to use your local knowledge to assess need, and we are grateful to you for helping us make these funds available to people who need help this winter.

➤ Eligibility

Eligible individuals will be:

Those who would struggle to maintain a basic acceptable standard of warmth and comfort in their home, who may be living in social housing, private rented or owner occupied homes, within Portsmouth City Council boundaries, PO1 - PO6; AND either:

- Have a low income
- Have a health condition and / or disability
- Are a frail older person
- Have a mental illness
- Are a vulnerable person living in deprived circumstances
- Are experiencing short term crisis
- Have damp or poorly insulated housing
- Are living in fuel poverty
- Require emergency repairs related to heating

The recipient must be either well-known to the assessor through their work with the organisation, or they must provide evidence of their identity, preferably photo ID or a recent utility bill.

Recipients should normally only receive one payment in any twelve month period from this fund.

Note: Due to the potentially large number of people that could be eligible for this provision, it is important that applications are only made where other available resources have been exhausted. For this reason it is expected that frontline workers will establish what benefits or awards people are already in receipt of, or could apply for, to inform whether an application is needed.

➤ The application process

- Complete all sections of the application form (including the recipient's signed consent) and email it to your Service Authoriser.
- If the request is for a fuel bill to be paid then a scanned copy of the bill must be attached to the application form and sent through to your Service Authoriser (so that HIWCF can pay the money directly to the energy company).
- If approved, your Service Authoriser will email the application (and copy of fuel bill where relevant) to HIWCF on grantsadmin@hantscf.org.uk
- In **exceptional** cases, where the recipient does not have a bank account, or where for example an unauthorised overdraft or bank fees would swallow up any payment made, a cash payment can be arranged via the Roberts Centre.
- For cash payments, the authoriser should email the completed referral form to Mark Sage, with details of why a cash payment is required. If approved, the referrer will need to collect the award from the Roberts Centre office in Crasswell Street, showing their staff ID.
- Recipients without access to a suitable bank account should also be offered information and support on opening a basic bank account.
- Any PCC tenants in Hampshire (e.g. Leigh Park, Wecock Farm) will access separate HCC provision (the Hitting the Cold Spots Fund). Please see separate guidance on this process.

➤ What can be awarded

The award will be up to £100. Funds awarded can be used for items such as:

- Fuel bills and fuel debt (including key meter top up)
- Warm clothing and slippers
- Electric blankets, portable heaters
- Bedding (blankets, duvets etc)
- Emergency repairs to windows, heating systems or letter boxes (please ensure you first check whether PCC's Home Safety Team can provide free draught-proofing (for letter boxes and external wooden doors) - ring 023 9283 4460)
- DIY / handy-person - related to heating

There is only limited funding available and so it is important staff prioritise funding effectively in order to make it last through the winter. Staff should therefore award £50 in the majority of cases, and focus the maximum £100 award on those in the most severe need, for example older people over 70, families with children under 5, or those with a disability or respiratory problem.

Note: this is not an exhaustive list. You should use your discretion but you must record why the recipient is in need, and how the award will be used. If you are recommending an award of £100, you must explain why the recipient is in the most severe level of need.

➤ **Awarding a payment**

On receipt of an application, HIWCF will ensure that all the required information has been provided. Any incomplete or inappropriate applications will be returned to the authoriser.

Once a completed application has been received and approved, HIWCF will make payment of the award directly to the individual by BACS. Complete applications received before 12:00pm each Friday will usually be added to the payment run for payment the following Wednesday.

HIWCF email an updated spreadsheet of all awards and payment dates to Mark Sage each Friday.

➤ **Further information or advice**

Please contact Debbie Charlton at Hampshire and Isle of Wight Community Foundation by email grantsadmin@hantscf.org.uk

If a payment is not made to the recipient on the date expected (as outlined above), referrers should contact Mark Sage to check whether the award has been approved - mark.sage@portsmouthcc.gov.uk or 023 9283 4111.

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Appendix 4

Help for people in financial hardship - Frequently Asked Questions

May 2015

Background: Portsmouth's Local Welfare Assistance scheme ended on 31/03/15 - no further applications can be made after this date. The phone line for queries on previous applications closed on 29/04/15, so customers are no longer able to contact the team in any way.

Q1 - Is the council still providing local welfare assistance grants?

A1 - We can no longer provide direct grants to residents from a central fund. Instead, we are funding council services, advice and support organisations and charities that work with people in need.

If you're being supported by a local organisation then they may be able to help you find ways to meet your needs.

More information on organisations offering advice and help is here:

<https://www.portsmouth.gov.uk/ext/benefits-and-support/money/advice-services-to-help-with-money-debt-and-benefits.aspx>

You can also use this Directory that the council has put together, to look for ways to meet your needs:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-financial-hardship-directory.pdf>

Q2 - I have been made a Local Welfare Assistance award but I have not yet purchased the item, what do I need to do?

A2 - Follow the instructions from the Local Welfare award letter. All awards must be **utilised within 3 months** of the date of award or they will be cancelled and will not be re-issued.

Q3 - Why did the council stop taking applications for local welfare assistance grants?

A3 - The government used to provide community care grants and crisis loans for people in need, but when these were scrapped in 2013 the council launched its own local welfare scheme, with funding from the government. However, the amount of money the council gets from the government has been significantly reduced.

We can no longer provide direct grants to residents from a central fund. Instead, we are funding council services, advice and support organisations and charities that work with people in need.

Q4 - I need money for essential living costs, or to pay for basic furniture or white goods, who can help?

A4 - If you are having **money problems**, get free advice to check you are receiving all the income or benefits that you are entitled to.

If you are struggling with **debts**, get specialist debt advice. The sooner you get advice the better, but it's never too late to speak to someone if you're worried about debt.

Budgeting your money can make a real difference - visit [Portsmouth.gov.uk](https://www.portsmouth.gov.uk) and search for 'budgeting' for more info.

Contact details for money, debt and benefits advice services are available on the council's website: <https://www.portsmouth.gov.uk/ext/benefits-and-support/money/advice-services-to-help-with-money-debt-and-benefits.aspx>

Budgeting info is on this page: <https://www.portsmouth.gov.uk/ext/benefits-and-support/money/budgeting-how-to-make-your-money-go-further.aspx>

Q5 - I have had money and debt advice but I still can't afford to buy essential furniture or white goods, what other help is there?

A5 - Look at the Directory of Help for People in Financial Hardship (*link in A1*), for organisations that may be able to help, depending on your situation and needs.

Q6 - I am not receiving any benefits because I have been 'sanctioned', and cannot afford to pay for daily living essentials (food, gas, electricity etc), what should I do?

A6 - You should apply to DWP for Hardship payments, by ringing 0345 608 8545.
(Further info about this is on page 5 of the Directory - link in A1).

Q7 - I have not received any benefits since making a new claim or reporting a change of circumstances, and cannot afford to pay for daily living essentials (food, gas, electricity etc), what should I do?

A7 - You should apply to DWP for a Short Term Benefit Advance, by ringing 0345 608 8545.
(Further info about this is on page 5 of the Directory - link in A1).

Q8 - I cannot afford to buy food, who can help?

A8 - There are foodbanks and other food providers in the city who may be able to help.

(See Directory in A1, pages 5-6, for providers of cooked meals, foodbank vouchers or food parcels.)

Q9 - I have tried to get help from DWP, Jobcentre etc, but they have not resolved my problem, who should I speak to?

A9 - Speak to an advice centre. Advice Portsmouth cover the whole of Portsmouth. Cosham Citizens Advice Bureau can advise anyone who lives or works in PO6. Age UK help people over 50.

Contact details for advice services are on the Council's website:

<https://www.portsmouth.gov.uk/ext/benefits-and-support/money/advice-services-to-help-with-money-debt-and-benefits.aspx>

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Appendix 5

If you have money problems, you may find yourself unable to afford an essential item of furniture or white goods (e.g. cooker, fridge freezer), or even the basic essentials, such as food.

This is a guide to local and national resources for people in financial hardship in Portsmouth. It is for people in need, or for advice and support services working with people in need.

Please note: *If you have problems with money or debts, get advice as soon as possible, because the sooner you get help, the easier it will be to find a way forward. There are lots of money and debt advice services, both in the city and nationally, who can give free help face to face, online or by phone. To find money and debt advice, visit www.portsmouth.gov.uk and search for 'money advice'.*

This directory is also available online - <https://www.portsmouth.gov.uk/ext/documents-external/cou-financial-hardship-directory.pdf>

What is available	Provider	Contact details	Details of what is available	How to apply	Other information
Free furniture & household items	Freecycle	www.freecycle.org	Free items offered by individuals in local area Users can also post wanted ads	Internet - sign up for email notifications (regular internet access required)	Requires internet access and transport to collect
	Gumtree	www.gumtree.com/freebies/uk/portsmouth	Free items offered by individuals in local area	Internet noticeboard	Requires internet access and transport to collect
	Portsmouth Family Welfare Association	Carnegie Library Fratton Road, PO1 5EZ 023 9281 1407	Limited amount of generally small household items provided to families in need, when available	Ring for appointment Mon, Wed, Fri 10am - 12 noon	Lack of transport for larger items
Charities selling discounted furniture & household items	Salvation Army Furniture Shop	17 Lake Road, PO1 4HA 023 9286 3848	Secondhand furniture, kitchenware, crockery, curtains & most household items, clothing Can offer payment plan, but cannot provide item until full payment received	Mon to Fri 9am - 4.30pm Sat 9.30am - 2.30pm	Can give discount on shop price for customers in receipt of income benefits
Charities selling cheap furniture & household items	Ark Furniture Store	128 Albert Road, PO4 0JS 023 9287 0611	Small furniture store, no electricals	Mon to Sat 9am - 5.30pm	
	DEBRA furniture store	51-55 Elm Grove, Southsea, PO5 1JF 023 9229 1574	Secondhand furniture, household electrical items, kitchenware, crockery	Mon to Sat 9am - 5.30pm	
	Rowans Hospice Furniture Store	Cosham Furniture Store, Northern Road, Cosham	Secondhand furniture	Mon to Sat 9.30am - 4.30pm	
	Sue Ryder Furniture Store	12-18 Charlotte Street, PO1 4AJ 0845 293 2811	Secondhand furniture and electricals New bedding	Mon to Sat 9am - 5pm Sun 10am - 4pm	

Other affordable furniture and household items	Portsmouth Freeads	www.freeads.co.uk/portsmouth/	Sections on: Dining and Living Room Furniture Bedroom Kitchen and Cooking	Internet noticeboard - regular internet access required	Tel calls to sellers are charged at 51p/min, but sellers can be contacted for free via text or email
	Secondhand furniture shops	There are a number of secondhand furniture shops in Portsmouth, selling furniture and white goods	Shops can be found around the city, but there are a number in Fawcett Road and Fratton Road		Shop around for best deals
	Supermarkets	Around the city	Many supermarkets sell furniture, kitchenware, large and small electrical items and may be the cheapest option for some items		Shop around for best deals
Nothing	Portsmouth Family Welfare Association	Carnegie Library Fratton Road, PO1 5EZ 023 9281 1407	Free clothing and bedding for families in need	Ring for appointment Mon, Wed, Fri 10am - 12 noon	
Grants	Turn2us Grant Finder	www.turn2us.org.uk/grants_search.aspx	Directory of grants available based on the age, location and need of the individual	Information on how to apply is included on the Grant Finder	Some grants are linked to previous occupations, so check current and past employment, and 'Filter your results' on the Grant Finder

Grants continued... Page 30	Buttle	www.buttleuk.org	<p>Grants for children living in poverty, for essential items, such as furniture or white goods</p> <p>Family must be in financial hardship <u>and</u> have additional social welfare needs, and have an advice or support worker who will apply on their behalf</p>	<p>Online Applications can only be made by a statutory or voluntary agency who can administer the grant on behalf of Buttle</p>	<p>Maximum grant usually £300</p> <p>White goods etc. will be purchased by Buttle and delivered to home address, but other awards will be paid by cheque to referring agency</p>
	Glasspool	www.glasspool.org.uk	<p>Small grants to people in need, for essential items (including white goods and household items) or exceptional travel costs, to resolve a short-term crisis</p> <p>Applicants must have an advice or support worker who will apply on their behalf</p>	<p>Email application@glasspool.org.uk to request an application form</p> <p>Applications can only be made by a statutory or voluntary agency who can administer the grant on behalf of Glasspool</p>	<p>White goods etc. will be purchased by Glasspool and delivered to home address, but other awards will be paid by cheque to referring agency</p>
	British Gas Energy Trust	www.britishgasenergytrust.org.uk	<p>Grants for utility bill arrears, energy efficient household electrical items or bankruptcy / debt relief order fees</p>	<p>Apply online or print out form, complete and post</p>	<p>Applicants do NOT need to be British Gas customers</p>
	EDF Energy Trust	www.edfenergytrust.org.uk/	<p>Grants for utility bill arrears, energy efficient household electrical items or bankruptcy / debt relief order fees</p>	<p>Apply online or print out form, complete and post</p>	<p>Applicants do NOT need to be EDF customers</p>

Grants continued... Page 31	Warm Home Discount	www.gov.uk/the-warm-home-discount-scheme/overview	Paid automatically to people with fuel bills who are in receipt of Pension Guarantee Credit Some energy companies also allow other vulnerable customers to apply for help	Contact your energy gas and / or electricity supplier and ask who can qualify for their Warm Home Discount scheme and how to apply	
	SSAAFA	www.ssafa.org.uk 0845 241 7141	Assistance for ex-forces and family	Ring or complete online enquiry form	Practical, financial and emotional support
	British Legion	www.britishlegion.org.uk/can-we-help/financial-assistance 0808 802 8080	Assistance for ex-forces and family	Ring for details of the local welfare representative	Practical, financial and emotional support
	Family Fund	www.familyfund.org.uk/grants/how-to-apply	Grants for essential items for families with a child with a disability or serious illness	Download an application form at www.familyfund.org.uk/grants/how-to-apply Or ring 01904 621115 to request a form	Maximum 1 application per household per year
	Portsmouth Victoria Nursing Association	01243 373900 pvnacharity@gmail.com	One-off grants of up to £550 towards household essentials, medical equipment, special clothing and respite care, for people in need who are sick and receiving treatment	Applications can only be made by community nursing staff on behalf of patients Email to request an application form	Grants can only be given to people receiving community nurse treatment

	Friends of the Elderly	www.fote.org.uk/our-services/grants/	One-off grants to replace essential items, such as furniture, white goods and flooring Applicants must have an advice or support worker who will apply on their behalf	Download an application form at www.fote.org.uk/our-services/grants/	Awards will be paid by cheque to the referring agency
Low cost loans	DWP Budgeting Loan	www.gov.uk/budgeting-loans/overview	Interest-free loans for essential items over £100 Maximum loan amount: Single claimants £348, Couples £464, Families with children £812	www.gov.uk/government/publications/budgeting-loan-claim-form Print out application form (or request from Jobcentre), complete and return to Jobcentre	Must be in receipt of Income Support, Income Based JSA or ESA or Pension Credit for at least 6 months
	Credit Union loan	97 Fratton Road, PO1 5AG 023 9282 7980 www.usal.org.uk	Affordable personal loans for essential items	Ring: Mon to Fri 9.30am - 4.30pm Visit: Mon to Fri 10am - 2pm	For those who are unable to access affordable credit via a bank or building society (e.g. poor credit history)

Daily living expenses (such as food, gas, electricity) Page 33	DWP Short Term Advance	0345 608 8545	Advance payments for new benefit claimants in hardship who are awaiting their first payment of benefits OR payment has been delayed OR there has been a change of circumstances that will increase their entitlement but it has not yet been paid	Ring and request Short Term Advance, providing info on financial circumstances, specific costs for which the advance is needed, amount required, and period the amount will last for	Info taken in telephone interview will be passed to a decision maker, who will ring the claimant within 24 hours and confirm the decision www.gov.uk/short-term-benefit-advance
	DWP Hardship Payments	0345 608 8545	Payments for claimant who have been sanctioned and are in financial hardship	Ring to request, details will be taken and passed to decision-maker, who will assess and ring claimant back within 24 hours	Applicants will need to explain the payments they need, how the money will be used, and how long it will last
Food	Portsmouth Foodbank	Kings Church @ St Peters Church Somers Road, PO5 4QA 023 9298 7977	Mon, Wed, Fri 12 noon - 2pm Food parcel of 3 days' worth of non-perishable food	People in need can be referred by any agency in the city that holds Foodbank vouchers	Maximum of 3 referrals in 12 months Visitors should take empty bags if possible, to reduce need for carrier bags
	Portsmouth North Foodbank	Paulsgrove Baptist Church 1 Woofferton Road, Paulsgrove, PO6 4DW 023 9237 7814	Thu 12 noon - 2pm Food parcel of 3 days' worth of non-perishable food	People in need can be referred by any agency in the city that holds Foodbank vouchers	Maximum of 3 referrals in 12 months Visitors should take empty bags if possible, to reduce need for carrier bags
	North End Foodbank	North End Baptist Church 195 Powerscourt Road, PO2 7JH 023 9265 3635	Tue 5 - 6pm Food parcel of 3 days' worth of non-perishable food	People in need can be referred by any agency in the city that holds Foodbank vouchers	Maximum of 3 referrals in 12 months Visitors should take empty bags if possible, to reduce need for carrier bags

	FoodCycle	John Pounds Centre 23 Queen Street, PO1 3HN 023 9289 2010 portsmouth@foodcycle.org.uk	Free, hot, 3 course meal for those in need Tue 7pm	No referral required but please ring or email to check availability	For people who would benefit from getting together with others to enjoy a healthy hot meal
	FoodCycle	St Peters Church Somers Road, PO5 4QA 023 9289 2010 portsmouth@foodcycle.org.uk	Free, hot, 3 course meal for vulnerable older people and families with young children Thu 6pm	No referral required but please ring or email to check availability	For people who would benefit from getting together with others to enjoy a healthy hot meal

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Agenda Item 4



Portsmouth
CITY COUNCIL

Agenda item:

Decision maker: Cabinet Member for Resources Portfolio

Subject: Monitoring of the Third Quarter 2015/16 Revenue Cash Limits and Capital Programme

Date of decision: 10th March 2016

Report by: Director of Finance and Information Services

Wards affected: ALL

Key decision: No

Budget & policy framework decision: No

1. Introduction

- 1.1 This report compares the forecast revenue outturn 2015/16 with the cash limited budget for that year and the forecast capital expenditure with the approved capital programme and provides information to enable an understanding of the reason for variances. It also lists the action to be taken to mitigate the effect of forecast overspends.

2. Purpose of report

- 2.1 To inform the Cabinet Member and Opposition Spokespersons of:
- The forecast revenue expenditure for the year compared with the cash limited budget.
 - The forecast capital expenditure against the revised capital programme for the Resources portfolio.

3. Recommendations

- 3.1 The content of this report be noted.

4. Background

4.1 Cash Limit 2015/16

	£000's
Net Requirement	24,464
Less;	
Capital Charges	(2,786)
Net Insurance Costs	(105)
FRS17	(860)
Employee Benefit Accruals	(468)
Controllable Cash Limit 2015/16	<u>20,245</u>

Forecast Outturn 2015/16

	£000's	% of Budget
Total Forecast Controllable Expenditure 2015/16	20,003	98.80%
Controllable Cash Limit	20,245	
Forecast Variance - (Under)/Overspend	<u>(242)</u>	1.20.%

4.2 Appendices

Analysis of this portfolio's variations from the revenue cash limit is attached at Appendix A.

Analysis of the portfolio's capital expenditure for 2015/16 is attached at Appendix B.

5. Revenue Expenditure

(Please read in conjunction with the attached Appendix A)

5.1 The provisional forecast outturn for the portfolio compared to the cash limit indicates a net underspend of £241,400.

5.2 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are, Rent Allowances, Rent Rebates, Land Charges and District Audit Fees (within Corporate Management). These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently any under or overspending is absorbed corporately. Excluding 'windfall' variances gives a net underspend on the portfolio of £253,600 i.e. 1.25%.

5.3 Item 4 Customer & Community Services - forecast underspend £26,200

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.4 Item 5 Grants & Support to the Voluntary Sector - forecast underspend £14,100

A mid-year vacancy occurred for part of the year leading to an underspend in the overall budget. The vacant post has been filled.

5.5 Item 6 Financial Service - forecast underspend £17,500

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.6 Item 7 Information Services - forecast underspend £20,000

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.7 Item 8 AMS Design & Maintenance - forecast overspend £188,200

Fee income during 2015/16 is forecast to be below target due to specification changes in a number of key projects which has delayed their implementation. Non fee earning work is also taking a larger share of staffing resource than anticipated. This will be offset by the underspend within Landlords Maintenance (item 10).

During 2016/17 delayed fee earning projects should commence and allow a recovery of lost income over the medium term.

5.8 Item 10 Landlords Maintenance - forecast underspend £198,900

Maintenance needs for the remainder of 2015/16 are lower than anticipated due to continued mild winter conditions. This underspend has been further compounded by downward revisions in scheme costs relating to the previous financial year which must be shown in the current period.

Provided the weather remains within seasonal norms the underspend should be achievable without compromising maintenance requirements.

This underspend can be used to mitigate the overspend within Design & Maintenance (item 8).

5.9 Item 17 Local Welfare Assistance Scheme - forecast underspend £34,800

This scheme operated through a third party charitable organisation that supports local people in urgent need. Funding for 2015/16 was carried forward from the previous year to cover residual charitable payments and to support other initiatives aimed at vulnerable residents.

No further projects are funded from this source in 2015/16 resulting in residual budget within the current year.

5.10 Item 18 Benefits Administration - forecast underspend £20,000

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.11 Item 21 Corporate Management - forecast underspend £46,800

A post within the strategy unit is being held vacant pending future years saving requirements.

5.12 Item 22 Coroners - forecast underspend £13,100

Refurbishment costs associated with the services move from the Guildhall to the Civic Offices and its subsequent integration into Portsmouth City Council received a contribution from Hampshire County Council resulting in towards these costs

6. Summary

6.1 The overall forecast outturn position on the portfolio is a net underspend of £241,400 representing 1.20% of the total cash limited budget. Within this net position there are various other less significant under and overspendings as shown in Appendix A.

6.2 Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer.

6.3 Since the last meeting of this portfolio the following applications have been approved from the portfolio reserve:

	£
Promotion of My Portsmouth App	5,000
Security of Civic Reception	10,200

6.4 To date there is an uncommitted balance on the reserve of £723,200. Any non-windfall underspend achieved by the portfolio at the end of the current year will be added to the reserve and conversely any overspend will need to be met from it.

7. Capital Programme

(Please read in conjunction with the attached Appendix B)

- 7.1 The capital programme has been updated to reflect the impact of new schemes, further approved amendments, re-phasing of expenditure and the removal of completed schemes.

7.2	<u>Forecast Outturn 2015/16</u>	£000's	£000's
	Total Revised Budget 2015/16		5,934
	Actual Net Expenditure 1 Apr 2014 to 31 Dec 2015	3,162	
	Forecast Net Expenditure 1 Jan 2016 to 31 Mar 2016	<u>2,771</u>	
	Total Forecast Expenditure 2015/16		5,934
	Forecast Variance - (Under) / Overspend		<u>(0)</u>

- 7.3 Additions since the start of 2015/16 year:

Scheme Name	£000's
Landlords Maintenance (item 3)	1,100
IS Road Map (item 11)	156
Guildhall Capital Works (item 13)	360
Working Anywhere (item 16)	50
Super Connected Cities (item 21)	380
Web Phase 2 / Channel Shift (item 25)	46
Utilities Management (item 26)	26
Utilities Management 2016/17 (item 27)	1,233
Photovoltaic Cell Investment Fund (item 28)	1,950

- 7.4 The provisional forecast outturn for the portfolio capital programme compared to the approved budget is a net breakeven position.

The following three schemes have been added as part of the 2016/17 budget approved by Full Council on the 9th February 2016.

- 7.5 Item 3 Landlords Maintenance - additional approval £1,100,000

The Housing and Property Service has responsibility for over two thousand operational assets. It carries out detailed surveys annually to inform existing and future maintenance needs. This new allocation will ensure that works classified as being of the highest priority can proceed with appropriate resources.

7.6 Item 27 Utilities Management 2016/17 - additional approval £1,233,000

Representing a range of energy efficiency and power sale agreements including combined heat and power, LED lighting, insulation and boiler replacements. This scheme will reduce energy use by around £55,000 and generate income of approximately £120,000 per annum alongside CO2 emissions reductions of 900 tonnes per year.

The final programme of works will be agreed in consultation with the Cabinet Members for Resources and Children's Services.

7.7 Item 28 Photovoltaic Cell Investment Fund - additional approval £1,950,000

Investment in photovoltaic cells installed on the Council's Commercial Property Portfolio will enable a growth in income from 'feed in' and 'export' electricity tariffs. Funding for this scheme has come from unsupported borrowing and investment returns should be higher than the overall financing costs.

8. Equality impact assessment (EIA)

An Equality Impact Assessment is not required as there are no proposed changes to services, policies, or procedures included in the recommendations.

9. Legal implications

The City Solicitor has formally considered this report for legal issues.

10. Director of Finance's comments

- 10.1 This report represents the forecast outturn position on the Resources portfolio's approved revenue and capital budgets as at the end of December 2015.

.....
Signed by: Director of Finance and Information Services

Appendices:

- A Revenue Outturn Statement**
- B Capital Monitoring Statement**

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Service Budget monitoring files	CRS Accountancy team

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Resources on 10th March 2016

.....
Signed by: Cabinet Member for Resources

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FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING DECEMBER 2015

QUARTER 3 BUDGET MONITORING STATEMENT - CASH LIMIT 2015/16

PORTFOLIO Resources

BUDGET 20,244,800

TOTAL CASH LIMIT 20,244,800

CHIEF OFFICER Various

QUARTER ENDED December 2015

Risk indicator

Low	L
Medium	M
High	H

ITEM No.	BUDGET HEADING
1	Miscellaneous Expenses
2	HR, Legal and Performance
3	Transformation Workstream Investment
4	Customer & Community Services
5	Grants & Support to the Voluntary Sector
6	Financial Services
7	Information Services
8	AMS Design & Maintenance
9	Property Services
10	Landlords Repairs & Maintenance
11	Spinnaker Tower
12	MMD Crane Rental
13	Administration Expenses
14	Housing Benefit - Rent Allowances
15	Housing Benefit - Rent Rebates
16	Local Taxation
17	Local Welfare Assistance Scheme
18	Benefits Administration
19	Land Charges
20	Democratic Representation & Management
21	Corporate Management
22	Coroners

BUDGET PROFILE 2015/16					RISK INDICA TOR
Total Budget	Forecast Year End Outturn	Variance vs. Total Budget			
£	£	£	%		
236,800	209,900	(26,900)	(11.4%)	M	
3,336,700	3,324,000	(12,700)	(0.4%)	M	
50,000	50,000	0	0.0%	M	
1,468,600	1,442,400	(26,200)	(1.8%)	M	
612,800	598,700	(14,100)	(2.3%)	L	
4,362,800	4,345,300	(17,500)	(0.4%)	L	
3,887,700	3,867,700	(20,000)	(0.5%)	M	
617,700	805,900	188,200	30.5%	H	
297,600	297,600	0	0.0%	M	
1,185,200	986,300	(198,900)	(16.8%)	H	
(640,000)	(640,000)	0	0.0%	L	
(385,400)	(385,400)	0	0.0%	M	
5,000	5,000	0	0.0%	L	
(580,800)	(694,400)	(113,600)	(19.6%)	H	
(265,400)	(151,800)	113,600	42.8%	H	
1,338,400	1,338,400	0	0.0%	L	
100,000	65,200	(34,800)	(34.8%)	M	
1,809,300	1,789,300	(20,000)	(1.1%)	M	
(85,200)	(73,000)	12,200	14.3%	M	
1,008,200	997,400	(10,800)	(1.1%)	L	
1,083,700	1,036,900	(46,800)	(4.3%)	M	
801,100	788,000	(13,100)	(1.6%)	L	

TOTAL

20,244,800 20,003,400 (241,400) (1.2%)

Total Value of Remedial Action (from Analysis Below)

0

Forecast Outturn After Remedial Action

20,244,800 20,003,400 (241,400) (1.2%)

Variances Arising From Windfall Items

0

Forecast Transfers To Portfolio Specific Reserves

(241,400)

Forecast Outturn After Transfers (From)/To Portfolio Specific Reserves

20,003,400 20,003,400 0 0.0%

Note All figures included above exclude Capital Charges, Levies and Insurances
Income/underspends is shown in brackets and expenditure/overspends without brackets

REASONS FOR VARIATIONS AGAINST TOTAL BUDGET 2015/16

Item No.	Reason for Variation	Variance £	Remedial Action	Value of Remedial Action
2	The service underspend arises from posts being held vacant to prepare for savings requirements in future years.	(12,700)		
4	Underspend across a number of Customer & Community Service areas due to the holding of vacancies in order to prepare for saving requirements in future years.	(26,200)		
5	The underspend relates to a staff vacancy that arose in year that has now been filled.	(14,100)		
6	The service is holding vacancies in order to prepare for saving requirements in future years.	(17,500)		
7	The service is projecting an underspend due to posts being held vacant in preparation for future years savings.	(20,000)		
8	The projected overspend is primarily due to fee income earned by the Service being below target. This is the result of a number of fee earning capital schemes being delayed or altered due to changing client need, as well as a significant proportion of the teams time being focussed toward delivering non fee earning revenue work, which aims to generate significant ongoing savings across the Council as a whole.	188,200	Services continue to seek further fee earning work. In addition, those delayed fee earning projects will now commence in next year, the result being an increase in fee income in that year. In the current year, this overspend will be met by the projected underspend within the Landlords Maintenance budget, Line 10 below.	
10	Landlords Maintenance is lower than originally budgeted. The underspend will be used to offset the expected overspend within the other Design/Maintenance budgets (Line 8 above). However, this is dependent on the weather over the winter months which can have a large impact on this budget, e.g. reactive repair work.	(198,900)		
17	The remaining balance on the LWAS is not expected to be spent at this point in time.	(34,800)		
18	The service is projecting an underspend due to vacant posts being held in preparation for future years savings.	(20,000)		
19	Land Charges have experienced lower than expected demand for property searches which is determined by the private sector property market.	12,200		
20	Corporate Subscriptions have been negotiated at a lower price than originally budgeted. In addition to this, a review of the Members Support Service has created an underspend within the staffing budget.	(10,800)		
21	The Strategy unit is underspending due to posts being held vacant in preparation for future years savings.	(46,800)		
22	Underspend due to a contribution from Hampshire County Council for the refurbishment costs in relation to the Coroners relocation to the Civic Offices.	(13,100)		
	Variance less than £5,000	(26,900)		
	TOTAL PROJECTED VARIANCE	(241,400)	TOTAL VALUE OF REMEDIAL ACTION	0

Note Remedial Action resulting in savings is shown in brackets

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-15 £	Budget 2015/16 £	2015/16 Expenditure to 31-Dec-15 £	Forecast Expenditure 2015/16 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2016/17 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
1	Landlord's Maintenance - capitalised repairs	CorpRsv / CD	1,347,076	26,167	9,750	26,167	-	75,300	1,448,543	1,448,543	-	The remaining 2015/16 budget allocation will be used to finish electrical distribution works and cover retention on the Civic Offices plant upgrade.
2	Project Management	CorpRsv	-	-	-	-	-	44,900	44,900	44,900	-	General Provision to address any project management shortfall in resources which would inhibit the delivery of major projects. Specific allocations are subject to approval through the Corporate Projects board.
3	Landlords Maintenance	CorpRsv/CP(DCSF)	3,060,985	406,299	205,652	406,299	-	1,919,700	5,386,984	5,386,984	-	Funding allocated for urgent repairs based on the priority of need. Major schemes within the 2015/16 programme includes improvements to the Civic Offices and works on the Round Tower. Additional funding eg £1.1M has been allocated to urgent works during 2016/17.
4	Landlords Maitenance Capital Contingency	CorpRsv / CRGG	-	411,000	-	411,000	-	-	411,000	411,000	-	Funding allocated as part of the 2012/13 and 2013/14 Capital Programmes for essential works critical to maintaining operational buildings.
5	MMD - Capital Loans	UB / OG (DCLG)CD	5,204,000	645,000	600,000	645,000	-	1,095,000	6,944,000	6,944,000	-	Capital loans payable to MMD to finance capital expenditure requirements. Loans in 2015/16 will fund equipment purchases including a crane, container handler and photocopiers.
6	Asset Management System	B / OG (DCLG)CD	173,145	10,000	8,000	10,000	-	116,872	300,017	300,017	-	Development work to improve the new systems interface with financial reporting requirements is on-going. Estimated completion will be towards the end of 2016/17.
7	Major Repairs to Corporate Property Portfolio	CorpRsc/CRGG	1,154,591	36,476	6,569	36,476	-	23,303	1,214,370	1,214,370	-	Miscellaneous repair works to PCC properties. The remaining allocation for 2015/16 will be used to complete repairs within Southsea Castle and cover retention and finishing costs from schemes completed in 2014/15.
8	IS Data Centre	CorpRsv	828,746	37,101	-	37,101	-	-	865,847	865,847	-	The scheme is complete and the IS data centre is operational. Remaining budget is available to cover retention and finishing works.
		OG(DCLG)CD	39,453	-	-	-	-	-	39,453	39,453	-	
	IS Data Centre Chillers	CMR	134,400	-	-	-	-	-	134,400	134,400	-	
Sub Total :			1,002,599	37,101	-	37,101	-	-	1,039,700	1,039,700	-	
9	Refurbishment of Data Centre Accommodation	CorpRsv / OG(DCLG)CD	88,644	226,356	23,221	226,356	-	395,000	710,000	710,000	-	Works to improve accommodation space for operatives of the new IS Data centre (item 8) and to create a usable space for staff as part of the on-going accommodation review.
10	Transformation Programme - Customer Management	UB/OG(DCLG)CD	153,399	31,601	-	31,601	-	-	185,000	185,000	-	Works have comprised both hardware and software elements. Completion has been delayed until late 2015/16 or early 2016/17 since the final development stage needs to be phased with on going web site development work.
11	IS Road Map	CorpRsv / OG(DCLG)CD / I	671,202	420,798	95,683	420,798	-	344,620	1,436,620	1,436,620	-	Rolling programme of IT infrastructure renewal. Major schemes include replacement storage area network, software upgrades and improved back up systems.
12	Review of Business Software (windows 7)	CorpRsv/OG(DCLG)CD	916,033	12,894	-	12,894	-	-	928,927	928,927	-	Upgrade all computers to Windows 7 and enhance network capability. £605,600 has been returned since the IS road map (item 11) now covers ongoing works.
		ITR	49,500	-	-	-	-	-	49,500	49,500	-	
Sub Total:			965,533	12,894	-	12,894	-	-	978,427	978,427	-	
13	Guildhall Capital Works	CorpRsv/OG(DCLG)CD	1,217,552	200,000	161,642	200,000	-	486,688	1,904,240	1,904,240	-	Significant capital works to enhance the Guildhall funded via release of funds from contingency and revenue contributions from the Planning, Regeneration and Economic Development portfolio. Significant planned works include improvements to the auditorium and front portico repairs.
14	Revenue and Benefits EDMS replacement	CorpRsv/OG(DCLG)CD	74,108	20,892	- 888	20,892	-	-	95,000	95,000	-	Upgrade of equipment and software used to manage documents within the Revenue and Benefits service. Links with two other schemes within Social Care and Housing. Slippage into 2015/16 is partly due to elements relating to Social Care completing before Revenue and Benefit related items.
15	Call Recording System	CorpRsv/OG(DCLG)CD	37,500	15,766	- 7,734	15,766	-	-	53,266	53,266	-	Scheme to replace existing unsupported call recording technology with a replacement system that continues to comply with legislation concerning telephone payments. Scheme is scheduled to complete in 2015/16.
16	Working Anywhere	CorpRsv/OG(DCLG)CD	740,835	228,165	128,004	228,165	-	-	969,000	969,000	-	This scheme commenced in 2014/15 and will equip the council with a suitable ICT infrastructure that will facilitate flexible working. Project is forecast to complete in 2015/16. A further allocation from Corporate reserves of £50k has been made to facilitate integration of the Coroners Office into the Civic Offices and broader ICT infrastructure.
Sub Total :			740,835	228,165	128,004	228,165	-	-	969,000	969,000	-	

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-15 £	Revised Budget 2015/16 £	2015/16 Expenditure to 31-Dec-15 £	Forecast Expenditure 2015/16 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2016/17 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
17	Commercial Letting of Brunel Wing	CorpRsv	-	261,068	197,452	261,068	-	107,100	368,168	368,168	-	Creation of an autonomous Brunel wing suitable for commercial letting. The scheme includes core 5 lift upgrade, infrastructure, door access systems, furniture and the relocation of staff.
		OG(DCLG)CD	326,286	-	-	-	-	-	326,286	326,286	-	
	Sub Total :		326,286	261,068	197,452	261,068	-	107,100	694,454	694,454	-	
18	World War 2 Memorial Guildhall Square	CorpRsv	-	27,000	10,336	27,000	-	-	27,000	27,000	-	The Memorial is almost complete, remaining works include a wall extension and associated stone cladding. Portsmouth City Council has contributed £27,000 to the scheme with the remaining costs funded through on-going fundraising.
		OC	22,149	47,851	-	47,851	-	-	70,000	70,000	-	
	Sub Total :		22,149	74,851	10,336	74,851	-	-	97,000	97,000	-	
19	PSN CoCo Compliance	CorpRsv/OG(DCLG)CD/ISF	99,384	123,016	23,433	123,016	-	22,600	245,000	245,000	-	Scheme to comply with the Public Sector Network (PSN) authority requirements for authorities that connect to secure government systems.
20	Replacement Emergency Generator	CP(DCSF)CM	162,632	27,368	18,555	27,368	-	-	190,000	190,000	-	Installation of a new generator to ensure safe operation of key services based in the Civic Offices. £45,000 was transferred from Civic Ducting re MIS 31.10.2014. Remaining 2015/16 budget will cover retention and finishing costs.
21	Super Connected Cities	OC	1,687,521	887,924	1,191,983	887,924	-	300,000	2,875,445	2,875,445	-	Provision of a high speed broadband service to local businesses and enhancements to wifi networks within public buildings. Funded by central government grant from the Department for Culture Media and Sport. Further expenditure funded via central government grant of £555,400 is included in 2015/16.
22	Guildhall Capital works - Operational areas	CorpRsv	-	80,000	-	80,000	-	-	80,000	80,000	-	Improvements to internal operational areas utilised by Portsmouth City Council. Funded via a revenue contribution from the Planning Regeneration and Economic Development revenue budget.
23	Server and Database Upgrades	CorpRsv	-	200,000	-	200,000	-	0	200,000	200,000	-	Upgrade to server and database software to ensure ongoing support from suppliers. This is a requirement to maintain Public Service Network (PSN) security accreditation.
24	Requirements Specs for BI & EDMS	CorpRsv	245	49,755	-	49,755	-	800,000	850,000	850,000	-	The scheme comprises two elements; A review of existing information needs and the creation of a specification, followed by a development and implementation phase.
25	Web Phase 2 / Chanel Shift	CorpRsv	-	346,100	88,324	346,100	-	335,000	681,100	681,100	-	Scheme will significantly improve the Councils customer contact arrangement. Focusing on development of web presence to enable more online self-serve functionality to reduce demand for phone or face to face contact.
26	Utilities Management 2015/16	UB / CMR	-	1,106,000	402,973	1,106,000	-	0	1,106,000	1,106,000	-	A range of energy efficiency schemes including fitting of photo voltaic panels to selected PCC assets, installation of building management systems and insulation of building roof voids. Due to reductions in feed in tariffs post January 2016 the PV part of the project has been brought forward to ensure panels are installed prior to the tariff change.
27	Utilities Management 2016/17	UBS	-	-	-	-	-	250,000	250,000	250,000		Engineering works to improve utility / energy management, Includes combined heat and power, LED lighting, insulation and boiler replacements. The final programme of works will be agreed with the Cabinet Members for Resources and Children's Services
		CROC	-	-	-	-	-	983,000	983,000	983,000		
	Sub Total :		-	-	-	-	-	1,233,000	1,233,000	1,233,000	-	
28	Photovoltaic Cell Investment Fund	UB	-	-	-	-	-	1,950,000	1,950,000	1,950,000		Investment in photovoltaic cells across the Council's commercial property portfolio to increase income from 'feed in' and 'export' electricity tariffs.
	On-going Schemes Total		18,189,386	5,884,597	3,162,955	5,884,597	-	9,249,083	33,323,066	33,323,066	-	
	Completed Schemes Total		4,253,804	49,012	(754)	49,012	-	12,552	4,315,368	4,315,368	-	
	GRAND TOTAL		22,443,190	5,933,609	3,162,201	5,933,609	-	9,261,635	37,638,434	37,638,434	-	

Key for Sources of Finance:			
CorpRsv	Capital Receipts	ITR	IT Capital Reserve
RCCO	Revenue Contribution to Capital Outlay	CROC	Pooled Other Contributions
RCCO(Prev)	Revenue Contribution to Capital Outlay (Previous Year)	CRGG	Government Grants Corporate Resource
UB	Unsupported Borrowing	PR	Parking Reserve
B	Supported Borrowing	OR	Other Reserves
OC	Other Contributions	CP(DCSF)/CM	External Grant - Capital Maintenance
OCRec(HRA)	Other Contributions (Housing)		