

## Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

### Document Control

<b>Control Details:</b>	
Title of EIA/ Decision (DDM):	Acceptance and Allocation of Household Support Fund 4
Budget booklet code (if applicable):	
<b>If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet</b>	
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1.0	L Kimberley	15/03/2023

### Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Nasreen Miah	Equality & Employability Consultant	16/03/2023

## Glossary of Terms

Term	Description
<b>FSM</b>	<b>Free School Meals</b>
<b>HSF / HSF4</b>	<b>Household Support Fund (4<sup>th</sup> iteration)</b>
<b>TPO</b>	<b>Third Party Organisations</b>
<b>MI</b>	<b>Management Information</b>
<b>DWP</b>	<b>Department for Work and Pensions</b>

### Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

#### 1. a. Brief description of proposal/ policy/ service to be assessed

##### **Description of the HSF Scheme**

On 17 November 2022 in the Autumn Statement the Chancellor announced, as part of a number of measures to provide help with global inflationary challenges and the significantly rising cost of living, that the Household Support Fund (HSF) would be extended from 1 April 2023 to 31 March 2024 with a further £842m of funding. As has been done for previous schemes, the fund will be made available to County Councils and Unitary Authorities in England to support those most in need.

We bring to your attention a number of key differences:

- Authorities must make sure that the mandatory element of application-based support delivered through the scheme is clearly advertised to residents and is available throughout the majority of the fund period, either continuously or in regular intervals over the course of the scheme
- details of the scheme must also be publicised on a dedicated website page with specific requirements set out in the guidance

- funding for supplementary advice services, including debt and benefit advice, is now considered eligible spend within the HSF scheme. As the primary focus of this grant is on practical support, expenditure on such services is expected to be limited and linked to the provision of practical support
  - it is mandatory that in any publicity material for the scheme, including via online channels and media releases, Authorities make clear that this funding is being provided by the Department for Work and Pensions or the UK Government
  - the guidance document itself has been reduced in size and there is now separate MI and Delivery plan guidance.
  - delivery plans must be signed off by both your 151 Officer and the responsible Cabinet Member.
- There also remains an expectation of Authorities to particularly consider those groups who may not have benefited from any of the recent cost of living support.

In terms of type of support, energy bills may be of particular concern to low-income households during the period of the scheme, and Authorities should prioritise supporting households with the cost of energy. The fund can also be used to provide support with food, essentials linked to energy and water, wider essentials.

Nottingham City Council has collaborated with a wide range of community based third party organisations to assist in the distribution of the grant to vulnerable residents. The council has set an agreed qualifying criteria with all of the TPO's for receipt of support as follows:

#### **Assessment Criteria**

1. NCC expect that the Organisation shall undertake an assessment of a resident's circumstances to identify those that are vulnerable and require help, assistance and support including energy and supermarket vouchers where appropriate. This assessment will be in line with the organisations standard process to identify vulnerability.
2. The Organisation shall use its own existing assessment and support processes to identify vulnerable residents, individuals, pensioners or families.
3. NCC has a minimum requirement that such an assessment shall be suitable and sufficient to identify the vulnerability of an individual or family and that this vulnerability is current and therefore the provision of a referral, signposting or support is necessary to safeguard their health and well-being in accordance with the HSF grant conditions.

4. As a minimum of it is expected that those in receipt of support through these arrangements will generally be in receipt of a recognised means tested benefit or another suitable identifier demonstrating that they are in a position of financial risk or on a low income.
5. In exceptional circumstances where a resident presents information that identifies them as a vulnerable individual, pensioner or family, but they are not currently in receipt of any recognised means tested benefit as per point 4, the organisation has discretion to provide support in each case subject to:
  - a. a record of the circumstances and reasons for the discretionary decision is made and retained by the organisation for future reference.

### **1. b. Information used to analyse the equalities implications**

It is intended to continue with the existing methods of distribution for the funding to vulnerable residents which include:

1. Free school meal eligible families to received supermarket vouchers for the holiday periods, supporting approximately 18,300 pupils and households.
2. Food Banks to receive direct funding for food and essential supplies to increase their stock levels and ability to cope with the increase in demand
3. Energy Support Vouchers through the councils own energy team, but applications are made via community support organisations (TPO's)
4. Supermarket Vouchers for vulnerable residents, distributed through community support organisations (TPO's)
5. Support to Care Leavers and those living in semi – independent accommodation
6. Other support organisations such as Refugee Forum, Ukraine Support Project and Homeless Support.

The reporting criteria for the grant requires information to be reported on the following:

- a. Households with children
- b. Pensioners
- c. Households with a disabled person

As of 31<sup>st</sup> December the reporting period for the current scheme reported the following distribution of support to these specific households of vulnerable people:

a. Households with children	20,445
b. Pensioners	632
c. Households with a disabled person	786

This represents the distribution at the half way period of the current grant and we will be required to continue to report on this distribution for the end of the current grant and in a similar way for HSF4.

As each of the organisations provides support to any resident who is in a vulnerable position, there is no barriers for any residents in seeking and receiving support regardless of any protected characteristics.

As each organisation is responsible for its own assessment process, the council is not able to provide a more detailed breakdown of equality and diversity statistics of those receiving assistance, over and above the minimum reporting criteria for the DWP grant itself.

NCC has actively sought out a range of TPO's to sure that this support is available across the city through a wide range of locations and organisations. This includes:

- Nottingham City Homes
- Metropolitan Thames Valley Housing
- Age UK
- Advice Nottingham incorporating all 6 advice locations
- NCC Welfare Rights
- Independent Age

The council is keen to expand the range of partner organisations where this would increase the reach of the support network across the city and has approached several other organisations to seek their involvement, but some are yet to respond. Other community support organisations are welcome to contact NCC to enquire if they could participate in the schemes to support vulnerable residents. Details of how to do this will be included in any press releases and information on the Household Support Fund Website pages.

This EIA will be updated to reflect any changes with the plans.



**c. Who will be affected and how?**

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment  (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact  (Including any action plans)
	People from different ethnic groups	X			<p>The HSF scheme provides direct and indirect positive support to any vulnerable city residents. There are no exclusions to accessing this support from the partner TPO's or in any</p>	<p>The methodologies currently in place provide an unbiased method of distributing the grant to those most vulnerable in the city, through those organisations best placed to do so. Other relevant organisations who share these same</p>	<p>The HSF grant scheme and its conditions are determined by government through the DWP and NCC does not have the ability to adjust the criteria. However it does have the ability to design the way in which the support is provided. The monitoring of this grant will be completed in line with the DWP guidance.</p>
	Men	X					
	Women	X					
	Trans	X					
	Disabled people/ carers	X					
	Pregnancy and maternity	X					
	Marriage/Civil Partnership	X					
	People of different faiths/ beliefs and those with none	X					
	Lesbian/ Gay/ Bisexual people	X					
	Older	X					

	<b>Younger</b>	<b>X</b>			<b>aspect of the scheme.</b>	<b>supportive objectives are encouraged to contact the council do discuss the opportunity to participate in this HSF programme.</b>	
	<b>Other</b> (e.g. looked after children, cohesion/ good relations, vulnerable children/ adults), socio-economic background.  <i><b>Please underline the group(s) /issue more adversely affected or which benefits.</b></i>	<b>X</b>					

**1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):**

**None**

**Section 2 – Equality outcome**


**Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan**

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	<b>None</b>			
Advance equality of opportunity between those who share a protected characteristic and those who don't	<b>None</b>			
Foster good relations between those who share a protected characteristic and those who don't	<b>None</b>			
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	<b>None</b>			

**Please note: All actions will need to be uploaded onto Pentana**



### Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal. Approving Manager details (name, role, contact details):</p> <p>Lee Kimberley – Head of Nottingham Catering</p>	<p>Date sent for advice:</p> <p>15/3/2023</p>
<p>Approving Manager Signature:</p> 	<p>Date of final approval:</p> <p>16/3/2023</p>

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)  
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: [edi@nottinghamcity.gov.uk](mailto:edi@nottinghamcity.gov.uk)

**PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.**