

Received 16/05/2022 from Catherine Allen SCC

This email sets out the decisions that were made at the meeting, the reporting requirements, the allocations by Borough/District, and a requirement to acknowledge receipt of this email and acceptance of the grant conditions.

The meeting discussed the allocation of the Household Support Grant (HSG) - specifically the 1/3 allocation to residents of pensionable age (£1.7m), and the allocation that is distributed by a general application process (£750k). I have attached for your reference the Grant Determination Letter, and the Grant Guidance. This set out the conditions of the HSG. I have also attached the template that Surrey County Council will have to complete and return. The reporting period and the reporting deadlines are given below. In order for us to co-ordinate the response, please can you return your monitoring report to me by the dates outlined below. I will send a reminder nearer the time, but thought you'd like to have the dates now.

Reporting Period	Deadline for SCC completed return	Deadline for B & Ds completed return to SCC
01/04/2022 - 30/06/2022	22/07/2022	14/07/2022
01/04/2022 - 30/09/2022	21/10/2022	14/10/2022

We agreed a consensus for the means of apportioning the £1.7m pensionable age allocation, and the £750k general application elements of the grant. We agreed to use the population 65+ multiplied by a deprivation factor for the £1.7m allocation, and population 0-64 multiplied by a deprivation factor for the £750k allocation. The allocations to each Borough and District are set out below. Once the allocation has had approval at a County level, I will make the first tranche of payments. It is our intention to make the payment in two tranches.

Name	No. people 0-64 (mid 2020 ranking)	No. people 65+ (mid 2020 ranking)	IMD to the power of 0.7	Indication of share of grant funding for General Application	Indication of share of grant funding for people of pensionable age	Total funding allocation
Surrey	969,970	229,900		750,000	1,700,000	2,450,000
Elmbridge	111,630	25,585	4.3	73,544	162,265	235,809

Epsom and Ewell	66,160	14,843	4.5	45,223	97,670	142,893
Guildford	125,183	25,169	4.9	94,469	182,845	277,314
Mole Valley	66,665	20,882	4.7	48,179	145,280	193,459
Reigate and Banstead	121,947	27,296	5.5	102,739	221,379	324,118
Runnymede	75,053	15,274	5.8	66,632	130,538	197,170
Spelthorne	81,171	18,702	6.6	82,447	182,866	265,313
Surrey Heath	71,418	17,786	4.3	46,854	112,329	159,183
Tandridge	70,035	18,507	5.7	61,456	156,335	217,791
Waverley	98,261	28,295	4.1	62,503	173,261	235,764
Woking	82,447	17,561	5.2	65,954	135,234	201,187

We agreed that the means of allocating the grant to those entitled to funding would be determined at a local level.

General Application Fund (£750k)

- Please confirm that the indicative amount will be allocated by your B/D. If you are not able to use all your allocation, please let me know so that this money can be allocated for use by the Crisis Fund.
- Some B/D's were more successful at allocating funding and keeping admin costs low. Please refer to the attached slides to see each B/D spend and admin costs of the last grant period, and share best practice for working in your locality.

People of pensionable age (£1.3m)

The attendees could not agree on a consensus for allocating the funding. However, we agreed these principles:

- Admin costs can be charged to the grant but these should be kept to a minimum.
- The grant needs to be targeted to those most in need of support. It was generally agreed that this should be those households where one or more person was 65+ and the household was in receipt of Local Council Tax Support (LCTS). It was acknowledged that in some

areas, LCTS may not be the only indicator that support is needed, and that B/Ds would use their local experience to determine the eligibility.

- Of those B/Ds that provided numbers of 65+ households on LCTS, an average amount to allocate to each household was £100. This amount is an indication only, and it is up to each B/D to determine the level of funding to each household, and whether to allocate a single amount or have a tiered approach.
- Payments need to be made soon, with as little administrative burden as possible. If using the third sector to make payments, consideration should be given to the capacity of the third sector to manage a large number of individual payments as well.

Of the allocation methods considered, the following were considered to be the most appropriate:

	Pros	Cons	Other considerations
Direct payment to those eligible	Payment made directly to the recipient so cash can be used flexibly	B&Ds won't have the bank details of all eligible claimants	Writing to those eligible would have to be carefully worded - asking for bank details could look like a scam.
Post Office Pay Out voucher scheme	Voucher is sent direct to the resident who can take it to any Post Office to redeem it	Access to Post Offices might not be an option for the most in need.	Challenges to provide the data in the required format.

We are charged for all unclaimed vouchers

GDPR issues

Direct payments to those eligible would be managed at a local B/D level.

The Post Office Pay Out voucher scheme does come with a set up fee (£2,000) and payment would need to be made up front to the Post Office in order for the vouchers to get sent out. There is a £1.50 charge to send each voucher, and if vouchers aren't claimed, there is a 60p charge per voucher to cancel a payment.

In order to keep admin costs to a reasonable level, it is suggested that one authority take the lead for these vouchers. Here is a link to the scheme web page:

[Post Office Payout | Post Office](#)

[Post Office Payout®](#)

Post Office Payout® offers a secure, easy way to manage refunds and customer cash-back without the need for paperwork. Find out more at

[PostOffice.co.uk](#)

[www.postoffice.co.uk](#)

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We have investigated GDPR concerns with our legal team. A data sharing agreement could be put in place between those authorities who wish to use it. So long as we are comfortable that the Post Office scheme is secure, we could have one coordinated payment file sent to the Post Office.

In order for me to make payments, please can you confirm receipt of this email and acceptance to comply with the terms and conditions attached to the grant. Please contact me by 20th May in order that first tranche payments can be made.