

Cabinet

Thursday, 30 March 2023, 10.00 am, County Hall

Membership

Councillors:

Cllr Simon Geraghty (Chairman), Cllr Marc Bayliss, Cllr Adrian Hardman, Cllr Marcus Hart (Vice Chairman), Cllr Adam Kent, Cllr Karen May, Cllr Richard Morris, Cllr Tracey Onslow, Cllr Andy Roberts and Cllr Mike Rouse

Appendices Supplement

Item No	Subject	Page No
4	Children and Adolescent Mental Health Services Overview and Scrutiny Report - Responses to the report	1 - 16
5	Household Support Fund - Impact assessments	17 - 56

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All the above reports and supporting information can be accessed via the Council's website [here](#)

Date of Issue: Wednesday, 22 March 2023

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Response to a Scrutiny Report

Cabinet Member for Health & Wellbeing

Summary of Report details:

Title of Scrutiny Report: Child and Adolescent Mental Health Services

Lead Member of the Task Group: Councillor Steve Mackay

Response required from: County Council Cabinet Members
Herefordshire and Worcestershire Integrated Care Board

Date of Overview and Scrutiny Performance Board approval: 27 February 2023

Date of Cabinet: 30 March 2023

Purpose of the Scrutiny Task Group

To investigate access to and the availability of appropriate mental health services for children and adolescents.

Any general comments on the Report:

The issue of children's mental health is a matter of the highest priority in the Council and across health systems for both Herefordshire and Worcestershire. Overall, it is considered that the scrutiny report on Child and Adolescent Mental Health Services contains an insightful and comprehensive set of recommendations that provide a positive focus for further exploration. These recommendations will be jointly considered with NHS and wider partners at the Health and Wellbeing Board and its sub-group, the Children and Young People's Strategic Partnership.

This is in line with Recommendation 4 of the scrutiny report, which rightly highlights the importance of a system-wide collaborative approach, with effective working relationships and improved communication between organisations. The next step will be to continue discussion with the relevant strategic professionals. This can be achieved by the Health and Wellbeing Board asking the Children and Young People's Strategic Partnership to take forward those discussions, agreeing appropriate actions. One of the key purposes of Health and Wellbeing Boards is for health and care services to be better joined up, and it is envisaged that the statutory basis of this board will ensure it will be able to exert pressure should it appear that such an approach is not being followed.

Work is already underway across the system to improve the support available to children and families. It is important to remember that this work is also seeking to address the wider determinants of poor mental wellbeing, as well as clinical or therapeutic needs.

As our NHS services are part of a wider Integrated Care System that also covers Herefordshire, we will also liaise with them in exploring the recommendations that have been made.

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Purpose of the Scrutiny Task Group

To investigate access to and the availability of appropriate mental health services for children and adolescents.

Any general comments on the Report:

The breadth of the engagement and review of the data should be commended although it should be noted that the number of people involved in this consultation were small.

The Herefordshire and Worcestershire Integrated Care Board and Herefordshire and Worcestershire Health and Care Trust support the need for children and young people in Worcestershire to develop an understanding of their own emotional wellbeing and response strategies when they experience mental distress. This approach should involve the children and young people themselves, their parent carers, their local communities and schools, alongside the voluntary and community sector (VCS), as well as statutory health and social care partners.

The report recognised the confusion that can arise from the use of CAMHS as a generic term, rather than it referencing a specific health service. In responding to the recommendations of the Task Group, this differentiation has been used to be clear on the role of partners in meeting the mental health and wellbeing needs of children and young people.

Understanding the range of support available

Recommendation 1: The Task Group recommends that all service providers work together to create a clear 'road map' of all services to assist navigation through the system, possibly via the NHS CAMHS Herefordshire and Worcestershire website, including the development of a central online resource to allow parents and non-specialist professionals to clearly identify all available mental health services.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full

2. Accept recommendation in part*

3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

The report reflected the current plethora of information available for those wishing to access support for children and young people with emotional wellbeing and mental health needs.

Whilst the NHS CAMHS website provides information about a number of clinical services, learning from other local work highlights that any central on-line resource would need to be broader but include the specialist health provision to enable early intervention when needs arise.

Service providers will need to work together to ensure this broad offer is clear, easy to navigate including agreement on where best to “host” a central online resource. This could build on the system wide Now We’re Talking approach to promoting mental health and wellbeing support services for adults.

Bringing services together under one name

Recommendation 2: The Task Group recommends that all services to support children and young people’s mental health and emotional wellbeing in Worcestershire should be badged under a common name. This may be Child and Adolescent Mental Health Services (CAMHS) or an alternative name, as appropriate.

Response to recommendation: Please tick ✓ as appropriate

1. **Accept recommendation in full**

2. **Accept recommendation in part***

3. **Decline recommendation***

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

Recommendation accepted in part

The development of the roadmap (Recommendation 1) will enable partners to understand the breadth of provision to support the wellbeing and mental health of our children and young people in Worcestershire. Any change of name should capture this breadth of provision and will need careful consideration by partners and our children and young people.

It would be helpful to move away from the term specialist CAMHS as children, young people, parent carers and referrers appear to view access to specialist provision as the preferred option to aspire to irrespective of the level of need. Reinforcing a stepped approach to services across agencies and interventions will be supported by the roadmap.

The Referral System and a Single Point of Initial Contact

Recommendation 3: The Task Group recommends that all partners engage in a review of the current method of access to services for children and young people with emotional and mental health needs, seeking to simplify and streamline the process. As part of this, specific consideration should be given to:

- The establishment of a single point of initial contact to provide effective signposting/triaging to appropriate services at an early stage.
- Supporting direct referral to an appropriate alternative service in cases where a referral to Tier 3 CAMHS does not meet the threshold.
- Improving communication so that the expectations of those referring are managed more effectively, and advice is offered on support available whilst waiting for a service.
- Ensuring that a child's journey through the CAMHS system is recorded, whether it is completed or not, including all requests for support and the outcome of those requests.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

There are several elements to this recommendation, therefore it is partially accepted.

Development of a roadmap (Recommendation 1) should assist in identification of the most appropriate support available to meet the needs of the young person experiencing distress and enable access to earlier intervention.

Specifically, HWHCT CAMHS service currently provides a single point of access (SPA) for professionals. The SPA clinically triages all health referrals with the exception of the wellbeing and emotional support service (WEST) working within specific education settings.

Where the referral does not identify the needs for CAMHS the senior mental health practitioner will provide details of other support that can be considered. These options are often numerous, and the service accepts may not be sufficiently targeted to the needs of the individual child or young person.

The SPA is able to directly refer to some clinical services eg Eating Disorders, Reach for Wellbeing, CAMHS Learning Disability service. For services outside of the HWHCT provision the ongoing responsibility for the child or young person remains with the referrer who will have assessed the child or young person and have a full understanding their needs.

The Trust accepts that improving communication to support children, young people, parent carers and referrers is a positive recommendation and that the roadmap of services available in Worcestershire should in part address the issues relating managing expectations and providing support if the child or young person needs to wait for a clinical service.

The Trust updated the website in 2022 but will continue to refresh the content with the support of children, young people and parent carers whilst also ensuring this information to be available in a variety of formats as appropriate.

On referral and acceptance for a CAMHS Assessment we will inform the child or young person and parent carer of the number of weeks they can expect to wait before the appointment and the request where possible to attend the appointment to prevent further delay. The website will also include the expected wait time.

The child or young person's journey is recorded in the Trust's electronic patient record when they are accepted for CAMHS and noted when the CYP is signposted. If the Trust is unable to provide the correct support for the child or young person, the referral is not accepted and this recorded on the child or young person's record with the subsequent decline letter also uploaded. Letters are sent to the referrer to include the outcome and advice and guidance on support that may be helpful.

The Trust does not record other interventions after this for the child or young person that are not accepted for assessment by the service. It is not possible to follow up all of the referrals not accepted for CAMHS as the choice of other support is determined by the child or young person and/or their parent carers therefore the service does not know what might have been accessed.

Children, young people and families can access a range of options to support them across the system that will help to improve their mental health and emotional wellbeing. This Includes services commissioned and/or delivered by the NHS, Local Authority, Voluntary and Community Sector, Independent Sector and Primary Care Networks. A single record across all agencies would be ambitious and would need investment to provide an electronic system and administrative capacity to be able to do so.

A collaborative approach

Recommendation 4: The Task Group recommends that all partners continue to work towards a system-wide collaborative approach with effective working relationships and improved communication between organisations. To support this approach, the Task Group would suggest regular network meetings, of no less than twice a year, take place with all partners, to develop communications and ensure learning and best practice are shared.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

All partners are engaged in collaborative commissioning and service delivery. Joint collaborative meetings and committees are established across the system to further develop pathways, monitor and evaluate interventions. This work will continue and mature.

Recommendation 5: The Task Group recommends that the Herefordshire and Worcestershire Mental Health Collaborative (HWMHC) (on behalf of the HWICB) consider alternative approaches to the organisation of services, including those which appear to be successful in other local authority areas.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

The Herefordshire and Worcestershire Mental Health Collaborative is committed to developing evidence-based services and interventions to a high standard and this includes learning from other approaches, systems, and other areas where evaluation, outcomes and audit demonstrates high standards are achieved.

Recommendation 6: The Task Group recommends that all partner organisations look into the possibility of developing a system of shared access to information.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

It is recognised that telling their story repeatedly is frustrating and distressing for children, young people and families. Despite the obvious benefits for children and young people with emotional wellbeing and mental illness needs, this recommendation is unrealistic in the near future due to the range of electronic systems that partners have to manage service delivery and provide support. However with the introduction of the Shared Care Record we can consider how best we further develop this to support the needs of children, young people and parent carers.

Significant investment would be required to develop a single system that meets the needs of the children and young people as well maintain or enhance the existing infrastructure and governance requirements within the respective organisations.

Gaps in provision and the definition of Tiers

Recommendation 7: The Task Group recommends that the Herefordshire and Worcestershire Health and Care NHS Trust look again at support for higher Tier 2 to address the gap in provision identified by schools.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

To clarify that this recommendation is the responsibility of the Herefordshire and Worcestershire Mental Health Collaborative not solely the Herefordshire and Worcestershire Health and Care Trust and is therefore partially accepted.

The Mental Health Collaborative considers the options available for future provision aligned to the priorities for investment 2024/25 and has identified enhancing support for children and young people as a priority.

Currently a number of services are commissioned from a range of agencies and work has commenced in improving the transition from CAMHS to Adult service, through a 0-25yrs pathway.

The Multi Agency Emotional Wellbeing and Mental Health in School Board develop and monitor interventions that meet needs from an education perspective. The Inclusion website is being refreshed at present to include access to universal and targeted training, support and also direct interventions for schools to access from the range of partners. This work reports into the Children and Young People Partnership Board, which oversees delivery of the Integrated Care Board Children and Young People Emotional Wellbeing and Mental Health Transformation Plan which is developed through a multi-agency approach.

This recommendation is around addressing the gap in provision however depending on the level of unmet need this may require additional investment.

Recommendation 8: The Task Group recommends that guidance is produced to clarify the thresholds for each Tier.

Response to recommendation: *Please tick ✓ as appropriate*

1. **Accept recommendation in full**
2. **Accept recommendation in part***
3. **Decline recommendation***

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

This recommendation is accepted and will be delivered through development of the roadmap.

As a system we will review the national guidance describing the tiers of provision aligned to iThrive terminology and needs led provision. The roadmap will bring clarity to the stepped approach and what help and support is available at the different steps and should also indicate what is available for specific localities that the Primary Care Network's have commissioned for their populations.

The importance of sources of support at lower levels of need

Recommendation 9: The Task Group recommends that partners should consider increasing the provision of services supporting young people with a lower level of need in order to provide timely support and reduce demand for specialist services.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

Both the Herefordshire and Worcestershire Mental Health Collaborative and Worcestershire Children and Young People Partnership are committed to the early intervention and prevention agenda. These forums need to continue to work together to increase provision as appropriate noting the need for available resource to do so.

There are a number of services already available for young people with a lower level of need (ie the Tier 2 targeted level of the stepped approach) but often operate separate so could be better coordinated and supported by more joined up communications. These services include:

- WEST - wellbeing and emotional support service delivered by the HWHCT (albeit not in every school)
- Act on It and the Blues Programme delivered by Onside Advocacy.
- Reach4Wellbeing (HWHCT)
- Starting Well deliver targeted interventions (HWHCT)
- Early Help from WCF if the family are referred

The Primary Care Network's are also developing services that will support children and young people and these will be referenced in the roadmap.

System wide partners need to review of how all these can work in a more coordinated way and also review where the information is for everyone to find. The Inclusion Team of WCF have made real strides in developing the Inclusion Website and so this and the NHS CAMHS website being linked would be an early action to further integration.

Support for Schools

Recommendation 10: The Task Group recommends that all partners undertake a review of the range of advice and support available to schools, ensuring that early help and support for mental health issues (from whichever source) is made available to ALL schools. In addition, there should be improved publicity to encourage access to available services.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

The Mental Health Collaborative will undertake a review of the range of advice and support available in schools. The Wellbeing and Emotional Support Service provision in schools is a nationally designed/funded and is not currently planned to be available in all schools. There is a national rapid evaluation of this service to identify the impact in which this support service has been implemented.

Other support such as Act on It is commissioned by Public Health, in addition to any support commissioned/provided by schools themselves.

Expansion of the support available to schools, however provided, will need additional investment.

Relationships with GPs

Recommendation 11: The Task Group recommends that the Herefordshire and Worcestershire Health and Care NHS Trust:

- Seeks to improve the information and guidance available to GPs to help them in navigating the system of support for children and young people's mental health and emotional wellbeing including CAMHS and other lower-level sources of support
- Considers how a closer working relationship between CAMHS and GPs can be developed.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

Support will be achieved with the roadmap in Recommendation 1. The refresh of the HWHCT CAMHS website will help ease of access to supportive information for GP's and the wider Primary Care Networks in addition to services the PCN's may commission directly to support their specific populations.

Further training can be provided for Primary Care Networks noting that take up has previously been low.

Data and Performance Information

Recommendation 12: The Task Group recommends that the Herefordshire and Worcestershire Health and Care NHS Trust reviews its approach to collection and publication of performance information relating to CAMHS including referrals which did not meet the threshold for support, to ensure that the data collected allows trends to be identified and service improvements to be supported.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

CAMHS SPA does record the number of referrals accepted/declined for CAMHS Choice although we do not routinely report this data. In addition we do not routinely report the number of children and young people accepted/declined for Partnership (treatment). The service reports waiting times for both Choice (18 weeks from referral to assessment) and Partnership (25 weeks from referral to treatment), Eating Disorders, Children and Young People Access, Routine Outcome Measures. A range of these are reported through the Trust Performance reports and onward reporting to the Integrated Care Board and the Mental Health Collaborative.

The Trust will work with the Mental Health Collaborative to develop external reporting of information beyond the current statutory requirements.

Children who are looked after by the County Council

Recommendation 13: The Task Group recommends that the Cabinet Member with Responsibility for Children and Families and Worcestershire Children First continue to focus on ensuring that all children coming into the care of the local authority receive a mental health assessment as a matter of course.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

MH/EWB is included in the LAC Health Assessment received by all CYP under the care of the local authority. WCF and HWHCT are working to develop access to specialist mental health assessments where indicated, with consideration of the additional vulnerability of a child who is looked after.

Offering a specialist assessment to all children irrespective of presenting clinical need is not currently available and would need careful consideration and additional resourcing.

Recommendation 14: The Task Group recommends that the Herefordshire and Worcestershire Health and Care NHS Trust reviews its referral criteria, to ensure that children who are in the care of the local authority are not prevented from accessing CAMHS support due to the lack of a settled placement.

Response to recommendation: Please tick ✓ as appropriate

1. Accept recommendation in full
2. Accept recommendation in part*
3. Decline recommendation*

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

The CAMHS clinicians have explained the reason for not starting treatment prior to the CYP is in a settled placement for a number of reasons:

- Children in care have often experienced trauma in their lives hence requiring such a significant action to remove them from their usual environment. These CYP may often struggle to trust and build relationships with adults. As such if a CYP starts to 'open up' to a mental health practitioner in an assessment and subsequently treatment and part way through move to a settled placement often in a different area with a different practitioner this will not be of benefit to the CYP.

- There is good evidence to suggest that it is important for the CYP to be in a settled placement to be able to effectively review their needs and lift the lid on their trauma at the right time for them. Some of the trauma can be 'dealt with' via life story work and readjustment.

Understanding the range of provision available to the carers, other professionals and the young person themselves will enable support to be provided and enable the young person to prepare for a period of psychological interventions to help them manage the trauma experienced in their lives.

Children and Young People with Autistic Spectrum Disorder (ASD)

Recommendation 15: The Task Group recommends that the Herefordshire and Worcestershire Mental Health Collaborative (HWMHC) (on behalf of the HWICB) reviews the way in which children and young people with Autistic Spectrum Disorder are able to access appropriate mental health support and reports back to the Scrutiny Task Group.

Response to recommendation: *Please tick ✓ as appropriate*

1. **Accept recommendation in full**
2. **Accept recommendation in part***
3. **Decline recommendation***

*Where the recommendation has been accepted in part (number 2 above) or declined (number 3 above) an explanation of the reasons why and alternative wording should be provided below:

Work is in progress across the Collaborative to consider Targeted interventions at Tier 2 to support CYP's and families who are waiting for a diagnostic assessment and where a diagnosis has been made and support and interventions are required.

There has been some work done to review what is delivered locally and in other geographical areas that is needs lead and to consider if any work already established in the system could also include Autistic CYP.

Data Protection Full Assessment
Impact Assessment Id: #486**1.0 Screening Information****Project Name**

Household Support Fund

Name of Project Sponsor

Hannah Perrott

Name of Project Manager

Louise West

Name of Project Lead

Lisa Bedford

Please give a brief description of the project

The Household Support Fund has been made available to local councils through the Department of Work and Pensioners to support households in the most need; particularly families with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities who would otherwise struggle with energy bills, food and water bills.

The Household Support Fund (HSF) will provide support to those most in need by providing vouchers or payments to eligible households or making direct provisions to help with food and goods through a variety of mechanisms.

Data Protection screening result

Will require a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Will require a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

The Household Support Fund is a government initiative to help vulnerable residents with the rising costs of living, primarily for food, fuel and other essentials. Since October 2021, Worcestershire has been awarded £3.95m of funding every six months from Household Support Fund schemes to provide support for residents in need of help with food, fuel and other essential household costs. In the Autumn Statement 2022, the Chancellor confirmed that the Household Support Fund would be extended for a further 12 months starting in April 2023, and this equates to just under £7.9 million for Worcestershire to use to support residents until 31st March 2024.

Confirmation and guidance from the Department of Work and Pensions was received in February 2023.

Government specified parameters for use of these funds over the previous three schemes has included;

- a) HSF 1 – ringfence a minimum of 50% of the grant on households with children with a focus on food
- b) HSF 2 – ringfence a minimum of a third of the grant on households with children and a further third for pensioners with a general support around food and energy and wider linked essentials
- c) HSF 3 – no funding ringfenced to specific cohorts but a larger focus on energy costs

The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously in HSF 3, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as; families on low incomes with children of all ages, pensioners, disabled people, carers and care leavers.

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

To provide assistance to vulnerable households across the county in most need of support to help with the increase in living costs linked to energy and food.

Project Outcomes

Briefly summarise what the project will achieve.

Proposals are in line with government grant conditions and are modelled around local understanding of need across different categories, informed by local intelligence and previous delivery of the funds. The majority of the activity is a continuation of the schemes currently in operation in HSF 3. Funding will only be used for schemes that are free to eligible residents.

- Food - Food voucher for all school holidays until the end of March 2024 for children in receipt of free school meals. Dedicated Food bank funding delegated to District Councils

Energy - Extend Act on Energy scheme to support with debt, vouchers and new heating measures for eligible residents. Home visits and minor measure installations through Age UK's in the county. Energy voucher scheme (Warmth on prescription) through primary care for residents with heat affected medical conditions in each district collaborative area.

- Food/Energy - Extend pensioner, carer, person with disability scheme delivered through Worcestershire Advice Network organisations, voucher payment depending on number of criteria met. Care leavers one off winter payment. Shared lives carers one off winter payment. Small appliances fund linked to the growth and skills programme in the council.

- District Councils - District councils to distribution in line with grant conditions. Includes in house support and through external voluntary sector partners.

- Advice Services - Extension of debt workers supporting energy debt applications alongside Act on Energy

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

No

1.2 Responsibility

Directorate/Organisation

People

Service Area

Communities

1.4 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

April 2024

1.5 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2.0 Personal Data

Who are you processing data about?

Customers, clients or service users

Claimants

Recipients of Benefits

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise.

Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Yes

Date of Birth

No

Age

Yes

Gender

No

Sex

No

Contact Details:

Address

Yes

Email Address

No

Home Phone Number

No

Mobile Phone Number

No

Postcode

Yes

ID Number:

National Insurance Number

Yes

Driving Licence/Number

No

NHS Number

No

Other General Identifier

No

Employment:

Work Related Training/Awards

No

Financial:

Income/Financial/Tax Situation

No

Appearance:

Photograph

No

Physical Description

No

Lifestyle:

Living Habits

No

Marital Status

No

Technology:

Login/Username

No

Device MAC Address (Wireless Network Interface)

No

Device Mobile Phone/Device IMEI No

No

Location Data (Travel/GDPS/GSM Data)

No

Online Identifier e.g. IP Address

No

Website Cookies

No

Other Data Types Collected

Not Recorded

2.1 Legal basis for Personal Data

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose

No

Necessary for a contract with the Data Subject

No

Necessary to comply with a legal obligation

No

Necessary to protect the vital interests of an individual(s)

No

Necessary for a task in the public interest or exercise of official authority of Controller

Yes

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)

No

2.2 Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Race

No

Ethnic origin

No

Political opinions

No

Religion

No

Philosophical beliefs

No

Trade union membership

No

Genetic Data

No

Biometric Data

No

Sex life

No

Health or social care

No

2.3 Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Not Recorded

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Not Recorded

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

Not Recorded

Legitimate Interests of:

"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

Not Recorded

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

Not Recorded

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

Not Recorded

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Not Recorded

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Not Recorded

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

Not Recorded

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

2.4 Information Involved

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

The data for vouchers for those on Pension Credit will be collected via a data download from the DWP secure server. This data is available monthly to download. All permissions and ID checks have been completed and access is available for the data to be used for Household Support Fund delivery.

For Free School Meals, school administrators are able to input the details of eligible families directly onto the portal.

Other schemes collect data through referrals, including self-referral.

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

The data will be used to provide support to eligible residents across the different schemes.

Has data already been collected?

Yes

Are the purposes for which you are collecting the data different? *

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.

The data for people on Pension Credits has already been collected by the Department for Work and Pensions.

Further data will be collected by the county council as part of the project for the other schemes.

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

There are a range of options to ensure support is targeted at the most vulnerable residents in the county, in line with DWP guidance.

Other options were considered in order to try and come up with proposals to reach the more vulnerable pensioners across the county. This included; council tax rebate, online application for support etc. The current proposals are felt to be the least intrusive, and feasible. Using the Post Office scheme for cash vouchers means that no personal data would need to be provided such as bank details etc. Cashing at the local post office was felt to be a trusted route to follow. Post Office vouchers are used for the pension scheme, Worcestershire Advice network voucher scheme and Act on Energy voucher element.

3.0 Other organisations

Are other organisations involved in processing the data?

Yes

Please provide details of each organisation that is involved in the processing of Data. Do this by adding to the below list. *

Organisation Name	Post Office Ltd
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data to produce personalised letter and voucher to all pension credit recipients
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	In process - currently with legal
Organisation involved reason	After assessing alternative options for delivering vouchers including consulting with district council revenue and benefits partners, this option was deemed the most suitable to reach pensioners across the county with the highest chance of success from the options available.
Disclosure and Security	Secure post office portal with restricted users and ability to manage individual account user access to specific sections of the operation. Council controlled sign up of staff and any third party involved in the distribution.

Organisation Name

Age UK Worcester and Malvern

Data Controller or Data Processor	Data Processor
Organisation's Role	Processing referrals for eligible residents
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Unknown
Organisation involved reason	Age UK Worcester and Malvern process referrals of eligible residents, using the Post Office voucher scheme. They also administer home energy checks.
Disclosure and Security	Referrals from partner agencies and self-referral

Organisation Name	Bromsgrove District Council
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data of eligible residents, based on the criteria set by the district in line with DWP guidance
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Memorandum of Understanding
Organisation involved reason	To be able to target support at those most in need at a local level
Disclosure and Security	District councils are able to use their discretion in identifying and supporting those most in need to help those who are struggling to afford food, energy and water bills and other related essentials. Schemes involve referrals, including self-referrals. A Memorandum of Understanding, which includes an Information Sharing Protocol is in place.

Organisation Name	Redditch District Council
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data of eligible residents, based on the criteria set by the district in line with DWP guidance
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Memorandum of Understanding
Organisation involved reason	To be able to target support at those most in need at a local level
Disclosure and Security	District councils are able to use their discretion in identifying and supporting those most in need to help those who are struggling to afford food, energy and water bills and other related essentials. Schemes involve referrals, including self-referrals. A Memorandum of Understanding, which includes an Information Sharing Protocol is in place.

Organisation Name	Malvern Hills District Council
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data of eligible residents, based on the criteria set by the district in line with DWP guidance.
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Memorandum of Understanding
Organisation involved reason	To be able to target support at those most in need at a local level
Disclosure and Security	District councils are able to use their discretion in identifying and supporting those most in need to help those who are struggling to afford food, energy and water bills and other related essentials. Schemes involve referrals, including self-referrals. A Memorandum of Understanding, which includes an Information Sharing Protocol is in place.

Organisation Name	Worcester City Council
Data Controller or Data Processor	Data Processor

Organisation's Role	Processing the data of eligible residents, based on the criteria set by the district in line with DWP guidance
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Memorandum of Understanding
Organisation involved reason Disclosure and Security	To be able to target support at those most in need at a local level District councils are able to use their discretion in identifying and supporting those most in need to help those who are struggling to afford food, energy and water bills and other related essentials. Schemes involve referrals, including self-referrals. A Memorandum of Understanding, which includes an Information Sharing Protocol is in place.

Organisation Name	Wychavon District Council
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data of eligible residents, based on the criteria set by the district in line with DWP guidance
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Memorandum of Understanding
Organisation involved reason Disclosure and Security	To be able to target support at those most in need at a local level District councils are able to use their discretion in identifying and supporting those most in need to help those who are struggling to afford food, energy and water bills and other related essentials. Schemes involve referrals, including self-referrals. A Memorandum of Understanding, which includes an Information Sharing Protocol is in place.

Organisation Name	Wyre Forest District Council
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data of eligible residents, based on the criteria set by the districts in line with DWP guidance
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Memorandum of Understanding
Organisation involved reason Disclosure and Security	To be able to target support at those most in need at a local level District councils are able to use their discretion in identifying and supporting those most in need to help those who are struggling to afford food, energy and water bills and other related essentials. Schemes involve referrals, including self-referrals. A Memorandum of Understanding, which includes an Information Sharing Protocol is in place.

Organisation Name	Edenred
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing the data to provide food vouchers to families eligible for free school meals during holidays
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Unknown
Organisation involved reason Disclosure and Security	Edenred have been appointed as the provider as part of a Crown Commercial framework for a closed loop voucher scheme. Secure portal with restricted users and ability to manage individual account user access. Council controlled sign up of users. School administrators are set up as users to directly input the details of eligible families for e-vouchers to be sent.

Organisation Name	Act on Energy
--------------------------	---------------

Data Controller or Data Processor	Data Processor
Organisation's Role	Processing referrals for support with energy, using the Post Office voucher scheme for those people that paying the energy provider directly is not possible.
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	In process - awaiting signature
Organisation involved reason	Act on energy have expertise in engaging and supporting vulnerable households with their energy needs. This specialist, local expertise puts them in a unique position to deliver this service.
Disclosure and Security	Referrals from partner agencies and self referral. Contract specifies data protection and confidentiality agreements.

10 records

3.1 Storage detail

How will the information be stored? *

Please include details of whether data will be stored outside of the European Economic Area (EEA).

Please remember that cloud storage and back up servers maybe outside the EEA.

Data will be held internally via a restricted access folder on the councils server with limited staff members having access to it. Data will be transferred in a preset format to the post office via a secure web portal where all activity will be undertaken. Only two staff members will have access to that site. Only four staff members have access to the Edenred portal.

For how long will the data be retained? *

The data will be retained for 6 years.

What is the deletion process? *

The file will be deleted from the server upon reaching the retention end period.

4 Consultation details

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.

For further assistance and information please visit the [consultation toolkit section on Ourspace](#).

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

No formal consultation will be undertaken. Ensuring contract with the other organisations involved reflects the privacy standards we require and seeking guidance from the information governance team.

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

The proposal has been developed in consultation with internal and external partners through the district councils and the Worcestershire Advice Network. Views from members of the public are not required.

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)

No formal consultation planned.

5 Risk register

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.

Add any risk to the relevant sections below.

Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.

Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?
- Does at least one Controller involved have a lawful power to act?
- Do you need to create or amend a privacy notice?
- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

A press release will be issued to let people know what support is available the the different Household Support Fund schemes and information will also be available to the council website. The updated privacy notice will be published.

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Reduced

Risk that information is being processed unlawfully

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

Welfare data it is able to be processed for the purposes of providing welfare support, which is what the Household Support Fund is. Data will only be processed to provide support to eligible residents. The updated privacy notice will be published.

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Reduced

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.

Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.
- Are all elements of the processing compatible with the original reason and justification for the processing?
- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

No Risk

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.

Please also consider

- Is the quality of the information adequate for the purposes it is used?
- If not, how is this to be addressed?
- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?
- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data**Unmitigated Risk**

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Mitigation/Solution

Data has restricted access and will only be used for the purpose of providing support to eligible residents as part of the governments Household Support Fund.

Mitigated Risk

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Result

Reduced

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making

No Risk

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

No Risk

Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.

Please also consider

- If you are procuring new software does it allow you to amend data when necessary?
- How are you ensuring that personal data obtained from individuals or other organisations is accurate?
- Do you have processes in place to keep data up to date?
- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

Any data matching or linking, including whole data sets may link wrong records together

No Risk

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?
- Has a review, retention and disposal (RRD) policy been established?
- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)**Unmitigated Risk**

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Mitigation/Solution

The information will be added on to the team dataset list to ensure it is maintained for the time period required and deleted at the relevant point.

Mitigated Risk

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Result

Reduced

Risk information is not securely destroyed when its retention period has been reached**Unmitigated Risk**

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Mitigation/Solution

The data will be managed in line with council policy and process and will remain on the dataset list for the team to be co-ordinated and actioned as appropriate.

Mitigated Risk

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Result

Reduced

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, "appropriate security" includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?
- What training on data protection and/or information sharing has been undertaken by relevant staff?
- What access controls are in place to enforce the 'need to know' principle?
- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality**Unmitigated Risk**

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Mitigation/Solution

The data is stored in a secure folder with limited staff members having permission to access it. Data is transferred to the post office and Edenred via a secure online portal.

Mitigated Risk

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Result

Reduced

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access**Unmitigated Risk**

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Mitigation/Solution

Data stored in a secure folder with limited staff access

Mitigated Risk

Likelihood - Unlikely
 Severity - Minimal Impact
 Score - Low

Result

Reduced

Risk that workers processing the data are not aware of their data responsibilities**Unmitigated Risk**

Likelihood - Unlikely
 Severity - Minimal Impact

Score - Low

Mitigation/Solution

Staff accessing have all undertaken GDPR and information governance training and are used to dealing with personal data.

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Reduced

Risk that information is distributed using inappropriate methods

No Risk

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

No Risk

Risk that information is transferred to a 'third country' without adequate safeguards

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

Contracts and Memorandum of Understandings will ensure that data is managed in an appropriate way with adequate safeguards in place.

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Reduced

Financial and reputational

Risk of identity theft or fraud

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

For the Post Office voucher scheme, a third party will be able to cash the voucher, but they will have to provide the recipients ID and sign on the letter to confirm who they are and what their relationship is to the recipient.

Mitigated Risk

Likelihood - Reasonably Unlikely

Severity - Some Impact

Score - Medium

Result

Accepted

Risk of financial loss for individuals or other third parties

Unmitigated Risk

Likelihood - Unlikely

Severity - Some Impact

Score - Low

Mitigation/Solution

The Post Office voucher scheme is intended to be cashed by the individual providing ID, a third party can cash the voucher on their behalf but they must have the ID of the recipient and sign to say who they are and their relationship to the recipient.

Mitigated Risk

Likelihood - Unlikely

Severity - Some Impact

Score - Low

Result
Accepted

Risk of financial loss for the Council (including ICO fines)

Unmitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution

The financial risk is minimal as the funds to run the different schemes are transferred to the relevant organisations. Monitoring information shows how the money has been spent, in line with DWP guidance.

Mitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result

Reduced

Risk of reputational damage to the Council, partners, and processors

Unmitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution

There are a range of schemes to deliver Household Support Fund to the most vulnerable residents of Worcestershire. These have been co-produced with district councils to ensure local knowledge of need is taken into account. The proposed schemes are felt to be the most appropriate way of using the funds to support people identified as a priority in the DWP guidance.

Mitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result

Reduced

Health, safety and wellbeing

Risk of physical harm to individuals

No Risk

Risk of physical harm to staff and workers

No Risk

Risk of discrimination

No Risk

Risk of other significant economic or social disadvantage

No Risk

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

Unmitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution

The data for people on Pension Credit set is owned by the DWP and managed through the welfare provision.
The data set of families eligible for free school meals is owned by the individual schools.

Individuals will be aware of referrals to the various schemes, or will self-refer and be aware of their right to be informed.
The updated privacy notice will be published.

Mitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result

Reduced

Inability to meet individuals' right of access**Unmitigated Risk**

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution

The data set will be available through the members of staff with access to confirm if people wish to know what data the council holds on them as an individual.

Mitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result

Reduced

Inability to meet individuals' right to rectify inaccurate data**Unmitigated Risk**

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution

The data for individuals on Pension Credit set comes from the DWP so any inaccuracies would have to be addressed directly. The dataset on families eligible for Free School meals comes directly from schools so would need to be addressed directly with them.

Mitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result

Reduced

Inability to meet individuals' right to restrict processing**Unmitigated Risk**

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution

For individuals on Pension Credit that hear about the vouchers and do not wish for their information to be processed their details can be deleted from the database and/or the voucher cancelled if it has already been issued.
For families eligible for Free School meals they can inform their school that they do not want their information to be processed.
The updated privacy notice will be published.

Mitigated Risk

Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result

Reduced

Inability to meet individuals' right to object

No Risk

Inability to meet individuals' rights relating to automated decision making and profiling

Keep it Green, Keep it on the Screen

No Risk

Additional project specific risks

No additional risks recorded

6 Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *

Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *

Selected

7 Application Details**Last Updated Date Time**

20/03/2023 14:09:38

Screening Submitted Date Time

16/03/2023 17:00:35

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

20/03/2023 14:09:38

Approved/Rejected Date Time

20/03/2023 14:12:26

Current User Dashboard Request Status

Complete

8.0 People with access to the original screening[Carla Kesterton \(CKesterton@worcestershire.gov.uk\)](mailto:CKesterton@worcestershire.gov.uk)[Lisa Bedford \(LBedford@worcestershire.gov.uk\)](mailto:LBedford@worcestershire.gov.uk)**8.1 People with access to this data protection assessment**[Carla Kesterton \(CKesterton@worcestershire.gov.uk\)](mailto:CKesterton@worcestershire.gov.uk)[Lisa Bedford \(LBedford@worcestershire.gov.uk\)](mailto:LBedford@worcestershire.gov.uk)**9 Direct Questions**

No Questions Asked

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Environmental Sustainability Full Impact Assessment

Impact Assessment Id: #486

1.0 Screening Information

Project Name

Household Support Fund

Name of Project Sponsor

Hannah Perrott

Name of Project Manager

Louise West

Name of Project Lead

Lisa Bedford

Please give a brief description of the project

The Household Support Fund has been made available to local councils through the Department of Work and Pensioners to support households in the most need; particularly families with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities who would otherwise struggle with energy bills, food and water bills.

The Household Support Fund (HSF) will provide support to those most in need by providing vouchers or payments to eligible households or making direct provisions to help with food and goods through a variety of mechanisms.

Data Protection screening result

Will require a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Will require a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

The Household Support Fund is a government initiative to help vulnerable residents with the rising costs of living, primarily for food, fuel and other essentials. Since October 2021, Worcestershire has been awarded £3.95m of funding every six months from Household Support Fund schemes to provide support for residents in need of help with food, fuel and other essential household costs. In the Autumn Statement 2022, the Chancellor confirmed that the Household Support Fund would be extended for a further 12 months starting in April 2023, and this equates to just under £7.9 million for Worcestershire to use to support residents until 31st March 2024.

Confirmation and guidance from the Department of Work and Pensions was received in February 2023.

Government specified parameters for use of these funds over the previous three schemes has included;

- a) HSF 1 – ringfence a minimum of 50% of the grant on households with children with a focus on food
- b) HSF 2 – ringfence a minimum of a third of the grant on households with children and a further third for pensioners with a general support around food and energy and wider linked essentials
- c) HSF 3 – no funding ringfenced to specific cohorts but a larger focus on energy costs

The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously in HSF 3, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as; families on low incomes with children of all ages, pensioners, disabled people, carers and care leavers.

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

To provide assistance to vulnerable households across the county in most need of support to help with the increase in living costs linked to energy and food.

Project Outcomes

Briefly summarise what the project will achieve.

Proposals are in line with government grant conditions and are modelled around local understanding of need across different categories, informed by local intelligence and previous delivery of the funds. The majority of the activity is a continuation of the schemes currently in operation in HSF 3. Funding will only be used for schemes that are free to eligible residents.

- Food - Food voucher for all school holidays until the end of March 2024 for children in receipt of free school meals. Dedicated Food bank funding delegated to District Councils

Energy - Extend Act on Energy scheme to support with debt, vouchers and new heating measures for eligible residents. Home visits and minor measure installations through Age UK's in the county. Energy voucher scheme (Warmth on prescription) through primary care for residents with heat affected medical conditions in each district collaborative area.

- Food/Energy - Extend pensioner, carer, person with disability scheme delivered through Worcestershire Advice Network organisations, voucher payment depending on number of criteria met. Care leavers one off winter payment. Shared lives carers one off winter payment. Small appliances fund linked to the growth and skills programme in the council.

- District Councils - District councils to distribution in line with grant conditions. Includes in house support and through external voluntary sector partners.

- Advice Services - Extension of debt workers supporting energy debt applications alongside Act on Energy

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

No

1.2 Responsibility

Directorate/Organisation

People

Service Area

Communities

1.3 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

April 2024

1.4 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2 Greenhouse Gas Emissions

Could the project result in an increase in GHG emissions (including CO2)? Yes

Please be mindful that the Council has committed to reduce its GHG emissions to zero by 2050 and most projects are likely to have an impact on this target. This should be a key consideration in your project delivery and should be reviewed when completing the assessment.

Have you undertaken an assessment of the project to know if there will likely be an increase in GHG emissions? No

3 Resources

Will the project result in increased consumption of electricity, gas or other heating fuels? Yes

e.g. project may require use of additional buildings, lighting and heating in buildings, additional ICT equipment, etc.

Please explain your answer below:

The payments can be put towards food, fuel and essentials linked to food and fuel therefore residents may wish to add to their heating budget to enable more use of the heating in their homes.

Will the project reduce energy needs and result in reduced consumption? Yes

e.g. disposal of WCC property assets

Will the project require additional water resources leading to an increase in water consumption? No

e.g. increased use of water through construction processes

Might there be a decrease in water consumption? No

e.g. will the project involve water saving measures or initiatives

Will the project result in the use of other resources, materials or minerals? No

e.g. use of natural resources such as wood; or use of aggregate minerals?

4 Transport

Will the project result in more people needing to travel? No

e.g. will there be additional cars on the road

Have alternative transport modes been considered? No

e.g. could use be made of public transport/walking/cycling etc.

5 Waste

Is there likely to be an increase in waste as a result of the project? No

e.g. construction waste, packaging waste etc.

Have opportunities to prevent, minimise, reuse or recycle waste been identified and considered? No

e.g. will recycling facilities be available as part of the project

6 Wildlife and Biodiversity

Will there be any negative impacts on the natural environment? No

e.g. will the project involve removal of green space/trees; have wildlife surveys been considered; result in enhancements to green infrastructure; increased biodiversity opportunities etc.?

Has a preliminary ecological appraisal been undertaken? No

Has there been consideration of statutory assessments? No

e.g. Sustainability Appraisals, Strategic Environmental Assessments and Habitat Regulations Assessment Screening?

N.B. This is a matter of legal compliance - All plans and projects (including planning applications) which are not directly connected with, or necessary for, the conservation management of a habitat site, require consideration of whether the plan or project is likely to have significant effects on that site. This consideration – typically referred to as the ‘Habitats Regulations Assessment screening’ – should take into account the potential effects both of the plan/project itself and in combination with other plans or projects.

7 Pollution to land/air/water

Is there a risk of pollution to the local environment? Yes

e.g.

- will there be surface water run-off or discharge into local water source?
- will there be any impact on local water quality?
- will any waste water require treatment?
- is there the potential for spillage of chemicals?
- is there the potential for emissions to air from combustion processes resulting in poor air quality?

Please explain your answer below and include any actions that have been identified to mitigate these risks:

The project involves supporting people to change their heating system. This could result in the removal of oil heating systems which has a risk of pollution. Ensuring that an OFTEC qualified engineer is appointed and the oil tank is checked would help to mitigate the risk.

8 Resilience to climate risks

Could climate risks affect your project? No

N.B. some projects may be more sensitive to future changes in the climate e.g. hotter and drier summers; milder and wetter winters; increased likelihood of extreme weather events. These climate risks may affect project delivery and should be considered at the early stages of project development.

Has the impact of extreme weather events on the project been considered? No

e.g. heat waves and flooding.

Is there a business/project continuity plan in place to ensure climate risks are minimised? No

e.g. can you ensure that the project is resilient to climate risks and can continue to deliver on outcomes.

Could the project exacerbate climate risks? No

e.g. increase flood risk or worsen temperature extremes in the locality.

Will the project result in the use of other resources, materials or minerals? No

e.g. use of natural resources such as wood; or use of aggregate minerals?

9 Historic Environment

Have you checked with the WCC Historic Environment team as to whether there are any impacts on the Historic Environment (negative or positive)?

No

Check every development with the Historic Environment Team at the planning stage of each project. Further assessment may be required depending on the nature and scale of development. There may also be design options that would negate any need for further assessment (and lessen costs), or even opportunities to enhance heritage assets or their setting through the development.

Does the development have the potential to result in any impacts to the historic environment or opportunities for enhancement?

No

If yes, then further assessment will be required. This could take the form of a watching brief during groundworks if the potential is clearly understood and relatively low, or a more comprehensive desk-based and/or field investigation prior to development.

10 Procurement

Could any procurement associated with the project have a detrimental environmental impact? No

e.g. procurement of goods from overseas that have to be shipped; use of unsustainable materials or materials that cannot be recycled at the end of their use?

Is there likely to be increased Greenhouse Gas emissions from products purchased for the project? No

e.g. carbon emissions from transport and manufacturing

Will you be able to make use of sustainable products? No

e.g. recycled, local, ethical etc.

Have you considered the Public Services (Social Value) Act 2012? No

All major contracts let by the Council (those of more than £100,000 in total value) will be expected to deliver a meaningful contribution to our vision of Social Value in the county. The Act requires us to consider how the services we commission and procure might improve the economic, social and environmental well-being of the local area.

– please see: [Social Value](#)

11 Declaration

I have confirmed that to the best of my knowledge that the information I have provided is true, complete and accurate

I have confirmed that I will make sure that Environmental Sustainability has been and continues to be considered throughout the project life cycle and should circumstances change in the project a further Environmental Sustainability Assessment Screening will be carried out.

12 Application Details

Last Updated Date Time

20/03/2023 11:31:29

Screening Submitted Date Time

16/03/2023 17:00:35

Last Reopened Date Time

20/03/2023 10:20:53

Full Impact Submitted Date Time

20/03/2023 10:32:53

Approved/Rejected Date Time

20/03/2023 11:31:29

Current User Dashboard Request Status

Complete

13.0 People with access to the original screening

[Carla Kesterton \(CKesterton@worcestershire.gov.uk\)](mailto:CKesterton@worcestershire.gov.uk)

[Lisa Bedford \(LBedford@worcestershire.gov.uk\)](mailto:LBedford@worcestershire.gov.uk)

13.1 People with access to this environmental sustainability assessment

[Carla Kesterton \(CKesterton@worcestershire.gov.uk\)](mailto:CKesterton@worcestershire.gov.uk)

[Lisa Bedford \(LBedford@worcestershire.gov.uk\)](mailto:LBedford@worcestershire.gov.uk)

14

Direct Questions

Question:

For question 2 I would recommend that while the project could result in an increase in GHG emissions, the new heating systems has the potential to reduce emissions as it would be expected a more efficient heating system would be installed.

For question 7 I would recommend considering a risk of pollution if the project is removing an oil heating system. Ensuring that an OFTEC qualified engineer would be appointed and the oil tank is checked would help to mitigate the risk.

Asked by Heather Dawes (HDawes@worcestershire.gov.uk) at 20/03/2023 10:20:09

Carla Kesterton (CKesterton@worcestershire.gov.uk), and Lisa Bedford (LBedford@worcestershire.gov.uk) have been asked this question.

Currently Unanswered

[Add Response](#)

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Equality and Public Health Full Impact Assessment

Impact Assessment Id: #486

1.0 Screening Information

Project Name

Household Support Fund

Name of Project Sponsor

Hannah Perrott

Name of Project Manager

Louise West

Name of Project Lead

Lisa Bedford

Please give a brief description of the project

The Household Support Fund has been made available to local councils through the Department of Work and Pensioners to support households in the most need; particularly families with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities who would otherwise struggle with energy bills, food and water bills.

The Household Support Fund (HSF) will provide support to those most in need by providing vouchers or payments to eligible households or making direct provisions to help with food and goods through a variety of mechanisms.

Data Protection screening result

Will require a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Will require a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

The Household Support Fund is a government initiative to help vulnerable residents with the rising costs of living, primarily for food, fuel and other essentials. Since October 2021, Worcestershire has been awarded £3.95m of funding every six months from Household Support Fund schemes to provide support for residents in need of help with food, fuel and other essential household costs. In the Autumn Statement 2022, the Chancellor confirmed that the Household Support Fund would be extended for a further 12 months starting in April 2023, and this equates to just under £7.9 million for Worcestershire to use to support residents until 31st March 2024.

Confirmation and guidance from the Department of Work and Pensions was received in February 2023.

Government specified parameters for use of these funds over the previous three schemes has included;

- a) HSF 1 – ringfence a minimum of 50% of the grant on households with children with a focus on food
- b) HSF 2 – ringfence a minimum of a third of the grant on households with children and a further third for pensioners with a general support around food and energy and wider linked essentials
- c) HSF 3 – no funding ringfenced to specific cohorts but a larger focus on energy costs

The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously in HSF 3, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as; families on low incomes with children of all ages, pensioners, disabled people, carers and care leavers.

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

To provide assistance to vulnerable households across the county in most need of support to help with the increase in living costs linked to energy and food.

Project Outcomes

Briefly summarise what the project will achieve.

Proposals are in line with government grant conditions and are modelled around local understanding of need across different categories, informed by local intelligence and previous delivery of the funds. The majority of the activity is a continuation of the schemes currently in operation in HSF 3. Funding will only be used for schemes that are free to eligible residents.

- Food - Food voucher for all school holidays until the end of March 2024 for children in receipt of free school meals. Dedicated Food bank funding delegated to District Councils

Energy - Extend Act on Energy scheme to support with debt, vouchers and new heating measures for eligible residents. Home visits and minor measure installations through Age UK's in the county. Energy voucher scheme (Warmth on prescription) through primary care for residents with heat affected medical conditions in each district collaborative area.

- Food/Energy - Extend pensioner, carer, person with disability scheme delivered through Worcestershire Advice Network organisations, voucher payment depending on number of criteria met. Care leavers one off winter payment. Shared lives carers one off winter payment. Small appliances fund linked to the growth and skills programme in the council.

- District Councils - District councils to distribution in line with grant conditions. Includes in house support and through external voluntary sector partners.

- Advice Services - Extension of debt workers supporting energy debt applications alongside Act on Energy

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

No

1.2 Responsibility

Directorate/Organisation

People

Service Area

Communities

1.3 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

April 2024

1.4 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2 Organisations Involved

Please identify the organisation(s) involved:

Worcestershire County Council

Details of contributors to this assessment:

Name	Carla Kesterton
Job title	Commissioning Officer
Email address	ckesterton@worcestershire.gov.uk

Name	Lisa Bedford
Job title	Service Development Manager
Email address	lbedford@worcestershire.gov.uk

3.0 Who will be affected by the development and implementation

Please identify group(s) involved:

Carers

Other - Eligible residents of the various Household Support Fund schemes including low income households with; children, pensioners, carers, care leavers, people with a disability.

3.1 Information and evidence reviewed

What information and evidence have you reviewed to help inform this assessment? *

Pension credit data, housing benefit only data, review of council tax rebate scheme options, IMD data, discussions with district council partners

3.2 Summary of engagement or consultation undertaken

Who and how have you engaged, or why do you believe engagement is not required? *

As this is a form of welfare support, we believe that consultation with the public is not required. Internal and external partners have been engaged in developing the proposals in order to provide a solution to the DWP's requirements for distributing Household Support Fund.

3.3 Summary of relevant findings

Please summarise your relevant findings. *

A range of schemes are utilised to distribute Household Support Fund to vulnerable residents in order to help with their food and energy needs relating to increasing living costs. These were designed in collaboration with district councils and key VCSE partners so that local knowledge of need was considered.

4 Protected characteristics - Equality

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please select one or more impact box(es) below for each equality group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative for the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. who are part of these equality groups.

Age

Potential positive impact selected.

Explanation of your reasoning:

One of the schemes for distributing Household Support Fund is to households in receipt of Pension Credit as this proactively targets older people. Pensioners on a low income are also eligible for support through the Worcestershire Advice Network voucher project led by Age UK Worcester and Malvern. Local Authorities have discretion on how their funding is utilised. However the expectation is that it should primarily be used to support households in the most need, which includes pensioners as stated in the scheme guidance.

Disability

Potential positive impact selected. Potential neutral impact selected.

Explanation of your reasoning:

Local Authorities have discretion on how their funding is utilised. However the expectation is that it should primarily be used to support households in the most need, which includes disabled residents. The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as disabled people. Individuals eligible for other schemes, such as households on Pension Credit may also have a disability and therefore be eligible for additional support.

Gender reassignment

Potential neutral impact selected

Explanation of your reasoning:

This would not impact on the status of support requests through the household support fund

Marriage and civil partnerships

Potential neutral impact selected. Potential negative impact selected.

Explanation of your reasoning:

The scheme for payments to households on pension credit has a criteria that payments are one per household. So where two people, both on pension credit are living together, they will only get one payment, whereas if they were living separately they would both get the payment.
This is only the case for the payments to households on pension credit. Other schemes such as payments through Age UK for older

people and carers are per person, not per household.

Pregnancy and maternity

Potential neutral impact selected.

Explanation of your reasoning:

This would not impact on the status of support requests through the household support fund

Race including travelling communities

Potential neutral impact selected. Potential negative impact selected.

Explanation of your reasoning:

**Race would not impact on the status of support requests through the household support fund.
A fixed address is needed for Post Office vouchers to be posted to.**

Religion and belief

Potential neutral impact selected.

Explanation of your reasoning:

This would not impact on the status of support requests through the household support fund

Sex

Potential neutral impact selected.

Explanation of your reasoning:

This would not impact on the status of support requests through the household support fund

Sexual orientation

Potential neutral impact selected.

Explanation of your reasoning:

This would not impact on the status of support requests through the household support fund

5 Characteristics - Public health

Other vulnerable and disadvantaged groups

Potential positive impact selected. Potential neutral impact selected.

Explanation of your reasoning:

The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as; families on low incomes with children of all ages, pensioners, disabled people, carers and care leavers.

Health inequalities

Potential positive impact selected. Potential negative impact selected.

Explanation of your reasoning:

The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as; families on low incomes with children of all ages, pensioners, disabled people, carers and care leavers.

The household support fund provides short term/one off support so does not address the underlying health inequalities.

Social and economic

Potential positive impact selected. Potential neutral impact selected.

Explanation of your reasoning:

The new fund from April 2023 is intended to provide assistance to vulnerable households in most need of support to help with the increase in living costs linked to energy and food. Whilst the general purpose of the fund is the same as that provided previously, there is a stronger focus on energy and supporting those vulnerable groups that may be facing additional costs such as; families on low incomes with children of all ages, pensioners, disabled people, carers and care leavers.

Physical health

Potential positive impact selected. Potential neutral impact selected.

Explanation of your reasoning:

Schemes such as Warmth on Prescription and the money available to contribute to energy bills could potentially improve physical health.

Mental health and wellbeing

Potential positive impact selected. Potential neutral impact selected.

Explanation of your reasoning:

This would not impact on the delivery of this Household Support Fund scheme, although the scheme may have a positive impact on mental health and wellbeing through relieve some of the pressure of the impact of the rise in living costs.

Access to services

Potential neutral impact selected.

Explanation of your reasoning:

This would not impact on the delivery of this Household Support Fund scheme

6 Actions to mitigate potential negative impacts

Risk identified	The scheme does not reach all vulnerable residents, although there are a range of scheme to try to reach as many vulnerable residents as possible.
Actions required to reduce/eliminate negative impact	There are a range of schemes each targeting different groups of vulnerable residents. There will be press releases and communication about the support available and this will also be on the council's website. A dedicated officer is being recruited to support with the management and delivery of the scheme and therefore there will be more capacity to undertaken targeted engagement and communications.
Who will lead this action	Wcc As Commissioner And Lead Body For Household Support Fund
Timeframe	Some of the schemes have already started in the previous scheme under HSF 3. Funding is confirmed until 31st March 2024.

How will you monitor these actions?

Monthly MI data from the post office and monthly contract monitoring data and meetings with the Worcestershire Advice Network.

7 When will you review this equality and public health estimate(EPHIA)?

As any additional funding or new criteria is announced

8 Declaration

The following statement has been read and agreed:

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation
- Our Organisation will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others
- All staff are expected to deliver and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

I confirm that I will make sure that Equality and Public Health have been and continue to be considered throughout the project life cycle and that, if circumstances change in the project, a further Equality and Public Health Impact Assessment Screening will be carried out.

8 Application Details

Last Updated Date Time

20/03/2023 11:31:13

Screening Submitted Date Time

16/03/2023 17:00:35

Last Reopened Date Time

20/03/2023 10:03:49

Full Impact Submitted Date Time

20/03/2023 10:09:59

Approved/Rejected Date Time

20/03/2023 11:31:13

Current User Dashboard Request Status

Complete

9.0 People with access to the original screening

[Carla Kesterton \(CKesterton@worcestershire.gov.uk\)](mailto:CKesterton@worcestershire.gov.uk)

[Lisa Bedford \(LBedford@worcestershire.gov.uk\)](mailto:LBedford@worcestershire.gov.uk)

9.1 People with access to this equality and public health assessment

[Carla Kesterton \(CKesterton@worcestershire.gov.uk\)](mailto:CKesterton@worcestershire.gov.uk)

[Lisa Bedford \(LBedford@worcestershire.gov.uk\)](mailto:LBedford@worcestershire.gov.uk)

10 Direct Questions

No Questions Asked

Project Screening

Impact Assessment Id: #486

1. Your Details

Name of person completing screening assessment

Carla Kesterton

Job Title

Commissioning Officer (Communities & Partnership)

Directorate

People

Service Area

Communities

Email Address

CKesterton@worcestershire.gov.uk

Connection to project (e.g. project manager)

Project support

2. Project Summary

For the purposes of the impact assessment screening, we will refer to the activity or area being assessed as a project.

Project Name

Household Support Fund

Name of Project Sponsor

Hannah Perrott

Name of Project Manager

Louise West

Name of Project Lead

Lisa Bedford

Project Reference (if known)**Please give a brief description of the project**

The Household Support Fund has been made available to local councils through the Department of Work and Pensioners to support households in the most need; particularly families with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities who would otherwise struggle with energy bills, food and water bills.

The Household Support Fund (HSF) will provide support to those most in need by providing vouchers or payments to eligible households or making direct provisions to help with food and goods through a variety of mechanisms.

3. Data Protection

We need to establish if the proposal involves processing personal data. Personal data is information that relates to an identified or identifiable individual.

Name of Information Asset Owner

Senior officer responsible for the project's information assets

Hannah Perrott

Does the project, any project work stream or project outcome involve any personal data? Some examples of personal data are given below.

Yes

Appearance:

photograph, physical description

Basic Identifiers:

name, date of birth, age, biometric data, ethnic origin, gender, genetic data, race, sex

Contact Details:

address, email address, home phone number, mobile phone number, postcode

ID Number:

National Insurance Number, driving licence number, NHS number, online identifier, other general identifier

Employment:

work related training/awards

Financial:

income/financial/tax situation

Lifestyle:

health or social care, living habits, marital status, philosophical beliefs, political opinions, religion, sex life, trade union membership

Technology:

login/username, device MAC address (wireless network interface), device IMEI number, IP Address, location data (travel/GDPS/GSM data), website cookies

Does the project, any project work stream or project outcome involve:

Evaluating or scoring individuals (including profiling and predicting)? No

e.g. building behavioural or marketing profiles of individuals based on their web activity

Profiling, automated decision-making or special category data to help make decisions on access to a service, opportunity or benefit, or otherwise have a significant effect on an individual? No

e.g. asking an individual to submit personal data that is then analysed by a computer system, with the result that the individual's request to use a service is either accepted or refused.

Systematic monitoring? No

e.g. installing a CCTV or ANPR system on council premises, or any covert surveillance including anything under RIPA.

Processing of 'special category' personal data (or 'sensitive personal data')? No

e.g. processing health or social care data.

Processing personal data on a large scale? Yes

e.g. implementing a new social care record system.

Datasets that involve combining, comparing, or matching data from multiple sources? No

e.g. matching or merging service users' personal data against or with personal data held by a third party (e.g. the NHS).

The personal data of vulnerable people? Yes

e.g. processing children's personal data or social service client's data.

The use or application of innovative technological or organisational solutions? No

e.g. using fingerprint recognition technology to control access to a building.

The transfer of personal data outside of the European Union? No

e.g. storing personal data in a cloud service hosted in the US or using a third party that uses technology hosted in the US.

Preventing individuals from exercising a right or using a service or contract? No

e.g. screening applicants before allowing them to use a web service.

Processing personal data that could result in a risk of physical harm in the event of a security breach? No

The use of third parties? Yes

e.g. as a service provider or hosted service

Processing children's data for profiling, automated decision-making, any marketing purposes, or to offer any online services directly to them? Yes

e.g. apps designed for use by children

4. Equality

We need to determine whether the project could affect residents and/or Council staff because they share any of the Protected Characteristics defined in the Equality Act 2010 namely Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy, Race, Religion/Belief, Sex and Sexual Orientation.

Does the project relate to an area where data/research indicates that inequalities are already known to exist? No

Could this project have any effect on, service delivery or usage, other aspects of daily life or community participation levels for people because they belong to any of the groups below?

Age Yes

e.g. a person belonging to a particular age group (for example 18 – 30-year olds).

Disability Yes

e.g. A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender Re-Assignment No

e.g. The process of transitioning from one gender to another.

Marriage/Civil Partnership Status No

e.g. Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

Pregnancy/Maternity No

e.g. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race No

e.g. Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or Belief No

e.g. Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex No

Sexual Orientation No

e.g. Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Health Inequalities Yes

e.g. Any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies.

5. Public Health

We also want to understand if the project will have any impacts on public health.

The social, economic, cultural and physical environment in which people live their lives has a significant effect on their health and wellbeing. Although genetics and personal behaviour play a strong part in determining an individual's health, good health starts where we live, where we work and learn, and where we play.

Improving public health requires taking a broader view of the conditions that create health and wellbeing, from how we plan and develop our urban spaces and places, to the opportunities for employment, recreation, and social connection available to all who live in them.

Health inequalities are the preventable, unfair and unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental and economic conditions within societies, which determine the risk of people getting ill, their ability to prevent sickness, or opportunities to take action and access treatment when ill health occurs.

Could the project have an impact on any of the following factors?

Social and Economic No

e.g. culture, social support (neighbourliness, social networks/isolation), spiritual participation, employment opportunities.

Physical Health Yes

e.g. physical activity is expected to increase, influenza vaccination uptake increase

Mental Health & Wellbeing Yes

e.g. benefits to children's mental health, benefits to adult carer wellbeing.

Access to Services No

e.g. access to (location/disabled access/costs) and quality of primary/community/secondary health care, child care, social services, housing/leisure/social security services; public transport, policing, other health relevant public services, non-statutory agencies and services.

5. Environmental Sustainability

We want to understand if the project activity and project outcomes will have an impact on environmental sustainability. Please be mindful that the Council has committed to reduce its emissions to net-zero by 2050 and most projects are likely to have an impact on this target. This should be a key consideration in your project delivery and should be reviewed when completing these screening documents.

Could this project have an impact on the categories listed below?

Greenhouse Gas (GHG) Emissions (including CO2) Yes

e.g. increased GHG emissions as a result of project implementation, which may also be linked with efficient use of resources in WCC buildings; transport; emissions from waste; and procurement.

Efficient Use of Resources Yes

e.g. consumption of energy resources, water, electricity, gas and heating fuels.

Transport Yes

e.g. number of people travelling, alternative transport modes.

Waste No

e.g. increase in waste generated or an increase in waste recycling.

Wildlife and Biodiversity No

e.g. impacts on the natural environment or enhancements to the natural environment.

N.B. This refers to any direct or indirect modifications to landholdings, including but not limited to removal of vegetation, alteration or demolition of buildings or modification of watercourses or lighting (not limited to just green space/trees).

Pollution to Land or Water No

e.g. risk of pollution to the local environment.

Pollution to Air No

e.g. risk of pollution to air, activity which may adversely affect air quality or increase emissions to air

Resilience to climate change No

e.g. risks of extreme weather and climate impacts on the project.

Historic Environment No

e.g. impacts on Historic Environment or enhancements of the Historic Environment.

Procurement No

e.g. could procurement associated with the project result in an increase of natural resources (such as long-distance shipping of goods); could use be made of local resources or work forces to support delivery of the project.

7. Results of Screening

Data Protection	Will require a full impact assessment
Equality and Public Health	Will require a full impact assessment
Environmental Sustainability	Will require a full impact assessment

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