

## **LOCAL AUTHORITY CIRCULAR LAC (DH)(2012)2**

To: The Chief Executive County Councils )  
Metropolitan District Councils )England  
Shire Unitary Councils )  
London Borough Councils  
Common Council of the City of London  
Council of the Isles of Scilly  
The Director of Social Services

**13<sup>th</sup> September 2012**

### **WARM HOMES HEALTHY PEOPLE FUND: 2012/ 2013**

#### **SUMMARY**

- 1. This circular explains the arrangements for applying for funding from the Warm Homes Healthy People Fund in the financial year 2012/ 2013.**
- 2. Local Authorities are invited to make an application for funding from the Warm Homes Healthy People Fund by 5pm on Friday, 5<sup>th</sup> October 2012.** The aim of the Fund is to support local authorities in the coming winter to reduce the levels of deaths and illness in their local authority that are due to vulnerable people living in cold housing in partnership with their local community and voluntary sector and statutory organisations.

#### **THE GRANT SCHEME**

3. On 11 September 2012, Dr Felicity Harvey, Director General of Public Health, Department of Health, wrote to all 'upper tier' local authorities advising them of her decision to establish the Warm Homes Healthy People Fund (WHHP) again for the coming winter 2012/ 2013.

3.1 The aim of the Fund is to support local authorities and their partners in reducing death and illness in England due to cold housing in the coming winter. It has been established in support of the aims of the Cold Weather Plan 2012 that will be published later this autumn. It is part of the wider suite of measures, which the DH and NHS and other government departments are taking to protect individuals and communities from the effects of severe winter weather.

3.2 Bids are now invited from 'upper tier' local authorities working with the voluntary and community sector to access the Warm Homes, Healthy People Fund 2012. The purpose of this Fund is to support local authorities in the coming winter to reduce the levels of deaths and illness in their local authority of vulnerable people living in cold housing, in partnership with their local community and voluntary sector and statutory organisations.

#### 4.0 Information and procedure

Up to £20 million is being made available in the first instance. **Subject to the merit of bids received and the availability of funding the DH will amend funding to the extent possible to support bids.**

- Details of the arrangements for administering this fund and criteria are contained in Annex A.
- The funding is being made available for the financial year 2012/ 2013 and there can be no expectation of further funds being made available in future years.
- The expenditure associated with this Fund must have been incurred by 31<sup>st</sup> March 2013, with benefits of the investment to be experienced over this winter.

4.1 Our aim is to announce the recipients of the grant schemes by the end of October 2012. The application process has been kept much as last year and is as straightforward as possible (Annex B). We assume that most local areas will wish to bid for funding. However, awards will be made on merit and not on a notional capitated payment basis.

4.2 All bids must be made by 'upper tier' local authorities. However, the expectation is that other local partners, especially from the voluntary and community sector, will be closely involved in the project proposal. Authorities will need to demonstrate that they have engaged, and are delivering projects in partnership with local organisations.

5.0 The timescale for applying for the funds is:

Friday 5 <sup>th</sup> October 2012 (5pm) :	Submission of all bids
Mid- October 2012 :	Assessment of Bids
End of October 2012 :	Preliminary Notification of Awards

6. Expenditure on the provision of housing per se will not be eligible for grant funding under the terms of the scheme. However, exceptions may be made where joint projects are to be established which address urgent accommodation needs as part of a co-ordinated project to protect vulnerable individuals whose health is at immediate at risk due to cold housing.

7. Further details on the aims and criteria is in Annex A.

8. Bids should be submitted using the form at Annex B.

## ARRANGEMENTS FOR GRANT PAYMENT AND ALLOCATION

9. Payments to local authorities will be made as soon as reasonably possible after approval of the project. In practice, this means that project funding will be made in full sometime in November or December 2012. **Authorities must notify the Department as soon as possible and no later than 1<sup>st</sup> March 2013 if they anticipate that they will not spend all or any part of the fund allocated to them by 31<sup>st</sup> March 2013.**

### ENQUIRIES

10. Any enquiries about this circular and the grant should be addressed in the first instance to **warmhomesfund@dh.gsi.gov.uk**

### CONTENTS

11. The circular contains 3 annexes:

- Annex A** contains details of the grant: Aims; background to WHHP initiative and its implementation:  
**Annex B** is the WHHP application form;  
**Annex C** WHHP fund: project examples

Current circulars are now listed on the Department of Health web site on the Internet at: <http://www.doh.gov.uk/publications/coinh.html> Full text of recent circulars is also accessible at this site.

© Crown copyright 2010. This Circular may be freely reproduced by all to whom it is addressed.

**Gateway Reference Number: 18115**

## ANNEX A

### WARM HOMES HEALTHY PEOPLE Fund: 2012/ 2013

#### INTRODUCTION

1. This note explains the arrangements for administering in 2012/ 2013 the project funding available to local authorities and their partners under the **Warm Homes Healthy People** initiative.

#### AIMS OF THE INITIATIVE

**2. The aim of the fund is to support local authorities in partnership with their local community and voluntary sector and statutory organisations to reduce the levels of deaths and illness in their local authority that are due to vulnerable people living in cold housing in the coming winter.**

3. The Department of Health is therefore taking steps to support the Cold Weather Plan for England. It is inviting bids from local government working with local partners especially in the voluntary and community sector to access a new Warm Homes, Healthy People fund. Up to an overall total of £20 million revenue is being made available in the first instance.

#### AIMS OF THE WARM HOMES HEALTHY PEOPLE FUND

4. The aim of the WHHP fund is to support innovative local proposals that address the public health consequences of cold housing for the most vulnerable in our communities, and where current available support is not getting through.

- The fund aims to improve public health by reducing the levels of death and morbidity due to cold housing. Funding will be available to assist local authorities to support vulnerable people at risk of suffering deleterious effects to their health from severe cold, especially arising from cold housing. The expectation is that other local partners, especially from the voluntary and community sector, will be involved in the project proposal. Authorities will need to demonstrate that they have engaged and are delivering projects in partnership with local organisations
- The project funding is to be used to supplement other available national and local sources of funding to support a greater number of people who might be at risk from severe cold weather. This could, for example, facilitate a quicker or more comprehensive response that might otherwise have been the case.

5. The fund is being made available to local authorities in their emerging role as leaders for public health. However, they will be expected to demonstrate that they are working closely with local stakeholders, particularly with their local voluntary and community sector and NHS partners, to take forward

actions which are consistent with the key recommendations made in the Cold Weather Plan for England.

- The Warm Homes, Healthy People Fund should be seen in the context of the wider aims and objectives of the Cold Weather Plan, such as the risks associated with cold exposure outside and the importance of public health messages on cold weather. Bids should seek to incorporate such elements into project proposals wherever possible.
- The national Cold Weather Plan for England from 2011 recommended a series of actions that can be taken by individuals, voluntary and community organisations as well as statutory organisations to protect vulnerable people and enhance resilience to severe cold. Projects bids may be used to support the costs of joint staff training with local partners to enable the voluntary and community sector and/or local statutory organisations to take these measures to prepare against the effects of severe cold,

## CRITERIA

6. Project bids will need to demonstrate that they are consistent with the following criteria:

- **Aims:** Meets the key aim of reducing death and illness due to cold housing in 2012/ 2013
- **Targeting:** Is targeted at the most vulnerable – especially older people and other groups (eg people with Long Term Conditions and young children)
- **Stakeholder Engagement:** other local partners, particularly those from the Voluntary and Community sector and those that work with the local authority on emerging health and wellbeing boards and/ or local resilience forums, are engaged and support the proposals
- **Strategic Fit:** projects should be consistent with the aims and implementation of the Cold Weather Plan for England and are consistent with local assessments of need as derived from, for example, Joint Strategic Needs Assessment (JSNA). We will be looking especially for innovative schemes to help vulnerable people this year that do not duplicate the support available from other schemes such as Warm Front. The funds can however support delivery or extension of existing schemes or programmes.
- **Deliverability:** Has a clear focus on delivery by 31<sup>st</sup> March 2013. The expenditure associated with this Fund must be incurred by 31<sup>st</sup> March 2013.

Projects can be developed to meet the needs of those 'at risk' individuals in immediate danger of suffering from the deleterious effects of severe

cold. Funding can also be used to help local staff better identify and address the needs of vulnerable individuals.

Projects to support NHS focussed initiatives are encouraged but the bid for funding will need to be made by the Local Authority.

- **Value for Money:** submitted bids need to be mindful as to whether they represent good value for money. When making its final recommendations, the Assessment Panel will be mindful as to whether, in their view, the submitted bid does seem to represent good value for money overall, taking this into account when recommending bids and the amounts for funding to Ministers. For example, last year, so-called emergency warm packs differed in value from about £50 to about £300. The Assessment Panel will feel free to consider such issues when making recommendations.
- **Capacity Building:** We are particularly keen to encourage initiatives that support the building of capacity and resilience within the voluntary and community sector. Potential bidders are encouraged to view the Warm Homes Healthy People fund pages on the Local Government Association (LGA) 'Knowledge Hub' at <https://knowledgehub.local.gov.uk> for further information about the types of projects which were funded last year.

The following types of proposals are not eligible for investment through the Fund:

- Research Projects
- Capital Projects, for example buildings, refurbishment and transport, although some small-scale works may be eligible. Please see the Knowledge Hub for examples of previous work.
- Costs associated with a project that you are already undertaking. The funding cannot be used to replace existing funding for a project. However, funding can be utilised to extend an existing project.

Authorities are reminded of their public sector equality duty and that all projects should be able to demonstrate due regard to all three aims of the public sector equality duty in S149(1) of Equality Act 2010.

- **Monitoring**  
We would encourage all projects to monitor the work being delivered although national reporting is voluntary. Last year more than 40 projects shared local monitoring reports and we are likely to use a voluntary electronic survey as last year to look at the impact and outputs of this work at the end of the winter months .

## **COMMUNITY AND VOLUNTARY SECTOR**

7. The Cold Weather Plan places a high priority on the engagement of the local community and voluntary sector in the delivery of aspects of the Plan. The WHHP fund recognises that development of capacity of the community

and voluntary sector is an important component to help deliver aspects of the Cold Weather Plan. We would expect that all authorities' bids are able to demonstrate how they have engaged and plan to deliver projects in partnership with the community and voluntary sector.

8. Project submissions will only be accepted from "upper tier" local authorities. Local authorities will need to satisfy themselves that they have appropriate governance arrangements for projects which depend in whole, or in part, from partners in the voluntary and community sector.

9. We will encourage and consider projects made from groups of local authorities together as well as those groups of authorities who would like to commission services from voluntary organisations on a multi-authority or "regional" basis (or, in London, pan-London provider organisations as well as projects with a purely local remit).

10. Local authorities will want to consider their relationship with voluntary and community sector groups and organisations taking into account the principles in the Compact on Relations between the Government and the Voluntary and Community Sector in England (revised 2010).

11. Full project submissions for all bids must be received electronically by 5pm on Friday, 5<sup>th</sup> October 2012 using the form set out in Annex B. All forms must be sent electronically to: **warmhomesfund@dh.gsi.gov.uk**

## **ASSESSMENT PROCESS**

12. Grants in relation to the Warm Home Healthy People Fund will be made on the basis of approved project bids. All submitted bids will be assessed against the criteria outlined above by an Assessment Panel led by the Department of Health. Bids will be assessed with a view to notifying successful applicants by 31<sup>st</sup> October 2012.

13. The Assessment Panel will assess bids strictly against the published criteria.

## **PAYMENT OF THE FUND**

15. Payments to local authorities will be made as soon as reasonably possible after approval of the project. In practice, this means that project funding will be made in full sometime in November or December 2012. Authorities must notify the Department as soon as possible and no later than 1<sup>st</sup> March 2013 if they anticipate that they will not spend all or any part of the fund allocated to them by 31<sup>st</sup> March 2013.

## Annex B

### Warm Homes Healthy People fund 2012-13 APPLICATION FORM

**Please note:** the full application will need to be submitted by 5pm, Friday, 5<sup>th</sup> October 2012 by email to: [warmhomesfund@dh.gsi.gov.uk](mailto:warmhomesfund@dh.gsi.gov.uk)

#### SECTION 1

1.1 Applicant Details	
Name of Local Authority	
Name of contact within the Local Authority	
Address	
Telephone Number of contact	
Email address of contact	

1.2 Please list all <b>partner organisations</b> (especially community and voluntary organisations) participating in the project.	
Organisation	Named Contact
a.	
b.	
c.	
d.	

Proposal Details
1.3 Proposal Title
1.4 Proposal Summary – Describe the proposal and what it will achieve/who will it benefit (in no more than 300 words).

**SECTION 2**

**2.1 Project Aims:** Describe how the proposal will address the aims and meet the criteria of the Warm Homes Healthy People fund. Please 'bullet point' key aims to be achieved. (no more than 200 words)

--

**2.2 STAKEHOLDER ENGAGEMENT:** Describe how your proposal has been developed and will be delivered with local partners – especially in the voluntary and community sector - (No more than 200 words)

--

**2.3 Targeting:** From the list below, please select the keywords that best describe the beneficiaries of the proposal. : Targetting

Over 75 years old	<input type="checkbox"/>
Frail	<input type="checkbox"/>
Pre-existing cardiovascular or respiratory illnesses and other chronic medical conditions	<input type="checkbox"/>
Severe mental illness	<input type="checkbox"/>
Dementia	<input type="checkbox"/>
Learning difficulties	<input type="checkbox"/>
Arthritis, limited mobility or otherwise at risk of falls	<input type="checkbox"/>
Young children	<input type="checkbox"/>
Living in deprived circumstances	<input type="checkbox"/>
Living in homes with mould	<input type="checkbox"/>
Fuel poor (needing to spend 10% or more of household income on heating home)	<input type="checkbox"/>
Elderly people living on their own	<input type="checkbox"/>
Homeless or people sleeping rough	<input type="checkbox"/>
Other marginalised groups (please identify):	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## Annex B (cont'd)

**2.4 Strategic Fit:** Describe how your proposal contributes to your local implementation of the Cold Weather Plan for England and builds on, and is consistent with local assessment of need (eg JSNA) and existing local programmes (No more than 200 words)

--

**2.5 Delivery: Who will deliver this project?** The project must be completed by 31<sup>st</sup> March 2013. Describe briefly who will deliver it and what will have been achieved by that date. (Section 3 asks for specific details of funding)

--

### Section 3

<b>3.1 Project Costs</b> (provide brief details of the main costs of the project, separately identifying both communications and consultancy costs)	<b>£000s</b>
A)	
B)	
C)	
D)	
E)	
F) Communications (inc. Events, Marketing, Promotion and Publicity)	
G) Consultancy Costs	
<b>Total cost of project during 2012-13</b>	
<b>Contributions from third parties/ partnership arrangements in support of the project (if applicable)</b>	
<b>Total funding contribution required from the Department of Health</b>	

## Annex B (cont'd)

**3.2** Please give a brief summary of the **key milestones** from your project plan, including dates, to be achieved during the project and number of individuals to be supported.

**3.3 Declaration:**

The project funding that is being applied for is to fund either a new project in relation to which no funding has been allocated or the funding will go to extend an existing project. The funding will not be used to replace existing funding for a project.

We confirm that voluntary and community organisations are involved in the design or delivery of this proposal.

**Name:**

**Title:**

**Organisation:**

## **Annex C**

### **Warm Homes Healthy People Fund: Project Examples**

The Department of Health does not want to be prescriptive about the sorts of projects which might be submitted against the Warm Homes Healthy People fund provided they meet the criteria outlined within this Circular. We list below some of the types of projects have been developed elsewhere that local authorities and their partners might wish to consider developing locally as examples of good local practice:

- Projects that involve the giving of advice relating to warm home checks or which support a local energy advice service.
- Projects offering support to shopping for frail or otherwise housebound people who are unable to get out safely in cold and inclement weather.
- Information and advice services to maximise income and reduce the risk of fuel poverty e.g. through providing benefit entitlement checks or referring to existing support such as Warm Front.
- Delivering warm meals.
- Enabling vulnerable people to get to medical appointments in spite of cold/adverse weather conditions.
- Support for GP practices and local authorities to share their lists of vulnerable people with voluntary sector agencies, as appropriate under information governance arrangements. This could involve visits, for example, to provide room thermometers; face to face advice; identify people who might be eligible for benefits; link people in to other sources of community support.
- Add-ons to Handyperson visits - equipping them with literature about energy efficiency improvements that people can make in their homes. Budgeting time into each visit to talk to customers about possible energy saving strategies, including potential installation of simple energy saving measures.
- Liaison with PCTs, GPs, and Social Care departments, to work with them to set up lists of vulnerable people, and assist with calls as and when a Met Office cold weather alert is triggered.
- Initiate a local 'summit' of voluntary organisations to share ideas about their concerns for their client group in periods of cold weather and the resources they could deploy or share with others in that event, and the funds they would like to draw down to meet that contingency.
- Launch a local campaign for citizens to register their willingness to help during a period of severe weather (getting shopping, walking dogs, inviting vulnerable neighbours round for a hot meal and a conversation), and setting up a clearing house to handle and match both the supply and demand issues.
- Facilitating volunteer transport.
- Awareness-raising campaign of public health messages around indoor and outdoor cold, aimed at older people as well as their family and neighbours. Brochures, leaflets included in shopping bags; distributed through the local church groups and social clubs etc.

**Please consult the Knowledge Hub for further examples –**

<https://knowledgehub.local.gov.uk/group/warmhomeshealthypeoplesharinggoodpractice/activity>