

## **LOCAL AUTHORITY CIRCULAR LAC (DH)(2011)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

15 November 2011

## **WARM HOMES HEALTHY PEOPLE FUND: 2011/ 2012**

### **SUMMARY**

- 1. This circular explains the arrangements for applying for funding from the Warm Homes Healthy People Fund in the financial year 2011/ 2012.**
- 2. Local Authorities are invited to make an application for funding from the Warm Homes Healthy People Fund by 5pm on Thursday, 8<sup>th</sup> December 2011. The aim of the Fund is to support local authorities in the coming winter to reduce the levels of deaths and morbidity 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. The Warm Homes Healthy People (WHHP) initiative was announced with the publication of the Cold Weather Plan (CWP) for England published on 1<sup>st</sup> November. ([www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_130564](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_130564))**
  - 3.1 The Department of Health and other government departments already provide a range of advice and support to help individuals, families and carers to prepare for cold weather. However, the evidence that the annual cost to the NHS due to cold private housing alone is over £850**

million is compelling. There is more that can be done to contribute to the health and well-being of the most vulnerable. The Circular gives further details about which the support which the Department of Health is providing to help ameliorate this situation.

3.2 Firstly, as outlined below, we are now inviting bids from local government working with the voluntary and community sector to access a new Warm Homes, Healthy People Fund. The purpose of this Fund is to support local authorities in the coming winter to reduce the levels of deaths and morbidity 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.

3.3 Up to £20 million is being made available in the first instance. **Subject to the merit of bids received and availability of funding the DH will amend funding to the extent possible to support bids.** The current available evidence shows that winter mortality is due to both indoor cold and cold exposure outside. As one element of addressing these risk factors, we will be looking for innovative local proposals that will reduce the levels of deaths and morbidity in their local authority that are due to vulnerable people living in cold housing in the coming winter.

- 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 2011/ 2012 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 2012, with benefits of the investment to be experienced over this winter.
4. Our aim is to announce the recipients of the grant schemes by the 16th December 2011. The timescale for applications is hence very tight. We have tried to make the application process 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.
5. All bids must be made by Local Authorities. However, 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.
6. The timescale for applying for the funds is:
- |   |                                    |
|---|------------------------------------|
| Thursday, 8 <sup>th</sup> Dec 2011 (5pm):   | Submission of all bids             |
| 9 <sup>th</sup> -15 <sup>th</sup> Dec 2011: | Assessment of Bids                 |
| Friday, 16 <sup>th</sup> Dec 2011:          | Preliminary Notification of Awards |

7. Expenditure on the provision of housing per se will not be eligible for grant 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.
8. Further details on the aims and criteria is in Annex A; and bids are invited on the form at Annex B.
9. As announced in the Cold Weather Plan, the Department of Health will also be providing additional financial support to the Department of Energy and Climate Change (DECC) of up to £10 million. This will be used to support Warm Front to ensure that they help even more households vulnerable to fuel poverty in 2011/12.
  - Warm Front is available in England only and to people who receive certain benefits and live in a poorly insulated or heated home. Those who received a Cold Weather Payment last year might be eligible for help from Warm Front if they need heating or insulation improvements. To find out more please call 0800 316 2805.

## **ARRANGEMENTS FOR GRANT PAYMENT AND ALLOCATION**

10. 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 January or February 2012. **Authorities must notify the Department as soon as possible and no later than 1<sup>st</sup> March 2012 if they anticipate that they will not spend all or any part of the fund allocated to them by 31<sup>st</sup> March 2012.**

## **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 4 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.

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**Gateway Reference Number: 16867**

## **ANNEX A**

### **WARM HOMES HEALTHY PEOPLE Fund: 2011/ 2012**

#### **INTRODUCTION**

1. This note explains the arrangements for administering in 2011/ 2012 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 morbidity 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 two immediate new steps in furtherance of the first national Cold Weather Plan for England:

- providing additional financial support to the Department of Energy and Climate Change (DECC) of up to £10 million. This will be used to support Warm Front or other schemes to ensure that they help even more households vulnerable to fuel poverty in 2011/12.
- 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 £20 million is being made available in the first instance. It is this latter fund (ie £20m) which is the subject of this note.

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

4. The aims of the WHHP fund are 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, Health 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. Bids should seek to incorporate such elements into project proposals wherever possible.
- The Cold Weather Plan recommends a series of actions in Sections 3-6, which 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 morbidity due to cold housing in 2011/ 2012
- **Targeting:** Is targeted at the most vulnerable – especially older people and other groups (eg people with Long Term Conditions and young children (*ref Fig 3.1 of the Cold Weather Plan<sup>1</sup> for a list of 'at-risk' groups*))
- **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

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<sup>1</sup> [www.dh.gov.uk/publications](http://www.dh.gov.uk/publications)

- **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 and which 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.
- **Delivery:** Has a clear focus on delivery by 31<sup>st</sup> March 2012. The expenditure associated with this Fund must have been incurred by 31<sup>st</sup> March 2012

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.

We are particularly keen to encourage initiatives which support the building of capacity and resilience within the voluntary and community sector. Without being prescriptive, Annexe C gives examples of the sorts of projects which we anticipate might be submitted

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

- Research Projects
- Capital Projects, for example buildings, refurbishment and transport.
- Costs associated with a project which 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.

## **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 (Ref Fig 2.1 of the Cold Weather 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 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 Thursday, 8<sup>th</sup> December 2011 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 16<sup>th</sup> Dec 2011.

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 January or February 2012. Authorities must notify the Department as soon as possible and no later than 1<sup>st</sup> March 2012 if they anticipate that they will not spend all or any part of the fund allocated to them by 31<sup>st</sup> March 2012.

## Warm Homes Healthy People fund 2011-12 APPLICATION FORM

**Please note:** the full application will need to be submitted by 5pm, Thursday, 8<sup>th</sup> December 2011 by email to: **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)

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**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)

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**2.3 Targetting:** 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)

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**2.5 Delivery:** Project must be completed by 31<sup>st</sup> March 2012. Describe briefly what will have been achieved by that date. (Section 3 asks for specific details of funding)

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### 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 2011-12</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:**

### **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.

Without being prescriptive we list below some of the types of projects have been developed elsewhere which Local Authorities and their partners might wish to consider developing locally:

- Projects that involve the giving of advice relating to warm home checks or which support to a local energy advice service
- Projects around 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, as appropriate under information governance arrangements, which could visit, 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 people can make in their homes and 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.