

Cabinet Agenda

Date: Thursday 18 March 2021

Time: 6.30 pm

Venue: Virtual Meeting - Online

Membership:

Chair: Councillor Graham Henson (Leader of the Council;
Portfolio Holder for Strategy, Regeneration,
Partnerships, Devolution and Customer Services)

Portfolio Holders:	Portfolio:
Councillor Sue Anderson	Community Engagement and Accessibility
Councillor Simon Brown	Adults and Public Health
Councillor Keith Ferry	Deputy Leader; Business, Property and Leisure
Councillor Phillip O'Dell	Housing
Councillor Varsha Parmar	Environment and Equalities
Councillor Christine Robson	Young People and Schools
Councillor Krishna Suresh	Community Cohesion, Crime and Enforcement
Councillor Adam Swersky	Finance and Resources

Non-Executive Members:	Role:
Councillor Antonio Weiss	Non-Executive Cabinet Member
John Higgins	Non-Executive Voluntary Sector Representative

Quorum 3, including the Leader and/or Deputy Leader)

Contact: Nikoleta Nikolova, Senior Democratic & Electoral Services Officer
Tel: 07761 405898 E-mail: nikoleta.nikolova@harrow.gov.uk

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Useful Information

Meeting details:

This meeting is open to the press and public and can be viewed on www.harrow.gov.uk/virtualmeeting

Filming / recording of meetings

Please note that proceedings at this meeting may be recorded or filmed. If you choose to attend, you will be deemed to have consented to being recorded and/or filmed.

The recording will be made available on the Council website following the meeting.

Agenda publication date: Wednesday 10 March 2021

Agenda - Part I

1. Apologies for Absence

To receive apologies for absence (if any).

2. Declarations of Interest

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub-Committee or Panel;
- (b) all other Members present in any part of the room or chamber.

3. Petitions

To receive any petitions submitted by members of the public or Councillors.

4. Public Questions *

To receive any public questions received in accordance with paragraph 16 of the Executive Procedure Rules.

Questions will be asked in the order in which they were received. There will be a time limit of 15 minutes for the asking and answering of public questions.

[The deadline for receipt of public questions is 3.00 pm, 15 March 2021. Questions should be sent to publicquestions@harrow.gov.uk

No person may submit more than one question].

5. Councillor Questions *

To receive any Councillor questions received in accordance with paragraph 17 of the Executive Procedure Rules.

Questions will be asked in the order agreed with the relevant Group Leader by the deadline for submission and there be a time limit of 15 minutes.

[The deadline for receipt of Councillor questions is 3.00 pm, 15 March 2021].

6. Key Decision Schedule March - May 2021 (Pages 7 - 20)

7. Progress on Scrutiny Projects (Pages 21 - 22)

For consideration

8. Covid-19 Update (To Follow)

Verbal update from the Chief Executive.

Community

KEY 9. Additional Restrictions Grant Policy Revision (Pages 23 - 62)

Report of the Corporate Directory, Community.

KEY 10. Essential heating upgrade works for Sheltered schemes: Cornell, Meadfield and Alma Court (Pages 63 - 90)

Report of the Divisional Director, Housing.

KEY 11. Property Disposal Programme 2021- 2022 (Pages 91 - 124)

Report of the Corporate Director, Community.

People

KEY 12. Department for Education (DfE) funded Holiday Activities and Food Programme (Pages 125 - 170)

Report of the Corporate Director, People.

13. Any Other Urgent Business

Which cannot otherwise be dealt with.

14. Exclusion of the Press and Public

To resolve that the press and public be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of confidential information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

Agenda Item No	Title	Description of Exempt Information
15	Property Disposal Programme 2021- 2022 – Appendix 1	Information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information).

Agenda - Part II

15. Property Disposal Programme 2021- 2022 (Pages 171 - 172)

Appendix 1 to the report of the Corporate Director, Community

*** Data Protection Act Notice**

The Council will audio record items 4 and 5 (Public and Councillor Questions) and will place the audio recording on the Council's website, which will be accessible to all.

[Note: The questions and answers will not be reproduced in the minutes.]

Deadline for questions	3.00 pm on 15 March 2021
Publication of decisions	19 March 2021
Deadline for Call in	5.00 pm on 26 March 2021
Decisions implemented if not Called in	27 March 2021

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London Borough of Harrow

Key Decision Schedule (March 2021 - May 2021)

Month: March

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The list may change over the next few weeks. A further notice, by way of the Cabinet agenda, will be published no less than 5 clear days before the date of the Cabinet meeting, showing the final list of Key Decisions to be considered at that meeting.

A Key Decision is a decision by the Executive which is likely to:

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards or electoral divisions of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

Decisions which the Cabinet intends to make in private

The Cabinet hereby gives notice that it may meet in private after its public meeting to consider reports which contain confidential information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below with the reasons for the decision being made in private where appropriate. The Schedule also contains non-Key Decisions which involve Cabinet having to meet in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations please contact Democratic & Electoral Services. You will then be sent a response in reply to your representations. Both your representations and the Cabinet's/Leader's response will be published on the Council's website <http://www.harrow.gov.uk/www2/mgListPlans.aspx?RPId=249&RD=0&bcr=1> at least 5 clear days before the Cabinet meeting.

∞ The Cabinet/Leader will be considering a report prepared by the relevant Directorate. The report together with any other documents (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by Cabinet/Leader from Democratic Services, on 020 8424 1055 or by contacting democratic.services@harrow.gov.uk or by writing to Democratic & Electoral Services, Harrow Council, Civic Centre PO Box 2, Station Road, Harrow, HA1 2UH or on the Council's website. Copies may be requested but a fee will be payable. Reports to be considered at the Cabinet's public meeting will be available on the Council's website 5 clear days before the meeting.

The KDS looks 3 meetings ahead and will be published 28 clear days before the Decision Date / Period of Decision.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
MARCH 2021						
Additional Restrictions Grant Policy Revision	Cabinet to approve the use of additional funds allocated to Harrow Council by the Department of Business Energy and Industrial Strategy.	Cabinet	18 March 2021	Councillor Keith Ferry Corporate Director, Community Mark.Billington@harrow.gov.uk	Open	Agenda Report and any related appendices. Harrow Business Forum (including Federation Small Businesses, North West London Chamber of Commerce, HA1BID, local traders associations, key large employers.
Property Disposal Programme 2021- 2022	To request Cabinet to: 1) Declare surplus and approve the	Cabinet	18 March 2021	Councillor Keith Ferry Corporate Director, Community	Part exempt	Agenda Report and any related appendices. Ward Members.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>disposal of the properties detailed in this report;</p> <p>2) Note the financial implications and estimated sale prices detailed in the Exempt Appendix 1 to the report;</p> <p>3) Authorise the Corporate Director of Community, following consultation with the Portfolio Holder for Business, Property and Leisure to take all appropriate action to</p>			Belinda.Prichard@harrow.gov.uk, tel. 020 8420 9330		

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	dispose of the Council's freehold interest in the properties detailed for the best consideration reasonably obtainable.					
Department for Education (DfE) Funded Holiday Activities and Food Programme	Delegate authority to the Corporate Director of People Services, following consultation with the Portfolio Holder Children, Schools and Young People and the Portfolio Holder for Finance and Resources, to issue a direct award to Young Harrow	Cabinet	18 March 2021	Councillor Christine Robson Corporate Director, People Priya.ganatra@harrow.gov.uk	Open	Agenda Report and any related appendices. None.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Foundation to coordinate the delivery and evaluation of the Holiday Activities and Food Programme on behalf of the Council.					
Essential heating upgrade works for Sheltered schemes: Cornell, Meadfield and Alma Court	To request Cabinet for authority to approve the commencement of the procurement process and delegated authority to award a contract to deliver decommissioning and heating upgrade greener energy Ground Source Heat Pumps (GSHP) for three of the	Cabinet	18 March 2021	Councillor Phillip O'Dell; Councillor Adam Swersky Divisional Director, Housing rukshan.kariy@harrow.gov.uk, tel. 0208 424 7669	Open	Agenda Report and any related appendices. CSB, Portfolio Holder for Housing and Portfolio Holder for Finance and Resources.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	<p>Council's Sheltered Housing schemes (Meadfield House, Cornell House and Alma Court).</p> <p>The value of this contract for all 3 schemes is estimated at £1,679,670.</p>					
Treasury Management - Shared Service Arrangement with the Greater London Authority (GLA)	To seek Cabinet agreement to the Council joining a collective investment arrangement as part of a shared service with the Greater London Authority (GLA).	Cabinet	18 March 2021	<p>Councillor Adam Swersky</p> <p>Director of Finance</p> <p>dawn.calvert@harrow.gov.uk</p>	Open	<p>Agenda Report and any related appendices.</p> <p>Portfolio Holder will be consulted. Further consultation not required.</p>

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
APRIL 2021						
Renewal of the Additional Licensing Scheme for Houses in Multiple Occupation	To approve the renewal of the scheme, in line with legislation.	Cabinet	15 April 2021	Councillor Varsha Parmar Director of Environmental Services Richard.lebrun@harrow.gov.uk, tel. 020 8424 6267	Open	Agenda Report and any related appendices. None.
Harrow Town Centre Public Spaces Protection Order (PSPO)	To approve a Public Spaces Protection Order (PSPO) for Harrow Town Centre.	Cabinet	15 April 2021	Councillor Varsha Parmar Director of Environmental Services Richard.lebrun@harrow.gov.uk, tel. 020 8424 6267	Open	Agenda Report and any related appendices. Public Consultation.
Leisure Contract - Future Delivery	The report sets out the options	Cabinet	15 April 2021	Councillor Keith Ferry; Councillor	Fully exempt	Agenda Report and any related

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Options	for the future delivery of the leisure contract following restrictions imposed on leisure services to control the Covid-19 (Coronavirus) infection rate. It seeks approval to extend the provision of funding to Sports and Leisure Management (SLM) Ltd in 2021/22			Adam Swersky Corporate Director, Community tim.bryan@harrow.gov.uk, tel. 020 8416 8639	Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	appendices. Consultation with Portfolio Holders, Finance Division, Legal Services and Procurement. No public consultation would be undertaken in relation to the recommended option as this would result in the continuation of the existing leisure contract.
Minor Works Framework	Approval for the procurement for a framework of contractors for the delivery of minor works that arise from Capital	Cabinet	15 April 2021	Councillor Varsha Parmar Director of Environmental Services	Open	Agenda Report and any related appendices. None.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Funding and works across the property portfolio including schools.			mick.wynne@harrow.gov.uk; michael.rourke@harrow.gov.uk		
MAY 2021						
Procurement of Harrow Council's Domestic Abuse Service	<p>Seek approval from Cabinet to:</p> <ol style="list-style-type: none"> 1. Launch a procurement for a new domestic abuse service, to commence in September 2021 for an initial period of three years, with the option to extend for a further two years (1plus1). 2. Delegate authority to 	Cabinet	20 May 2021	<p>Councillor Krishna Suresh; Councillor Simon Brown; Councillor Christine Robson; Councillor Phillip O'Dell</p> <p>Director of Strategy</p> <p>farah.ikram@harrow.gov.uk; tel.020 8420 9389</p>	Open	<p>Agenda Report and any related appendices</p> <p>Groups that have been and will continue to be consulted:</p> <ol style="list-style-type: none"> 1. Professionals within Adult Social Care, Children's services, Public Health, Housing and Community Safety; 2. Stakeholders including

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	the Corporate Director for People Services to award the contract, in consultation with the Portfolio Holder for Community Cohesion and Crime, together with Portfolio Holders for Adults and Public Health, Young People and Schools and Housing					<p>Health Partners, Safeguarding Boards, Harrow Domestic Violence Forum and service users;</p> <p>3. 'Soft' market engagement with potential service providers has also been conducted.</p>

Harrow Council Cabinet 2020/21

Contact Details of Portfolio Holders

Portfolio	Councillor	Address	Telephone no.	Email
Leader, Strategy, Regeneration, Partnerships, Devolution and Customer Services	Graham Henson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07721 509916 Group Office: (020) 8424 1897	Email: graham.henson@harrow.gov.uk
Deputy Leader, Business, Property and Leisure	Keith Ferry	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07922 227147 Group Office: (020) 8424 1897	Email: keith.ferry@harrow.gov.uk
Adults & Public Health	Simon Brown	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: simon.brown@harrow.gov.uk
Community Cohesion, Crime & Enforcement	Krishna Suresh	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07967 565477 Group Office: (020) 8424 1897	Email: krishna.suresh@harrow.gov.uk

Portfolio	Councillor	Address	Telephone no.	Email
Community Engagement & Accessibility	Sue Anderson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07875 094900 Group Office: (020) 8424 1897	Email: sue.anderson@harrow.gov.uk
Environment & Equalities	Varsha Parmar	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07764 681987 Group Office: (020) 8424 1897	Email: varsha.parmar@harrow.gov.uk
Finance & Resources	Adam Swersky	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07904 466987 Group Office: (020) 8424 1897	Email: adam.swersky@harrow.gov.uk
Housing	Phillip O'Dell	64 Marlborough Hill HARROW HA1 1TY	Tel: (020) 8861 0090 Group Office: (020) 8424 1897	Email: phillip.odell@harrow.gov.uk
Young People & Schools	Christine Robson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: christine.robson@harrow.gov.uk

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PROGRESS ON SCRUTINY PROJECTS

Review	Methodology	Type of report	Expected date for report to Cabinet	Comments
Joint Overview & Scrutiny Committee (JHOSC) for Shaping a Healthier Future Programme	Joint Committee	Update reports will be provided for O&S/ Health and Social Care sub committee and Cabinet (for information)	As required	<p>The JHOSC last met on 14 January, hosted by Ealing Council, to consider the NWL response to Covid-19 and the roll out of the NWL vaccination programme. Issues arising from these updates were discussed on a more Harrow-specific level at Health Sub on 23 February, which also considered a JHOSC update report, as usual practice.</p> <p>The next JHOSC meeting is on 18 March, hosted by RB Kensington & Chelsea. The agenda is expected to include an update on the regional response to Covid, the NW London NHS financial strategy and a briefing on the development of Integrated Care Systems following the publication of the recent health and social care white paper .</p>
Shared Services – Lessons learnt, other councils' experiences, impact on savings and improving quality	Review	Report to Cabinet	TBC	<p>The scope was agreed by O&S on 16 September 2019. The first meeting with the group took place on 23 September. The challenge panel took place on 2 March 2020, with a view to reporting back to O&S in April. However as council capacity and resources were diverted to deal with the Covid pandemic, this was delayed.</p> <p>The final report of the review was scheduled to go to O&S in October, and Cabinet thereafter, however given the stretch in organisational capacity the O&S Chair and Vice-Chair have decided that this is now better considered in the new year. This is scheduled for O&S 20 April 2021, with a relaxation on when the Executive is expected to respond.</p>

Development and delivery of the Harrow Strategic Development Partnership	Review	Single-item O&S meetings	As required	<p>A model of informal briefing from the services followed by formal scrutiny through committee (O&S), prior to the relevant report going to Cabinet, has been adopted. This allows scrutiny to formally consider and comment on HSDP progress to Cabinet. There was a special O&S meeting on 1 September to consider the phase one report on progress.</p> <p>Regular meetings between the Chair and Vice-Chair of O&S and the Corporate Director and services continue. There is regular informal feedback on progress through Scrutiny Leadership Group.</p> <p>Informal briefings and passage through formal scrutiny committee for the next two phases are currently being arranged, in line with Cabinet dates.</p>
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Contact: Nahreen Matlib, Senior Policy Officer. **Email:** nahreen.matlib@harrow.gov.uk



Report for: Cabinet

Date of Meeting:	18 March 2021
Subject:	Additional Restrictions Grant Policy Revision
Key Decision:	Yes - it affects more than one ward.
Responsible Officer:	Paul Walker - Corporate Director Community.
Portfolio Holder:	Cllr Graham Henson- Leader of the Council and Portfolio Holder for Strategy, Partnerships, Devolution, Customer Service & Regeneration; Cllr Keith Ferry - Deputy Leader of the Council and Portfolio Holder for Business, Property and Leisure; Cllr Adam Swersky - Portfolio Holder Finance and Resources.
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All Wards
Enclosures:	Additional Restrictions Grant Guidance to Local Authorities March 2021. Equalities Impact Assessment (EqIA)

Section 1 – Summary and Recommendations

This report sets out the principles to allocate an additional £2.3m funding for Additional Restrictions Grant (ARG) awarded by Department of Business Energy and Industrial Strategy (BEIS) to support businesses in Harrow

Recommendations:

Cabinet is requested to:

1. Agree to allocate the additional ARG to fund additional activities to support Harrow's businesses, Metropolitan Town Centre, District Centres and Local Centres in accordance with the proposals set out in this report.
2. Delegate authority to Finance Director and Community Corporate Director to allocate funds in accordance with those proposals following consultation with the Portfolio Holder for Finance and Resources, and Portfolio Holder for Planning, Regeneration and Employment, noting that the Corporate Director will then delegate operational authority to the Head of Revenue and Benefits and the Acting Director Economy and Culture to implement.

Reason:

To ensure public funding is allocated in accordance with BEIS Guidance and the Harrow principles set out in this report, and to utilise the additional £2.3m increase to rebuild the Harrow economy.

Section 2 – Report

In December 2020 Cabinet agreed to principles to distribute £5m funding from the Department of Business Energy and Industrial Strategy. Those principles related to the percentage of grant to be awarded, the frequency of payments, the sectors in which businesses operate, the allocation of funds to business support programmes and town centre improvements. Since that decision, BEIS has awarded Harrow Council with an additional £2.3m. This paper sets out options and principles for allocating the additional funding.

Options considered

1. Do nothing: Retain existing policy and just increase the business grants awarded to eligible businesses and to increase the contract value of business support contractors (tied to additional outcomes).
2. Support businesses to protect Harrow's High Streets, safeguarding jobs and laying the foundation for future business growth, through funding HA1 Business Improvement District and legally constituted organisations with a sole remit to promote a District Centre (Traders Associations and District Centre Partnerships).
3. Expand the range of business support programmes, to support the development of local supply chains and address climate change.

The policy adopted by Cabinet in December would continue under all the above options. That policy was to fund businesses in the non-essential retail, hospitality, sports and cultural, services and their suppliers, allocate 5% of the total grant to business support programmes and 2% of the total ARG grant to town centre improvements.

Option 1 however is rejected because it does not enable the council to utilise additional funding to support Harrow's High Streets, enhance the number of businesses supported, or expand the range of business support programmes.

Options 2, 3 and 4 are recommended for the following reasons

1. Support businesses to protect Harrow's High Streets, safeguarding jobs and laying the foundation for future business growth
 - a. The HA1 Business Improvement District represents over 200 businesses in Harrow town centre. The town centre is the commercial heart of Harrow, providing the location of the boroughs major retail, hospitality and office sector. The BID's primary objective is to promote Harrow Town Centre and it does so by implementing an action plan agreed with its members. The delivery of that Action Plan supports the vibrancy of the area, supporting businesses and safeguarding jobs. Since the first lockdown HA1BID has supported Harrow Council's public health, enforcement, and economic development services. This has included promoting public health messages, supporting lateral flow testing, safe trading requirements, business support and employment initiatives. The BID is funded through voluntary contributions and a levy on the business rates which is collected by Harrow Council's Revenue and Benefits service. The measures taken to control Covid 19 and mitigate the economic impact of those measures has adversely affected the ability of businesses to pay the levy on the business rates and therefore HA1's funding. This paper recommends the latest tranche of ARG from BEIS to Harrow Council is used to:
 - Waive the 1% BID Levy on the business rates. Support businesses in Harrow Town Centre by funding the BID company the equivalent of what the BID company would normally have collected from the BID levy payers in 2021/22 had the levy not been waived. Fund the BID company an amount in respect of 2020/21 equivalent to what was not collected and had to be written off as uncollectable as a direct result of the pandemic. This will indirectly support the Town Centre as it reduces the burdens on the businesses which would normally have paid the levies in both 2020/21 & 2021/22, and allows the BID company to be funded to continue with their tasks of improving footfall, cleansing, security and supporting the Council in pandemic specific projects to support public health and a vibrant safe town centre. Allocate ARG funding to HA1BID equal to the uncollected BID levy in 2020/21 and equivalent to the amounts being waived by the Bid company in 2021/22, which is expected to be no more than £143,000 to cover the funding gap in 2020/21 and £332,152 to cover the 2021/22 financial year.

- The Head of Service Revenue and Benefits with Acting Director Economy and Culture will enter into an agreement with HA1BID setting out the conditions of the funding. The agreement will include activities to promote public health measures to reduce the rate of infection, safe trading, employment & business support programmes (for example DWP Kickstart programme and BEIS programmes) and to help build the capacity of Traders Associations to support businesses in Harrow's local and district centres.
- b. Support for traders' associations (or local partnerships where there are no Traders Associations) in Harrow's 15 district and local centre. Harrow's district & local centres provide vital community and commercial hubs. Outside of the Harrow and Wealdstone Opportunity they are the key employment and trading locations for Harrow's businesses. Traders Associations and local partnerships are volunteer led. They are dependent on goodwill, and volunteers and are often supported by local organisations (e.g. schools) and ward councillors. These groups often are excellent stores of local knowledge and connections. This paper recommends
- The provision of £10,000 to each Traders Group to work to develop as organisations that can promote their district centres, increase their membership, build link with local stakeholders, to co-ordinate between themselves activities to promote their High Streets. The development of these bodies would enable businesses in those centres, to build upon existing links with local stakeholders and provide a clear representative voice with which to work with the local authority to support their district centre. (Maximum funding would be £150,000 across the 15 centres, £10,000 per centre).
2. Address issues where businesses have slipped through policy gaps and have not been eligible for a business grant. The key issues identified to date include
- a. Businesses that can no longer trade because the landlord has closed the premises they hire.
 - b. Taxi companies registered as a business in Harrow and not part of a national chain
 - c. Driving instructor companies registered as a business trading in Harrow, and not part of a national chain
 - d. Commercial cleaning companies not part of a national chain with fixed building costs, such as rent
3. Expand the range of business support programmes. This recommends using 5% of the £2.3m towards new provision and increasing the allocation to supporting businesses to trade on-line. That provision will be as follows:
- a. Supply Chain Development to support the upskilling of Harrow businesses to compete for contract opportunities with Harrow Council or with its major contractors.

- b. Support the development of the Harrow's circular economy, developing a self-managing a directory of repair, reuse, and upcycle businesses and social enterprises, and promoting that Directory. Run a competition, inviting applicants to submit sustainable business models to reduce waste.
- c. Implement agreed action plans with HA1BID and traders' associations to fund town centre improvements that will increase business opportunities to trade. This could include (but not limited to marquees, stalls, external generators, markets).

Performance Issues

The ARG Guidance clearly sets out the monitoring framework local authorities must adhere to. The Guidance details the frequency of reports and the content. In addition, the following performance information will be collected and reported to the Leader of the Council and Portfolio Holders identified in this report.

Performance will be monitored as follows

- Number of grants awarded
- Total sum of money awarded
- Business support programmes; number of businesses supported, number of businesses developing an online presence, number of businesses surviving at the 6 month and 12 month stage, number of businesses recording growth (jobs created and or increase in turnover).
- Number of town centre improvements (type to be defined by options appraisal)
- Number of businesses supported in the HA1 BID area.
- Growth in membership of local traders associations and tow, district or local centre partnerships.

Environmental Implications

Protecting local businesses and local jobs, reduces journey to work times and the carbon consumed where cars are used.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are summarised below. **N/A**

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Fraudulent applications from businesses	The ARG sets out the support offered to minimise fraud and mitigate risk. This	Green

Risk Description	Mitigations	RAG Status
	includes the use of Spotlight to support due diligence checks on businesses. However, to further mitigate error cases are also checked using information from Companies House and payments are only made to corresponding trade bank accounts. Time is also allocated in the 20/21 Internal Audit plan to undertake an assurance review of these payments	
Funding is awarded to businesses that have not been unduly affected by the pandemic.	The policy focusses on sectors that have been most affected by the trading restrictions imposed by the pandemic This ensures firstly that grants are not awarded to Harrow businesses not affected by the pandemic. Secondly, that money is awarded to businesses where it will have the greatest impact.	Green
Failure of contractors providing business support and skills programmes to deliver adequate provision.	Contractors are appointed in accordance with procurement process. Post procurement, stringent monitoring regarding both quality of advice/support combined with regular contract performance meetings would ensure delivery according to delivery plan and timescales. This will ensure governance on payment and performance is in place,	Green
The HA1 BID ceases to trade. (Biggest beneficiary of the ARG)	Payment will be in arrears.	Green

Procurement Implications

The business support programme will be broken into discrete strands and procured in accordance with the Contract Procedure Rules and supported by the procurement team.

The town centre improvements will be commissioned by HA1BID and local traders' associations and partnerships. There are no procurement issues. The administration of the grants will be delivered in house and there are no procurement issues.

Legal Implications

The council must comply with any terms and conditions that apply to the ARG award and the associated BEIS Guidance.

So far as relevant, any procurement must comply with the Council's Contract Procedure Rules and Financial Regulations and public procurement rules.

The Council will need to comply with the new UK Subsidy Control Regime..

Financial Implications

Under the Additional Restrictions Grant, Local Authorities have received lump sum payments as LCAL 3 or widespread national restrictions are imposed. Local authorities can use this funding for business support activities and will be responsible for making payments to businesses.

The Additional Restrictions Grant for Harrow agreed in December 2020 Cabinet was allocated as follows.

- £4.673m to businesses
- £250k for business support programmes
- £100k for town centre improvements

The allocation of the additional £2.3m ARG funds will be as follows

- £1,513,848 to businesses
- £150,000 to district and local centre traders' associations or partnerships.
- £475,152 to HA1BID
- £115,000 for business support programmes
- £46,000 for town centre improvements

The distribution of the grant and payments to HA1BID will be administered by Business Rates team & the Economic Development team. Business support programmes and town centre improvements will be delivered solely by the Economic Development team.

As the funding can be used across financial years 2020/21 and 2021/22, any unspent fund as at 31st March 2021 will be carried forward into 2021/22 as part of the 2020/21 year-end closure of account.

Equalities implications / Public Sector Equality Duty

A predictive Equalities Impact Assessment has been undertaken in relation to the policy and is attached.

When making this decision, Cabinet should have due regard to the Public Sector Equality Duty. Section 149 of the Equalities Act 2010 created the Public Sector Equality Duty. Section 149 states:-

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The EqIA (Appendix x) shows that potential recipients of support would be small and medium sized businesses, micro-businesses and sole traders, spread across the borough.

The business advice support programmes are tailored to support small businesses and help them pivot their provision to meet the changing economic climate. They will include a Business Diagnostic which will identify the needs of the business owner and sole trader and tailor provision to meet businesses and support needs.

Council Priorities

- 1. Improving the environment and addressing climate change**
- 2. Tackling poverty and inequality**
- 3. Building homes and infrastructure**
- 4. Addressing health and social care inequality**
- 5. Thriving economy**

Supporting the local business base and Harrow's commercial and employment centres reduces journey to shop and work distances, helping to address climate change. Providing grant and business support to businesses to help them survive and grow necessarily supports a Thriving Economy. This in turn helps to safeguard jobs mitigating the impact the pandemic has had in increasing poverty and inequality. There is a strong relationship between physical and mental well-being and employment. The consequence of the

deployment of resources to support businesses and safeguard jobs will be to help safeguard the health have and wellbeing of those supported.

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Mann

Signed on behalf of the Chief Financial Officer

Date: 5th February 2021

Statutory Officer: Stephen Dorrian

Signed on behalf of the Monitoring Officer

Date: 4th February 2021

Statutory Officer: Nimesh Mehta

Signed by the Head of Procurement

Date: 12th February 2021

Statutory Officer: Paul Walker

Signed by the Corporate Director

Date: 11th February 2021

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 16th February 2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: YES

*

EqlA cleared by: Dave Corby

Section 4 - Contact Details and Background Papers

Contact: Mark Billington, Acting Director Economy and Culture,
mark.billington@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO



Department for
Business, Energy
& Industrial Strategy

Additional Restrictions Grant

Guidance for Local Authorities (updated 4
March 2021)



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Any enquiries regarding this publication should be sent to us at: enquiries@beis.gov.uk

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The guidance

1. This guidance is intended to support Local Authorities in administering the Additional Restrictions Grant (ARG) to provide direct business grants and wider business support.
2. This support was announced on the 31 October 2020. This guidance applies to England only from 14 October 2020. It is not retrospective.
3. This guidance is issued by the Secretary of State for Business, Energy and Industrial Strategy to Local Authorities in England.
4. Local Authority enquiries on this measure should be addressed to businessgrantfunds@beis.gov.uk. Businesses seeking information should refer to the Government's business support website: <https://www.businesssupport.gov.uk/>

Introduction

5. On 31 October 2020, the Government announced the introduction of additional support for Local Authorities under national and Local COVID Alert Level 3 restrictions.
See announcement: <https://www.gov.uk/government/news/furlough-scheme-extended-and-further-economic-support-announced>
6. On 5 January 2021, the Government announced that a further £500 million is being made available for Local Authorities through a top-up to the Additional Restrictions Grant. There is no change to the guidance for this scheme. See announcement: <https://www.gov.uk/government/news/46-billion-in-new-lockdown-grants-to-support-businesses-and-protect-jobs>
7. This support will take the form of a funding scheme in Financial Year 2020-2021 and can be used across Financial Years 20/21 and 21/22. The scheme is called the Additional Restrictions Grant (ARG) and is administered by business rate billing authorities in England.
8. This document provides guidance to Local Authorities about the operation and delivery of the Additional Restrictions Grant scheme.
9. Funding was originally made available to eligible Local Authorities at the point that national restrictions are imposed or at the point the Local Authority first entered LCAL 3 restrictions.
10. Further top-up funding may be allocated at the discretion of Government.
11. This guidance is aimed at Local Authorities. However, in the case that funding under this scheme was provided to Combined Authorities (see paragraph 13),

then the Combined Authority will be subject to the same conditions and obligations under this guidance as Local Authorities.

12. Local Authorities that previously entered LCAL 3 restrictions may have already accessed additional enhanced business support settlements. These settlements are now part of the Additional Restrictions Grant.
13. Areas that have agreed this support at the time of publication are: Liverpool City Region, Lancashire, Greater Manchester, South Yorkshire, West Yorkshire, Warrington and Nottinghamshire.
14. All Local Authorities in England, except those covered by agreements made in areas listed in paragraph 11, are now eligible for funding under this scheme due to the widespread national restrictions that came into force on 5 November 2020.
15. Under the Additional Restrictions Grant, Local Authorities will receive a one-off lump sum payment amounting to £20 per head in each eligible Local Authority when LCAL 3 or widespread national restrictions are imposed. Local authorities can use this funding for business support activities. We envisage this will primarily take the form of discretionary grants, but LAs could also use this funding for wider business support activities.
16. If Local Authorities use ARG for direct business support grants, the same conditions of grant apply as for the Local Restrictions Support Grant (Closed), however local authorities will have the discretion to alter the amount of funding offered to individual businesses and the frequency of payment.
17. Once a Local Authority exits national or LCAL 3 restrictions they will not receive additional funding under this grant scheme if the Local Authority then re-enters national or LCAL 3 restrictions.
18. This support for businesses is separate from local public health support, e.g. the £8 per head made available to Local Authorities under LCAL 3 restrictions through the Contain Outbreak Management Fund.

How will the grant be provided?

19. National and local restrictions are legally binding restrictions imposed where the Secretary of State for Health and Social Care requires the closure of businesses under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures.
20. In line with the eligibility criteria set out in this guidance, Government provided grant funding to Local Authorities under national and LCAL 3 restrictions for

the original ARG allocation, in line with the grant offer letter sent to Local Authorities (using a grant under section 31 of the Local Government Act 2003). Further top-up funding may be allocated at the discretion of Government.

21. Government will issue Local Authorities funding, in line with the following guidance and the grant offer letter sent to Local Authorities, for the cost of the Additional Restrictions Grant (using a grant under section 31 of the Local Government Act 2003). Local Authorities will be responsible for delivering the funding.
22. Local Authorities that will be responsible for making payments to businesses, and which will receive funding from Government, are business rate billing authorities in England, except where it has previously been agreed that Combined Authorities will be in receipt of the ARG allocation on behalf of billing rate authorities.
23. Funds that have not been distributed by Local Authorities by 31 March 2022 will be subject to recovery. For the avoidance of doubt, Local Authorities need to manage their application and payment process to achieve all spend by 31 March 2022 as payments after this date will not be allowed in any circumstances.
24. We are committed to meeting the New Burdens costs to Local Authorities for this scheme. A New Burdens Assessment will be completed, and funding then provided to authorities.

How much funding will be provided to businesses?

25. Local Authorities can determine how much funding to provide to businesses from the ARG funding provided, and exactly which businesses to target.
26. However, we encourage Local Authorities to develop discretionary grant schemes to help those businesses which – while not legally forced to close – are nonetheless severely impacted by the restrictions put in place to control the spread of COVID-19. This could include – for example – supporting businesses which supply the retail, hospitality, and leisure sectors, or businesses in the events sector. Local Authorities should allocate funding through direct business support grants or through wider business support measures.
27. Local Authorities may also choose to help businesses outside the business rates system, which are effectively forced to close – for example market traders.
28. Finally, Local Authorities could use ARG funding to provide additional support to larger local businesses which are important to the local economy, on top of

the funding provided to those businesses via the LRSG (Closed) scheme, with due reference to subsidy allowance conditions.

29. In taking decisions on the appropriate level of grant, Local Authorities may want to take into account the level of fixed costs faced by the business in question, the number of employees, whether they are unable to trade online and the consequent scale of coronavirus losses.
30. The grant amounts given to individual businesses will be subject to subsidy allowances.

Exclusions to Additional Restrictions Grant funding

31. Businesses that have already received grant payments that equal the maximum permitted levels of subsidy will not be eligible to receive funding.
32. For the avoidance of doubt, businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for funding under this scheme.

Who will receive this funding?

33. Where a grant is issued, the business that, according to the billing authority's records, was the ratepayer in respect of the hereditament on the date that relevant restrictions triggering an allocation of ARG funding came into force, is eligible for the grant. Where a Local Authority has reason to believe that the information that they hold about the ratepayer on that day is inaccurate they may withhold or recover the grant and take reasonable steps to identify the correct ratepayer. Local Authorities should make clear to recipients that the grant is for the ratepayer and may be liable for recovery if the recipient was not the ratepayer on the eligible day. Some businesses outside the business rate system may also receive grants.
34. Businesses must be considered trading to be eligible to receive funding under this scheme.
35. For the purposes of this grant scheme, a business is considered to be trading if it is engaged in business activity. This should be interpreted as carrying on a trade or profession, or buying and selling goods or services in order to generate turnover. Fully constituted businesses in liquidation, dissolved, struck off or subject to a striking-off notice are not eligible under these conditions.

To help further, some trading indicators are included below that can help assess what can be defined as trading for the purposes of the grant schemes. Indicators that a business is trading are:

- The business has staff on furlough

- The business continues to trade online, via click and collect services etc.
- The business is not in liquidation, dissolved, struck off or subject to a striking of notice or under notice
- The business is engaged in business activity; managing accounts, preparing for reopening, planning and implementing COVID-safe measures

This list of indicators is not exhaustive and Local Authorities must use their discretion to determine if a business is trading.

36. Where Local Authorities have previously rejected applications from businesses that were not open, but can be considered to have been trading, Local Authorities are asked to revisit these applications and pay these businesses retrospectively.
37. Paragraphs 33 and 34 should not prevent Local Authorities from supporting new businesses and start-ups where they are confident that a business has been established legitimately.
38. The Local Authority must call or write to the business, stating that by accepting the grant payment, the business confirms that they are eligible for the grant schemes. This includes where Local Authorities already have bank details for businesses and are in a position to send out funding immediately, or where the Local Authority is sending a cheque to a business.
39. Businesses will need to notify their Local Authority if they no longer meet the eligibility criteria for additional grants (for example, if they become insolvent).

Will grants be subject to tax?

40. Grant income received by a business is taxable. The Additional Restrictions Grant will need to be included as income in the tax return of the business.
41. Only businesses which make an overall profit once grant income is included will be subject to tax.

Managing the risk of fraud and payments in error

42. The Government will not accept deliberate manipulation and fraud – and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be recovered, as may any grants paid in error.
43. Local Authorities must continue to ensure the safe administration of grants and that appropriate measures are put in place to mitigate against the increased risks of both fraud and payment error. In this respect, grant

administrators should consider supplementing existing controls with digital tools to support efficient, appropriate and accurate grants awards.

44. The Government Grants Management Function have waived the annual fee and made their digital due-diligence tool, Spotlight, available to Local Authorities to support the administration of COVID-19 emergency grants until 31 March 2021. Use of Spotlight to support pre-award due diligence is strongly recommended.
45. Spotlight complements existing pre-award due-diligence checks and highlights areas of risk to inform grant-making decisions, through fundamental (basic) due diligence checks. In particular, Spotlight can quickly and easily flag where organisations have recently become inactive to support authorities review the ongoing viability of recipients prior to making awards.
46. Spotlight can also provide enhanced due diligence, through a paid-for service, and grant administrators are encouraged to consider the benefits of enhanced due diligence. Local Authorities should discuss their digital tool requirements with the Government Grants Management Function at:
spotlightlocalauthority@cabinetoffice.gov.uk

Pre- and post-event assurance

47. All Local Authorities are required to follow this guidance and conduct activity to provide assurance that the grants have been paid out in line with the eligibility and subsidy allowance conditions for these schemes.
48. The general principle applies that Local Authorities are responsible and accountable for the lawful use of funds under Section 151 of the Local Government Act 1972. The Section 151 Officer within the Local Authority is required to exercise their duties in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, ensuring their oversight of the proper administration of financial affairs within the Local Authority, including these grants.
49. Local Authorities must be satisfied that all subsidy allowance requirements have been fully complied with when making grant payments. Full details, including sample declaration forms, are contained in in this guidance.
50. To deliver this assurance requirement, Local Authorities should develop pre- and post-payment assurance plans for each grant scheme. There should be an eligibility check and a recipient check on all payments, whether pre- or post-payment. The plans should set out the actions and checks Local Authorities will undertake to ascertain regularity of payments. They should cover the pre-payment checks for grants still to be paid, but also the post payment assurance checking regime that the Local Authority will introduce to identify irregular payments.

-
51. The volume and depth of checks that a Local Authority undertakes as detailed in these plans should be proportionate to the grant value versus the cost of the check, and informed by a Fraud Risk Assessment of the likelihood of error and/or fraud in the payments they have made.
52. Consequently, Fraud Risk Assessments should also be undertaken for each grant scheme and comprise part of the assurance plan. To support Local Authorities in developing their risk assessments the Department will provide risk assessment templates tailored to the relevant funds.
53. The Government Grants Management Function and Counter Fraud Function will support Local Authorities to carry out post-event assurance work to identify high risk payments and to estimate and measure the likely incidence of fraud and error that has occurred in the scheme. This requires statistically significant sample testing of key residual risks to assess the level of fraud / error that has arisen from the residual aspect of identified fraud risks. Post-event assurance is therefore dependent upon a detailed fraud risk assessment being undertaken for the scheme. Guidance will be made available to Local Authorities to support the development of Post Event Assurance Action Plans.
54. Where checks discover that payments have been made in error or have been claimed as a result of fraud, any initial recovery action will need to be undertaken by the Local Authority.

Monitoring and reporting requirements

55. Local Authorities must retain necessary data and BEIS will undertake regular data collection exercises. The data will include:
- number of applications received for the scheme,
 - number of payments being processed,
 - number of actual payments, and
 - value of payments made.
56. Local Authorities may be required to provide data in order to allow reporting by Parliamentary constituency. BEIS will work with Local Authorities to facilitate such reporting.
57. Annex A contains information on Post Payment Monitoring requirements.
58. Local Authorities will be asked to provide a monthly report to the Department comprising an update on their Fraud Risk Assessments and pre- and post-

payment assurance activities as they are delivered over the lifetime of each of these grants separately. The Department will provide a reporting template in due course.

59. If Local Authorities detect fraud (successful rather than attempted), or if they suspect fraud (attempted as well as actual) that is organised, large scale systematic, or which crosses Local Authority boundaries, they must report it in real time. We recommend Local Authorities report it simultaneously to the dedicated inboxes at the National Anti Fraud Network (intel@nafn.gov.uk) and the National Investigation Service (report@natis.pnn.police.uk). Local Authorities may be contacted for further information to assist with lines of enquiry being pursued.
60. The Government Counter Fraud Function has worked in partnership with Experian to introduce two new complementary products to assist public bodies in addressing residual fraud risks when dispersing funds for the COVID-19 financial support schemes by addressing their residual fraud risks. These tools will allow Local Authorities to:
- a. verify the bank accounts of companies in receipt of these business grants; and
 - b. provide insight into whether the company was trading at the relevant date for these grants.
61. These tools are available via the National Fraud Initiative (NFI) and can be used for both pre- and post-payment checks. They apply to both registered companies (at Companies House) and unregistered companies such as sole traders. For further information and to access the tools, please email helpdesk@nfi.gov.uk
62. This monitoring and reporting is in addition to any relevant reporting requirements under subsidy control conditions.

Update to COVID-19 business grant subsidy allowance

63. The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU. BEIS Guidance for public authorities explaining the subsidies chapter of the TCA, World Trade Organisation rules on subsidies, and other international commitments can be found here: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

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64. On Thursday 4 March new subsidy allowances were established for the COVID-19 business grants schemes, on the basis of the principles set out in Article 3.4 of the TCA.
65. From Thursday 4 March Local Authorities must apply the updated scheme rules set out in this guidance document.
66. The updated scheme rules set out in this guidance document do not apply retrospectively. Therefore, where a Local Authority has previously rejected an applicant's application before Thursday 4 March on the grounds that the applicant had reached previous scheme limits, the Local Authority must not revisit this decision. The applicant may however submit a new application if still within a current payment cycle.
67. If an applicant, that has previously reached the subsidy allowance limit, applies for past payment cycles, Local Authorities should not accept applications or make retrospective payments to those businesses where the payment cycle has passed. For example, Local Authorities should not accept applications for the LRSG (Closed) Addendum scheme, where the eligibility period was 5 November 2020 to 2 December 2020, as the payment cycle has passed for businesses that had reached the subsidy allowance limit during that period.

Updated COVID-19 business grants subsidy allowances provided on the basis of the TCA

68. The following scheme rules are to be applied to COVID-19 business grants on the basis of the EU-UK Trade and Co-operation Agreement (TCA).
69. The below scheme rules should be applied to applicants at the level of economic actor, which is defined as an entity or a group of entities constituting a single economic entity regardless of its legal status, that is engaged in an economic activity by offering goods or services on a market.
70. There are three subsidy allowances for this scheme set out below: Small Amounts of Financial Assistance Allowance, the COVID-19 Business Grant Allowance and the COVID-19 Business Grant Special Allowance.

Small Amounts of Financial Assistance Allowance

71. Grants may be paid in accordance with Article 3.2(4) of the TCA, which enables an applicant to receive up to a maximum level of subsidy without engaging Chapter 3 of the TCA. This allowance is 325,000 Special Drawing Rights, to a single economic actor over any period of three fiscal years, which is the equivalent of £335,000 as at 2 March 2021¹. An applicant may elect not to receive grants under the Small Amounts of Financial Assistance Allowance

¹ The Special Drawing Right calculator here can be used to calculate the exchange rate on the day the subsidy is awarded: https://coinmill.com/SDR_calculator.html

and instead receive grants only using the below allowances available under this scheme.

COVID-19 Business Grant Allowance

72. Where the Small Amounts of Financial Assistance Allowance has been reached, grants may be paid in compliance with the Principles set out in Article 3.4 of the TCA and in compliance with Article 3.2(3) of the TCA under the COVID-19 Business Grant Allowance (subsidies granted on a temporary basis to respond to a national or global economic emergency). For the purposes of these scheme rules, this allowance is £1,600,000 per single economic actor. This allowance includes any grants previously received under the COVID-19 business grant schemes and any State aid previously received under Section 3.1 of the European Commission's Temporary Framework across any other UK scheme. This may be combined with the Small Amounts of Financial Assistance Allowance to equal £1,935,000 (subject to the exact amount applicable under the Small Amounts of Financial Assistance Allowance using the Special Drawing Right calculator).

COVID-19 Business Grant Special Allowance

73. Where an applicant has reached its limit under the Small Amounts of Financial Assistance Allowance and COVID-19 Business Grant Allowance, it may be able to access a further allowance of funding under these scheme rules of up to £9,000,000 per single economic actor, provided the following conditions are met:

- a. The Special Allowance covers only the applicant's uncovered fixed costs incurred during the period between 1 March 2020 and 31 March 2022, including such costs incurred in any part of that period ('eligible period');
- b. Applicants must demonstrate a decline in turnover during the eligible period of at least 30% compared to the same period in 2019. The calculation of losses will be based on audited accounts or official statutory accounts filed at Companies House, or approved accounts submitted to HMRC which includes information on the applicant's profit and loss;
- c. 'Uncovered fixed costs' means fixed costs not otherwise covered by profit, insurance or other subsidies;
- d. The grant payment must not exceed 70% of the applicant's uncovered fixed costs, except for micro and small enterprises (for the purposes of this scheme defined as less than 50 employees and less than £9,000,000 of annual turnover and/or annual balance sheet), where the grant payment must not exceed 90% of the uncovered fixed costs;
- e. Grant payments under this allowance must not exceed £9,000,000 per single economic actor. This allowance includes any grants previously received in accordance with Section 3.12 of the European Commission's Temporary

Framework; all figures used must be gross, that is, before any deduction of tax or other charge;

g. Grants provided under this allowance shall not be cumulated with other subsidies for the same costs.

74. An applicant must be able to provide the necessary documentation to demonstrate it is eligible for funding under this COVID-19 Business Grant Special Allowance. Local Authorities must first verify that an applicant can meet all the criteria set out under this allowance before providing further funding under this allowance.
75. Grants provided in excess of the Small Amounts of Financial Assistance Allowance may not be granted to applicants that were defined as an 'undertaking in difficulty' (as defined in Annex B below) on 31 December 2019. In derogation to the above, grants can be granted to micro or small enterprises (as defined above) that were already in difficulty on 31 December 2019 provided that they are not subject to collective insolvency proceedings.
76. Local Authorities must ensure the remaining applicable provisions of the subsidies chapter of the TCA are complied with. In particular, the Transparency obligations under Article 3.7. The transparency database can be found at <https://manageuksubsidies.beis.gov.uk/>. All schemes and individual awards over £500,000 must be uploaded within six months of being granted. Any ad hoc awards of at least 325,000 Special Drawing Rights over three years to an individual beneficiary must also be uploaded within six months of being granted. For access to and any further questions on the database, please contact the BEIS subsidy control team at subsidycontrol@beis.gov.uk.
77. Local Authorities still need to comply with reporting requirements to the European Commission in respect of grants previously granted under the European Commission's Temporary Framework before the Transition Period ended on 31 December 2020.

Article 10 of the Northern Ireland Protocol

78. Grants in scope of Article 10 of the Northern Ireland Protocol remain subject to EU State aid rules², following the end of the Transition Period which ended on 31 December 2020. Article 10 provides that EU State aid rules will continue to apply to the UK in respect of measures which affect trade in goods and electricity between Northern Ireland and the European Union.
79. In assessing whether Article 10 may apply, Local Authorities are directed to Section 7 of the technical BEIS Guidance which covers the practical

² This means grants in scope of Article 10 of the Northern Ireland Protocol must comply with the provisions set out in the 4th amendment of the State aid Temporary Framework dated 13 October 2020.

application of Article 10. Local Authorities applying Article 10 must follow Section 7 of the technical BEIS Guidance.

General

80. BEIS may vary the terms of these schemes or suspend or close the schemes with immediate effect, without notice and at any time.
81. For the avoidance of doubt, grants under the Small Amounts of Financial Assistance Allowance, the COVID-19 Business Grant Allowance and the COVID-19 Business Grant Special Allowance may be combined for a potential total allowance of £10,935,000 (subject to the exact amount applicable under the Small Amounts of Financial Assistance Allowance using the Special Drawing Right calculator).

Annex A – Post-payment reporting

Background

1. Local Authorities will be required to report to the department on the grant fund.
2. Weekly reports will cover:
 - Total number of grants paid
 - Total value of grants paid
 - Additional comments to capture the issues encountered in implementing the scheme to allow BEIS to support development of solutions with Local Authorities
3. These returns should be completed using the DELTA Reporting system.
4. In addition to weekly performance monitoring reports, we may ask Local Authorities to provide data in order to allow reporting by Parliamentary constituency.

Process

5. Local Authorities will report on progress in making payments to eligible rate paying businesses, for each period of restrictions.
6. Each report will only cover grants provided by Local Authorities to eligible business during the period as per paragraph 8 onwards. The Cities and Local Growth Unit will consolidate the reports to create an accumulative total and monitor progress against the initial allocation of funding per Local Authority.

Definitions

Total number of applications received	Number of applications received in the restriction period
Total number of grants provided	Number of grants paid (in that restriction period) to the eligible businesses identified by the Local Authorities.
Total value of payment made	Value of grants paid (in that restriction period) to the eligible businesses identified by the Local Authorities.

Comments	Highlight in this box issues that Local Authorities are encountering while implementing the scheme.
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Data collections for evaluation

7. Local Authorities are also required to collect information from businesses receiving these grant payments, and will be expected to account for how the funding has been spent. Grant recipients should also be advised that they may be contacted for research purposes, and that their data will be shared with BEIS for research and evaluation purposes.
8. It is vitally important that we have this information centrally to allow us to understand and evaluate how the provision is working. We do this for a number of different reasons, including;
 - a. Accountability – to provide a clear and transparent basis for why this policy has been implemented, and its progress over time
 - b. Efficiency – ensuring that we are maximising the value delivered from this public spending and ensuring opportunities for analysis and learning for the future
 - c. Effectiveness – ensuring that policy makes a positive impact and understanding the context of when that happens
9. We are continuing to develop the mechanism by which Local Authorities can frequently generate and share this information with BEIS, including working with system providers, which is the most cost-effective way of collecting a wide data set. Local Authorities will need to ensure they have appropriate data protection arrangements in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We will fully support Local Authorities through this data collection. Please do contact lagrants.data@beis.gov.uk if you have any queries.
10. The list below sets out the minimum information we require Local Authorities to collect for Local Restrictions Support Grants, Additional Restrictions Grant, Christmas Support Payment for wet-led pubs, and the Closed Businesses Lockdown Payment:
 - a. Business Rate Payer name
 - b. Hereditament address
 - c. Ratepayer email address
 - d. Size of business the grant relates to
 - e. Sector
 - f. Unique identifier (preferably Company Reference Number)

-
- g. Grant awarded
 - h. Amount of grant paid
 - i. Date grant paid
 - j. Grant name

11. This provides important information that will support evaluation and further our understanding of the impact of the grants. Further details including the definitions of the terms above and an example spreadsheet will be circulated with each monthly data collection.

Annex B – Undertaking in difficulty

'Undertaking in difficulty' means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years) where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years) where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years:

(1) the undertaking's book debt to equity ratio has been greater than 7.5 and

(2) the undertaking's EBITDA interest coverage ratio has been below 1.0.

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You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity.

You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process.

Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Borough profile data and other sources of statistical information on each group can be found on the Harrow hub, within the section entitled: Equality Impact Assessment - [Borough profile data](#) and other sources of information to help you complete your EqIA template.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Additional Restriction Grant Revised Policy March 2021 Cabinet	Date EqIA created 9 th February 2021
Name and job title of completing/lead Officer	Mark Billington,	
Directorate/ Service responsible	Community Directorate, Enterprise Service	
Organisational approval		
EqIA approved by Directorate Equalities Lead	Signature	Name - Dave Corby <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 11/02/2021

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)
a) What is your proposal? The implementation of a revised Additional Restrictions Grant Policy (ARG), will expand the sectors eligible for grant funding and to expand the range of business support programmes available, it will increase the capacity off the HA1 Business Improvement District to and Traders Associations to support respectively Harrow Town Centre and district and local shopping centres.
b) Summarise the impact of your proposal on groups with protected characteristics The ARG is currently targeted at occupied retail, hospitality, sports, culture leisure businesses and their suppliers with properties with a rateable value under £51,000 and non-business rate payers (including home based). It will support sole traders, micro-businesses and small to medium size properties and it is likely that the owners and users will reflect the diversity of the borough. This policy revision will expand provision to businesses that can no longer trade because their landlord has closed the premises (for C19 reasons) and to taxi / mini cab companies that are also employed by London Council's and on their register to provide Taxi card concessions. It will build on existing provision by delivering programmes to support innovation and to address climate change. It will provide a grant to HA1BID to compensate for loss of the levy on the rates and in return require the BID to support and promote public health, employment and business support programmes that are aimed at supporting people into work, safeguarding jobs and job creation through supporting local businesses. Supporting small, independent traders in the local and district centres to organise themselves and promote those centres. It should be noted that retail, hospitality and personal services are key providers of employment to young people, women and BAME residents. I By awarding this relief it will be supporting the corporate value of supporting local businesses and to promote a Thriving Economy. Harrow has 15,000 businesses registered for VAT & or PAYE, 95% of business employ less than 10 people, only 2.2% employ over 20 people, and 13.1% of economically active residents are self-employed. Those businesses and self-employed residents are likely to reflect the demography of Harrow's population.
c) Summarise any potential negative impact(s) identified and mitigating actions There is no identified negative impact on the groups.

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p>Business Rates are not calculated based on age and the records do not show or hold this information. Rates liability may fall on an individual or a corporate liability.</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary. Requiring the BID to promote Kick Start will support those most affected by unemployment</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<p>Business Rates are not calculated based on disability and the records do not show this information.</p> <p>The Harrow website allows customers to self-serve and incorporates Accessibility tools which enables access to MyHarrow Account and application forms and other information about reliefs.</p> <p>This policy does not refer to this status in determining any award.</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary. Supporting cab companies licensed to carry vulnerable people will support disabled residents</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	No information held however business rates are not calculated based on gender or gender reassignment and this policy does not refer to this status in determining any award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary				
Marriage and Civil Partnership	<p>Regulations allow for all partners to be held jointly and severally liable regardless of their marital status. Information is held on titles only where it is a personal liability rather than a corporate organisation. Business rates are not calculated based on marriage or civil partnership and this policy does not refer to this status in determining any award</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<p>No information held however business rates are not calculated based on these circumstances and this policy does not refer to this status in determining any award.</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race/ Ethnicity	<p>Business Rates are not calculated based on disability and the records do not show this information.</p> <p>Business Rates may be a personal or a corporate liability so the borough information may not be representative of the actual ratepayers.</p> <p>Corporately documents are no longer held in a variety of different languages however Access Harrow are able to provide translation services where required.</p> <p>As this policy is aimed at micro businesses, sole traders, small to medium size properties it is likely that the business owners and users will be reflective of the borough diversity and so this policy will support the different races within the local community. This policy does not refer to this status in determining any award.</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Religion or belief	<p>Religion and belief are not held on the records for Business Rates and are not taken into account in the calculation of Business Rates.</p> <p>Business Rates may be a personal or a corporate liability so the borough information may not be representative of the actual ratepayers.</p> <p>All staff who would be assessing entitlement to relief undertake equalities and diversity training on an annual basis.</p> <p>As this policy is aimed at micro businesses, sole traders and small to medium size properties it is likely that the business owners and users will be reflective of the borough diversity and so this policy will support the different religions within the local community. This policy does not refer to this status in determining any award</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<p>The title of the ratepayer if a personal liability is held but not used to calculate the charge.</p> <p>Business Rates may be a personal or a corporate liability so the borough information may not be representative of the actual ratepayers. This policy does not refer to this status in determining any award</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<p>This information is not held and is not used to calculate the charge. This policy does not refer to this status in determining any award</p> <p>The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?

☐

Yes

No

☒

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

Include details in the space below

The ARG policy is not based on any of the protected characteristics nor does this policy have any inclusion or exclusion of any protected characteristics.

Staff are aware of the facilities to support customers who may have difficulty in completing applications via their annual equality training and our vulnerability policy.

Once the policy is agreed it can be promoted via the Business Newsletter, Harrow Business Forum and the HA1 Business Improvement District advised.

The proposed policy focuses on small and medium sized properties which make up $\frac{3}{4}$ of the commercial property within the borough. It is probable that the business owners will be representative of the diversity of the borough and will support the local communities and those customers who use their services

The Business Support programmes will include a Diagnostic which will identify support required and tailor to the learning and support needs of the beneficiary.

Harrow has 15,000 businesses registered for VAT & or PAYE, 95% of business employ less than 10 people, only 2.2% employ over 20 people, and 13.1% of economically active residents are self-employed. Those businesses and self-employed residents are likely to reflect the demography of Harrow's population

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

☒ Outcome 1

No change required: the EqIA has not identified any potential for disproportionate impact and all opportunities to advance equality of opportunity are being addressed

☐ Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

☐ Outcome 3

This EqIA has identified missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

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Report for: Cabinet

Date of Meeting:	18 March 2021
Subject:	Essential heating upgrade works for Sheltered schemes: Cornell, Meadfield and Alma Court
Key Decision:	Yes -affects two or more wards
Responsible Officer:	Julian Higson - Divisional Director of Housing
Portfolio Holder:	Councillor Philip O'Dell, Portfolio Holder for Housing. Councillor Adam Swersky, Portfolio Holder for Finance and Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	Roxbourne, Harrow on the Hill
Enclosures:	Appendix 1: Funding Streams

Section 1 – Summary and Recommendations

- 1.1 This report asks Cabinet for authority to approve the commencement of the procurement process (via mini tender) and delegated authority to award a contract or contractors to deliver decommissioning and heating upgrade greener energy Ground Source Heat Pumps (GSHP) for three of the Council's Sheltered Housing schemes (Meadfield House, Cornell House and Alma Court).

The works will take place at Cornell House and Alma Court in 2021, with Meadfield House works being programmed in 2022. The value of this contract for all 3 schemes is estimated at £1,679,670.

Works to Cornell House and Alma Court (totalling £1,160,944) will be delivered in financial year 2021/22 whilst works to Meadfield House (totalling £518,726) will be commissioned in 2022/23.

This route will enable the Council to: -

- Contribute to the Council's policies of reducing carbon emissions and reducing fuel poverty.
- Carry out its statutory duties as a social housing landlord to provide continued comfort and safety for residents residing in Sheltered scheme accommodation.

Recommendations:

- 1.2 That Cabinet:

1. Approve the request to commence the procurement process (via accessing a legally compliant Framework Agreement) for a contractor (s), to carry out decommissioning work and proceed with the implementation of Ground Source Heat Pumps to Cornell House and Alma Court in this financial year (2021/22) and Meadfield House in 2022/23.

2. Delegate authority to the Corporate Director of Community, following consultation with the Portfolio Holder for Housing and Employment, Portfolio Holder for Finance/ Commercialisation and, Director of Finance to award contract(s)) for the implementation of Ground Source Heat Pumps to Cornell House, Alma Court and Meadfield House.

Reason:

1. Due to the estimated value of the proposed contract award we require Cabinet authorisation to comply with the Council's Contract procedure rules.
2. We seek approval so that we are able to carry out works required to our Sheltered blocks in alignment with our Climate Change Strategy and to continue to provide this essential service to meet our statutory duties as a landlord across Sheltered dwellings within the Borough and comply with Health and Safety Regulations.

Section 2 – Report

2. Introductory paragraph

- 2.1 The Council has 17 Sheltered accommodation buildings that house the Borough's most vulnerable residents. We have 17 sites that are served by communal boilers.

Cornell House, Meadfield House and Alma Court are all sheltered accommodation sites totalling 97 properties within the borough. They have experienced recent and increased maintenance issues with their current 30-year-old communal gas heating systems.

- 2.2 Harrow Council has declared a Climate Change Emergency with an ambition to be carbon neutral by 2030. In tandem with the need to change the communal gas boilers at these sites, is the need to reduce our carbon emissions and reduce fuel poverty within Harrow.

- 2.3 Within this strategy it is quite clear that a significant part of achieving the Council's ambitious targets is to deliver improvements in Harrow's housing stock. It is estimated that 73% of carbon emissions are from homes in both social and private housing sectors.

- 2.4 As well as our commitment to our Council wide Climate Change strategy it is important for the Council to provide residents with:

- sustainable, clean renewable heating options which not only promote comfort and improved health outcomes, but low carbon options will also improve air quality locally.
- reduction in energy bills and making an impact on the Council's policy of reducing fuel poverty in Harrow.

- 2.5 In addition, due to the Council's statutory obligations as a social housing Landlord, it is imperative we have a contract in place to meet our landlord requirements to ensure the health and safety of our residents, including those that are elderly and vulnerable.

- 2.6 The Council recently commissioned a survey of all communal boiler stock and the findings indicate that these 3 sheltered sites will require replacement over the next 12 months. If we are to achieve our ambition to reduce carbon emissions and fuel poverty it is vital that we begin to invest in the technology to do this rather than opting for like for like gas replacement.

- 2.7 It is quite clear that as our communal gas boiler stock requires replacement, the Council should be replacing with greener alternatives. Ground Source Heat Pumps represent one of the options with the best payback which will be discussed in more detail within the body of the report.

Our recommendation is to replace the current gas heating systems with ground source heat pumps:

- It is the most carbon efficient option.
- It reduces our residents fuel bills.
- While upfront capital costs for GSHP are higher, lifetime costs are lower.

2.8 The installation of new technology in these three sheltered schemes sites is a first on such a scale for Harrow's housing stock, but it should act as a catalyst to future projects in relation to other suitable properties that are owned by the Council. We have engaged with Kensa Group, who are specialist consultants in heat pump technology, and they have provided feasibility studies for the 3 schemes.

3.0 Options considered

3.1 Options Considered - for replacement

(a) Like for like communal gas replacement

This is the lowest cost option in terms of short-term capital costing. However, even given this consideration we would be required to replace and decommission the gas infrastructure at some point and probably sooner rather than later. This option would also not meet the Council's local, regional and national carbon reduction targets, and does not contribute to the Council's Climate Change Strategy.

(b) Modern electric storage heating

This is a good option when considering initial upfront capital costs. However, we would still need to factor in the decommissioning for the current gas infrastructure. While this is a more carbon friendly option than gas, it is less efficient than current heat pump technology and is less likely to attract grant funding. Also, importantly this may mean that our residents bills are more expensive.

Although modern storage heaters are more energy efficient, the heat pump technology measures are 200% more efficient in terms of heat output and carbon reduction, whilst offering more savings to residents.

As an example:

Electric storage heat per 1 unit = 1 unit of heat generated
(15p per unit).

Ground source heat pump per 1 unit = 3 units of heat therefore
300% heat generated
(5p per unit).

(c) Air Source Heat Pumps (ASHP)

This option has been seriously considered for our sites. This is an excellent carbon reduction solution for those sites where ground space is limited. However, while ASHPs significantly reduce carbon they are not quite as carbon efficient as GSHP.

Lifetime maintenance costs, while less than for replacement gas, are more than GSHP.

Also, at 15 years they have a 25% less expected lifespan than GSHP (20 years) and maintenance costs of individual units are higher. This means that the lifetime costings for ASHP are greater, even if the extra potential grant funding for GSHP is excluded.

ASHP maintenance can range from £10k-£12k in terms of upkeep. For example, at Meadfield House, there would be a requirement for 6 ASHP. Air source systems require yearly intrusive maintenance at approx. £250 per unit per annum (this does not include parts etc.) which equates to an annual total of £1,500.00.

From the detailed design work, we have received back from Kensa, ASHP running costs have been calculated at £2062 per unit (x 6) equalling a total of £12,372 per year.

So again, as per the option above, they will still require the decommissioning of the current gas infrastructure.

ASHP systems also require replacement approximately every 12 years and individual billing would be a requirement for each flat due to additional electricity costs running the systems. Taking the above into account, it would be beneficial to seek permission for a shared ground loop array and associated drilling.

(d) Ground Source Heat Pumps (GSHP)

As stated in **Section 2**, this is our preferred option:

GSHP requires more upfront capital investment than other options. However, the lifetime costings are more attractive over 50 years. GSHP technology also performs better in carbon reduction terms and results in lower bills for residents.

Annual servicing costs are also less, at an assumed £50 per property when compared to ASHP (£250).

No annual safety inspection

As there is no combustion cycle, there is no requirement for an annual safety inspection, so servicing can be reduced to an annual visual inspection.

Installation of boreholes

As part of the project we are required to install bore holes at the chosen sites as preparation for successful installation. The bore hole is designed to be sustainable, therefore the replacement cost at the end of the anticipated 20-year lifetime of the heat pumps is low. In fact it is expected that the bore hole should be sustainable for the replacement of at least 4-5 heat pumps.

The boreholes installed will have a design life of 100 years and there is an upfront cost to bear, that is similar to gas mains.

By making the upfront investment now, replacing the heating in around 20-25 years will only need replacement of the heat pump itself which is around £2,700 per unit. An illustration of this initial outlay versus savings over time can be seen at Table 2 GSHP whole life costing.

(e) Do nothing

This is not an option as the communal gas boilers are approaching the end of their useful life.

3.2 Options Considered- Procurement

(a). Open tender

Engaging in an open tender will allow for wider competition, and competitive pricing. However, we also note that the current market for these services is limited. A full tender will also increase the timescale of the project and we would like to proceed with this procurement as quickly and efficiently as possible. An open tender would also result in an increase in officer time and resource associated with running a tendering exercise. In addition, we have already lost time in procuring this project due to the inevitable delays and immediate responses in other areas of the service that Covid has required.

(b). Direct award to a contractor to carry out the works

This option has been considered, but an award of this amount would need to demonstrate that we have had competition to ensure that we have procured the best value for money for the proposed works.

(c). Drawing down from a specialised framework via a Mini tender

This option is the preferred route as this is a new area of work for Harrow Council and as such, benefit can be gained by liaising with specialists in this field.

As Harrow have not undertaken works of this scale or scope before, a certain degree of technical guidance on considerations and specification can be provided from agencies that are experienced in this work and have carried it out many times before.

We understand that there are specialist purchasing frameworks. Contractors on the framework will have gone through a rigorous

selection process and will comply with the Council's contract procedure rules.

On balance time constraints and the imminent nature of work to carry out at the sheltered sites, drawing down from a specialised framework is the preferred route to market. Also due to the specialist nature of the works this would require a design and build contract procurement route. Accessing frameworks may levy an administration fee, so cost will be reviewed against overall value for money and current contract costs with our procurement partners.

(d). Do nothing

Doing nothing is not an option, as failure to have a contract provision in place for the delivery of this integral service could result in a breach of Health and Safety Regulations and our statutory responsibilities as a social housing landlord.

Failure to award the contract and re-procure appropriately means that the Council will be in breach of our internal governance policies and Contract Procedure Rules.

The recommended route is to proceed with the installation of Ground Source Heat Pumps within the sheltered blocks via a mini – tender from a legally compliant Framework Agreement.

4. Background

- 4.1 The Mayor of London has set out an ambition plan to achieve net zero carbon by 2030 and to have lowest air pollution of any major city. As previously mentioned, in line with this, Harrow Council have called a Climate Emergency and are working to reduce carbon emissions within the borough.
- 4.2 The Council's Climate Change strategy sets out plans for our contribution as a Council to tackle climate change, whilst also reducing energy bills, improving the health and wellbeing of our residents and saving our environment.
- 4.3 The GLA reports that Harrow's total carbon emissions in 2015, were around 770 kt CO₂e. Harrow's main emissions sources are domestic heat and road transport.

Some actions highlighted in Harrow's strategy includes:

- Energy efficiency improvements in existing buildings
- Decentralised generation of heat or electricity such as renewables

- 4.4 As stated above in Section 2, the recommended route is the installation of Ground Source Heat Pumps at the 3 sheltered schemes.

- 4.5 Harrow Council commissioned consulting group Kensa to produce initial feasibility reports, and then requested detailed designs for the three sheltered scheme sites, to provide estimates of full project costs.
- 4.6 The Planned Investment Team authorised the design work to provide the scope for decommissioning and design for the installation of GSHP technology across the sites. This included advice on the insulation of the building so that it's more airtight and additional electrical works for the incoming mains to the building.
- 4.7 GSHP makes use of solar energy stored in the ground to provide one of the most energy-efficient ways of heating buildings.

GSHP are suitable for a wide variety of buildings and are particularly appropriate for low environmental impact projects.

The Energy Savings Trust recognises that GSHP provide the lowest cost heating and hot water solution. They work by burying pipework underground to collect low grade, renewable energy from the ground. The heat pump itself uses a refrigeration process to upgrade this heat to temperatures more useful for space and water heating.

- 4.8 Overall, the installation of GSHP will result in the following outcomes:
 - a. **Tackling fuel poverty** by increasing low-income household's energy efficiency rating and therefore reducing their energy bills;
 - b. **Supporting clean growth** and ensure homes are thermally comfortable, efficient, and well-adapted to climate change.
 - c. **Supporting economic resilience and a green recovery** in response to the economic impacts of Covid-19, creating thousands of jobs; and
 - d. **Using learnings from the delivery experience** to inform the development and design of further energy efficiency and heat schemes.

5. Current situation

- 5.1 From the detailed design work for Ground Source Heat Pumps that was carried out by Kensa, the indicative costing has come back as follows. This includes estimates for all the preliminary works that need to ensure a successful installation at the sites. Kensa have also reported that the levels of insulation at the properties are good in terms of preventing heat loss.

Site	Alma	Meadfield	Cornell
No. of properties	35	31	31
Gross Price Excluding VAT	£652,950	£518,726	£507, 994

Note – the above costs include all plantroom removal etc @	£21,500	£22,500	£21,500
Per property Average	£18,656	£16,733	£16,387

- 5.2 This is a total of £1,679,670 in total and a breakdown of costing will be discussed in more detail at Section 18 (financial implications) of the report.

The works to Alma Court and Cornell House will take place in financial year 2021/22. The work at Meadfield will commence in 2022/23. Although not showing signs of immediate need of replacement, the initial communal stock survey shows that it is the same design as Alma Court and Cornell and will ultimately be requiring replacement imminently. However, should there be capacity within financial year 2021/22 Meadfield will be brought forward.

- 5.3 A detailed scope of works has been issued for each site as part of the detailed design briefs.

The Council will ensure that the tender documentation incorporates the specific scope to inform the design work and provide appropriate information to any tendering suppliers, of what is expected within this project. Consideration of project management from start to finish (i.e. decommissioning, sub contractual management as well as the associated groundworks, and resident support) will be addressed.

It should also be noted that the available areas for boreholes at Meadfield House are limited and as such approval is essential for the car park area and road entering the building. We are in discussions with Highways to obtain the relevant permissions.

If clearance is not given, then a possible alternative is to utilise multiple (x6 min) air source heat pumps which will be sited on the roof area near to reception and feed the individual heat pumps that will be installed in the individual units.

- 5.4 The funding for the 2 schemes at Alma Court and Cornell House in 2021/22 and Meadfield in 2022/23 is to be agreed by Council as part of the HRA Capital Programme.
- 5.5 A full breakdown of funding streams is available in Appendix 1. The Renewable Heat Incentive (RHI) will not be available from March 2021.

We do intend to seek other grant funding opportunities to subsidise this work but the funding landscape is changing rapidly and can be limited in terms of qualifying criteria. The Government will announce details of the Social Housing Decarbonisation Fund shortly. As previously stated, we believe that this scheme would also likely benefit from the Clean Heat Grant. While funding to offset capital and lifetime costs is welcome, it should also be noted that this is fluid as streams come on line and or are

withdrawn (e.g. RHI) with the potential to be replaced, and this poses a challenge in evaluating the Councils' eventual contribution.

- 5.6 The Clean Heat Grant is part of a bigger Clean Growth Strategy, which was first published in 2017. The idea of the strategy is to decarbonise the UK's heat and phase out high-carbon fossil fuel installations in the 2020s for off-gas properties. Scheduled for commencement in 2022 and is currently the Government's successor scheme to the RHI. As with the RHI initiatives, there will be a requirement to provide evidence of works installed, and at this time we are awaiting further guidance to review if we are able to draw down from this grant funding retrospectively, once Government consultation/ grant conditions/scope is confirmed.
- 5.7 It is important to note that this funding or contribution **is not guaranteed** and *not integral* to the recommendation that we are putting forward to Cabinet.

6. Why a change is needed

- 6.1 The communal gas boilers at Cornell House, Meadfield House and Alma Court are approaching renewal.
- 6.2 We believe that we are now at a point in time, where like for like fossil fuel replacement is not an appropriate solution in meeting our local policy aims as well as regional and national targets. To achieve this, we would still need to invest in decommissioning the current gas infrastructure.
- 6.3 The recommendation of GSHP at these 3 sites will deliver the most carbon efficient, affordable fuel, lowest lifetime cost.
- 6.4 These works will still need to continue even without external grant funding. However, should we be successful in securing any funding GSHPs would be most likely to attract funding under the Clean Heat Grant.
- 6.5 The schemes need a long-term quality installation that ensures the continued safety and comfort of residents, whilst addressing the requirements of the Climate Change strategy. that saves the Council as well as resident money over the longer term.

7. Implications of the Recommendation

- 7.1 The implications of this recommendation will ensure that:
- The legacy gas heating systems are replaced by more carbon efficient technology. Gas emission vs Heat pump over the year can be seen as a 69.6% saving, amounting to a tonne of carbon saved per unit over 20 years. The Council is ensuring that they are 'future proofing' these heating systems.
 - There is a potential opportunity to recover some costs through grant funding, as discussed above.

- Future maintenance of GSHP will be under warrantee for 5 years and will not require replacement for in excess of 20 years.
- As this solution requires the least maintenance, it produces the best value lifecycle cost.
- The removal of gas improves the safety of these sheltered properties and they will not require an annual CP12 certificate (also a saving of £100 to £150 p.a. per site).
- GSHP will reduce our sheltered residents bills as for every 1p increase in the cost of electricity, the efficiency of the heat pump means the cost of heat delivered only increases by around 0.3p/kWh.

7.2 Estimated running costs (post installation)

Using Alma Court as a typical example, the total estimated annual running cost for a 1 bedroom flat will be circa £295 per year.

- Residents currently also contribute to communal heating/hot water at a cost of £17.02 per week. Annually this equates to £885.04.
- There are 35 flats in Alma so in total this would be £30,976.40.
- With installation of GSHP the annual communal cost would be in the region of £1035 in total.
- Therefore, each flat would annually pay circa £29 (£1035/35) towards communal heating, which equates to 56p per week.
- It is important to note that this communal cost relates to heating and hot water and does not affect any resident services charge costs that are currently in place.

8. Carbon savings and life cycle costings for heating technologies

8.1 The Carbon CO2 savings that can be achieved by employing a Ground Source Heat Pump in comparison to a gas boiler are substantial.

Based on the in- depth scheme reports, the carbon emission savings over a year would be equal to a tonne per property if installation was to take place.

8.2 From the EPA gov website, a tonne of carbon emissions is equal to 216 Passenger vehicles driven for one year (a breakdown of how this is calculated can be found by visiting <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>).

The tables below display carbon reduction figures, whole life costing and CO2 emissions (*Source Kensa Contracting.*)

8.3 (Table 1) Carbon reduction based on Average consumption – SAP 10 Carbon intensity figures

	Gas		Heat Pump	
Load	Carbon Intensity Gas	kgCO ² per Year	Carbon intensity Electric	kgCO ² per Year
6169	0.21	1524.18	0.233	463.69

Saving		20-year Saving
Year 1 saving kg/CO ²	Carbon Saved	T/CO ²
1060.49	69.6%	21.21

8.1 As can be seen from the table above, in summary it is suggesting that by installing GHSP technology, we will save circa 21 tonnes of Carbon over a 20 year period.

Table 2 – Whole life costing

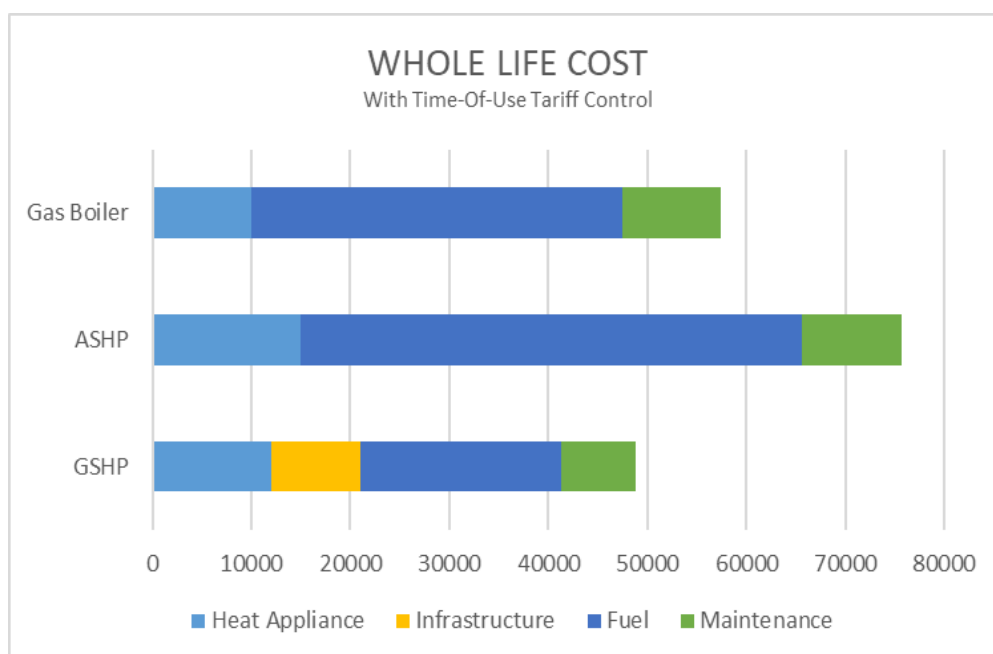
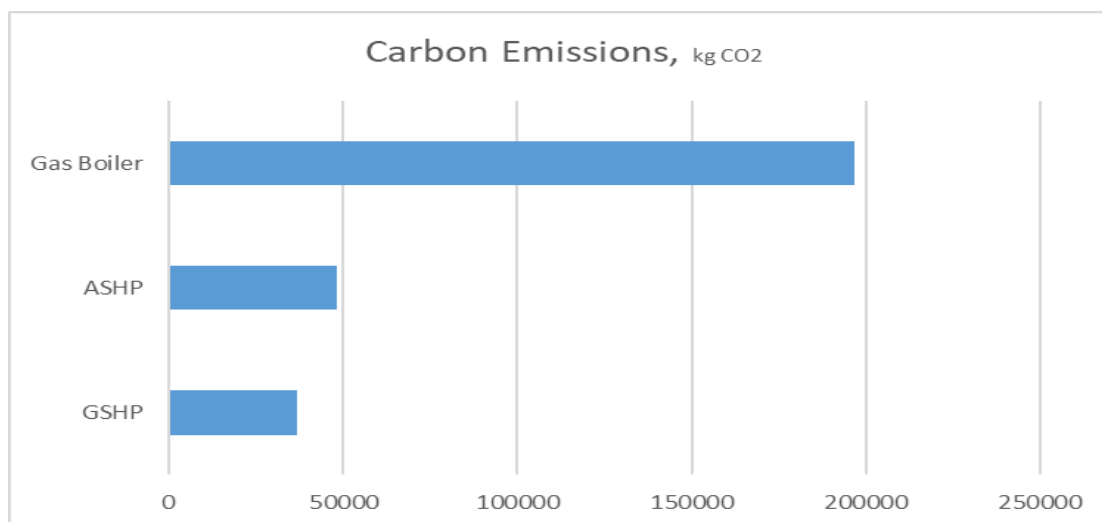


Table 3 – Carbon Emissions



- 8.2 In addition to the above costings, due to significant space occupied by the plant rooms we are exploring the opportunity to recover all of the space to bring this into use for residential purposes.

If we are able to replace the plant room with one additional flat, we will be likely able to generate additional rental income over the 30-year business plan. Further investigations will take place.

- 8.3 In conclusion the recommended path allows us to continue with statutory

duties in our domestic dwellings and Council wide premises whilst allowing us to implement the steps necessary to achieve a robust procurement exercise, and efficient delivery of GSHP within the borough's sheltered schemes going forward.

The recommendation will also allow us to move forward with meeting the objectives of our Climate Change Strategy and achieve the outcomes outlined above.

9. Resources, costs /Staffing/workforce

Resources – the need for a specialist supplier

- 9.1 We require a specialist provider of renewable heating solutions to the social housing sector. This will ensure that we have relevant technical and tenure experience to deliver these challenging schemes. This includes ensuring a robust system design and quality of installation.
- 9.2 With the above provisions this will allow the Council help to mitigate the risk associated with these schemes. It will also help to manage the process and provide appropriate support for our sheltered residents who would be attracted by the advantages but are unfamiliar with the application of the new technology.

- 9.3 We would also require a supplier who could provide training to our existing maintenance providers and staff. The winning supplier would be required to install MCS-accredited (Microgeneration Certification Scheme) heat pumps and has established innovative delivery using high quality devices.
- 9.4 The resident experience - work would need to take place on relevant communications around the introduction of the new technology, with our residents. We would ensure that the winning tenderer has experience of liaising with tenants on GSHP installation schemes using a developed a robust process for handling queries and concerns before, during and post installation. This would help to ensure disruption is minimised and that the operation of the heat pump is clear and simple for the tenant to use.
- 9.5 We would also ensure that we are clearly explaining the reasons for change and managing resident expectations and concerns whilst highlighting the savings and key benefits. We will use the experience and learning of previous local authorities working with our own resident consultation team.
- 9.6 From the resident perspective, GSHPs are able to deliver heating and hot water in the same way as a conventional heating system via radiators and hot water tanks which are controlled using a simple time clock and central thermostat. The units at each site (single boiler cylinder with no back up) and these are all operated with individual thermostats within the flats as there are varied heat requirements for the residents.
- 9.7 Individual room control will be provided by the Thermostatic Radiator Valve (TRV) fitted to the radiators so each tenant has the ability to control temperature on a room-by-room basis and the simplicity of this set-up means control is straightforward and the heat can be delivered as required throughout the day ensuring tenant comfort by providing controls and response equivalent to a mains gas alternative.
- 9.8 Resident education is key to the successful installation and operation of a GSHP system. Appropriate literature would be made available to distribute to tenants, including awareness flyers, 'what to expect guide' operating and troubleshooting instructions, all of which can be jointly branded for distribution to the relevant tenants.

10.0 Ward Councillors' comments

- 10.1 In response to the Council's declaration of a Climate and Ecological Emergency and commitment to achieving Net Zero Carbon Emissions by 2030, Harrow Council has made a commitment to deliver, and enable the delivery of retrofitting Borough housing stock to net-zero levels.

- 10.2 This forms part of a broader ambition to scale up retrofitting, and upskill the local workforce via relevant social commitments by the winning supplier, which will help to start underpinning the growth of the green economy.

11. Performance issues

Performance Monitoring and Key Performance Indicators

- 11.1 Performance is monitored regularly through our Contractor Appraisal Panels that are attended by the contractor, monitoring officers and Residents who work in partnership to ensure that a consistently high-quality service is delivered. This is further evidenced by residents robustly monitoring performance and challenging any issues that have arisen.
- 11.2 Post the tender evaluation and subsequent award, the successful contractor will be managed effectively starting from mobilisation. Performance statistics will be reviewed on a monthly basis and monitored through a combination of KPI's and formal meetings, where any arising issues can be worked through jointly. The resulting data/information will also be uploaded onto SharePoint so that information is more easily accessible to all relevant officers.

12.0 Environmental Implications

- 12.1 It is the intention that the delivery of any contract will contribute to the Council's objectives around social, economic and environmental sustainability. The Council intends to do all it can to ensure that it supports Harrow's economy by buying locally wherever practical and maximise opportunities for local people in employment and training.
- 12.2 Environmental considerations have extra significance as the Council has declared a Climate Emergency. As such the Council will be moving towards ensuring carbon neutrality. The installation of GSHPs within our sheltered blocks will contribute to the reduction of carbon emissions as well as the increased comfort of our residents.
- 12.3 Air quality improvements due to lack of combustion in heat pumps means that we could see carbon reduction emissions reduced by around a tonne per property.
- 12.4 Specific requirements on social, economic and environmental matters will vary according to the value and duration of each contract and will be part of the pre-tender procurement documentation for inclusion in the online tender portal.
- 12.5 The scheme will use products that will help reduce the Council's Carbon footprint. Requirements will be detailed in the specification as part of the procurement exercise.

- 12.6 The contract specification will ensure that tenders provide detailed information about their contribution to the environment and sustainability. The expectation will be for the successful contractor to make contributions during the life of the contract.
- 12.7 Targets will be set and monitored for employing apprentices and offering work placements and training opportunities to local young people.
- 12.8 We will encourage the contractor at tender stage to address how they will seek and create opportunities for Harrow businesses and voluntary and community organisations to compete to participate in our supply chains. Contributing not only to the local economy but reducing 'supply miles'.

13. Social Value benefits

- 13.1 Harrow Council will ensure that the appointed contractor will clearly outline any social value and will be proactive in engaging with Harrow Council's Community Engagement strategy, as well as encouraging tenderers to offer a series of added value initiatives such as providing training and work experience, supporting economic development and tackling environmental sustainability.
- 13.2 This tender is also part of the green recovery and we would expect local training and supply chain opportunities to result from this.

14. Innovation and IT improvements.

- 14.1 As previously mentioned, the measures that will be put in place will enable residents to save more on their heating bills and further reduce carbon emissions. The cold side infrastructure also removes any overheating risk associated with heat loss from high temperature heat mains circulating 24/7 and removed any cost of heat loss from the distribution system.

15. Data Protection Implications

- 15.1 All personal data processed in connection with the contract will be carried out in full compliance with data protection laws including the Data Protection Act 2018 and GDPR.

16. Risk Management Implications

Risk included on Directorate risk register? Yes, Community
 Separate risk register in place? Yes – Housing Asset Risk register

The relevant risks contained in the register are attached/summarised below. **Yes**

The following key risks should be taken into account when agreeing the recommendations in this report.

Risk Description	Mitigations	RAG Status
Specific risks that are currently unknown arising upon project commencement	A risk register specific for this procurement will be started from the outset of the process and will be maintained and reviewed by all relevant staff regularly The assigned Project Manager and Housing Asset Management team will ensure there is a risk register in place from programme brief onwards. Specific risks will be monitored and managed on the project as it moves forward. The aim of risk management is to identify business risks and effectively manage them.	Medium/ Moderate
Unexpected costs arising from the project	There is a financial contingency in place to enable unexpected costs to be managed within the overall cost given for the project.	High/ Moderate
Attending Sheltered Scheme sites in an emergency	Appropriate measures are in place to attend sheltered scheme sites to address any issues that may arise, as a priority.	Medium/ Moderate
Procurement of contract – specialist contractors required for the project success	By engaging in a mini tender from compliant specialised frameworks, we are ensuring that the supplier will be skilled and knowledgeable within this area of work.	Low/ Moderate
Poor performance of contractor or their supply chain The chosen delivery agent and their supply chain may not perform as expected	The contract/ tender documents will include provisions to cover the Council in the event of contractor/sub-contractor poor performance. This will include cover for claims from third parties; loss or damage to works, plant, materials and equipment; loss or damage to client property; and death or injury of employees.	Low/ Moderate
Training incumbent suppliers for provision of maintenance	Training will be provided for maintenance of this system by winning tenderer. This will be written into the specification.	Low/ Critical
Gaining VFM during reduced capital investment With reduced capital investment there is a drive to maximise efficiencies	We will ensure that technological improvements in service delivery together with more favourable warranties and grant applications are investigated.	Medium/ Moderate
Winning contractor defaulting on contract obligations	In the event the winning tenderer were to default on their contract obligations in full or in part the contract will transfer to the next supplier on the specialist framework on an interim basis until an alternative provider is agreed.	Low/ Moderate
New Technology and residents - dealing with issues effectively	With new technology being installed we will need to work closely with residents as well as the appointed supplier so that there is sufficient training, confidence and buy in as well as adequate training given to the contractors that are maintaining the individual installation systems.	Very high/ Moderate

Aftercare programme to support resident understanding and adoption of new scheme	Consultation to take place. Addressing concerns and setting realistic expectations To support our residents with a robust aftercare programme and access to continued support.	Medium/ Critical
Company's business continuity plans	We will ensure business continuity plans are in place at mobilisation to deal with immediate and short- term risks and will also look to put contract bonds in place. We will ask as part of the ITT and at mobilisation review with to ensure we are confident of proposed continuity plan.	Low/ Moderate
Access issues to carry out the project – (in line with Covid precautions)	This project is subject to multiple access requirements to each address. Lack of access co-operation would severely impact on project performance and programme delivery, delaying the safety improvement for our residents.	High/ critical
Thorough resident consultation – communication of changes	We will (continue to) hold Resident Consultation meetings to explain the necessity of these works to residents and Scheme Co-Ordinators. A full-time site based Resident Liaison Officer will be provided through the contract and will work collaboratively with our in house Resident Consultation Officers to mobilise awareness amongst residents to encourage co operation. Realistic expectations – differences in current to new system and managing expectations.	Low/ Critical
Delays in project - Covid restrictions and working with vulnerable tenants	Outcome of any resurgence of Covid19 restrictions and impact on the industry remain unknown. This will be reviewed on regular basis to monitor cost impact. Given the vulnerable nature of this resident group, the Council will insist on Covid safe procedures and PPE at all times.	High/ Critical
Failure of a heat pumps	In the unlikely event of a failure, minimum down time – it will take 20 minutes to replace. (2/3 additional heat pumps and trained person can replace (tenant will still have hot water).	Low/ Moderate
Progress and performance – KPI's	Key performance indicators will be put in place to measure and analyse service standards. Deviations will be identified at an early stage and corrective action taken. KPI suites will form part of the ITT and will be reviewed monthly. Any delays and issues will be discussed and resolved at these meetings.	High/ Moderate

Project commencement – the above scenarios would add further governance input, resulting in a delayed start on site, which could cause a deferral in the commencement of the project.

If this were to happen, we would keep all relevant Officers updated with the situation and informed of solutions.

17. Procurement Implications

As set out in the Options considered section above we are:-

- 17.1 We are requesting authority to go to market to undertake a mini competition to award essential heating upgrade works for the Sheltered schemes at Cornell, Meadfield and Alma Court

17.2 The preferred route to market is to draw down from a legally compliant framework agreement.

17.3 The Procurement Team will be involved in supporting the service area in undertaking the mini competition as well as agreeing the Quality/Price/Social value weightings.

17.4 In respect of the recommendation to approve the commencement of re-procurement exercise; the Procurement Team will support the service area and ensure any future award is made in compliance with relevant governance and demonstrates value.

18. Legal Implications

18.1 Legal notes the processes to be undertaken by officers in tendering for essential heating upgrade works for sheltered schemes at Cornell House, Meadfield House and Alma Court.

The Framework Agreement to be accessed must be tendered in accordance with the Public Contracts Regulations 2015 and lists the Council as one of the authorities that can access such Framework Agreement.

Before entering into a Framework Agreement due diligence checks must be carried out to demonstrate that the Council can lawfully access the Framework Agreement and that it is fit for purpose and provides value for money. Officers must follow the process set out in the Framework Agreement in selecting the contractor to undertake the works.

18.2 The Council's Contract Procedure Rules provides that a procurement of the value over £500,000 must obtain cabinet approval which is the authorisation sought under this report.

18.3 HB Public Law should be contacted for any legal assistance in accessing and calling-off from the framework agreement.

19. Financial Implications

The Planned investment team has set a spend value of £1,679,670 across 2 years to address the required works at the 3 schemes.

Financial implications of the proposed decision:

19.1 The HRA capital programme to be approved by Council in March 2021, has provision to enable Cornell House and Alma Court to be funded in 2021/22 and Meadfield House in 2022/23 at a total cost of £1.800m.

19.2 The value of the capital works contract for all 3 schemes is £1,679,670. (Cornell House and Alma Court totalling £1,160,944 and Meadfield House, £518,726).

Additional Costs

This includes a contingency and professional fees-

Staffing costs	£20,000
Contingency	£100,000
Legal costs/ CDM	£5,000

The total contract value requested is £1.805m over two financial years to cover the 3 schemes.

- 19.3 As per paragraph 4.5, the service will seek to secure additional grant funding, and if successful will adjust the funding profile accordingly and seek to bring forward Meadfield House earlier into the programme.
- 19.4 Although there is adequate budget for revenue and capital works, there will be some savings in terms of revenue i.e. reduced maintenance costs (there will be no further requirement for annual CP12 certification and tenants should see a reduction in their annual communal heating charge as per Section 6 of the report).
- 19.5 No leaseholders are affected therefore no Section 20 notices are required to be served.
- 19.6 Expenditure on HRA units is funded entirely from HRA resources with no requirement to borrow and no impact on General Fund.
- 19.7 A review of service charges for non-sheltered dwellings is due to be completed in 2021/22 and the results, following any consultation, will be implemented as appropriate. This will be followed by a review of service charges for sheltered dwellings which may result in adjustments to the charges payable and this will be reported to Cabinet when appropriate.
- 19.8 The contracts put in place will pay the London living Wage (LLW).

20. Equalities implications / Public Sector Equality Duty

- 20.1 The procurement exercise will be designed to deliver existing policies and strategies maintaining the current level of equality in service provision. The contract specification will be very clear on the equalities related duties on contractors, given the wide range of needs of our customers.
- 20.2 An initial Equality Impact Assessment has been prepared specifically for the procurement exercise. This identified no need for a full assessment at this stage because it did not identify any potential for unlawful conduct or disproportionate impact. All opportunities to address diversity-particularly vulnerability for all tenants and will be

addressed through the contract specification and ensure residents receive the same service regardless of but taking into account specific needs. We will address these in our tendering documents and processes. The assessment will be updated as the contract moves forward.

21. Council Priorities

1.Improving the environment and addressing Climate Change

The use of Ground Source Heat Pumps (GSHP) will make a significant improvement in SAP scores for each property.

Within SAP, shared ground loop installations are modelled as a communal heating system. For GSHP heating system distributions losses are set to 1, to reflect the fact that the ground side distribution system has zero heat loss associated with it - as it is operating at ambient temperature.

Within SAP this system will feature a 300% efficiency for heating and hot water by default. As the carbon intensity of electricity is falling with a greater proportion of the capacity provided by renewable sources, GSHPs will look increasingly favourable as the future of heating across the UK.

In order to achieve London's carbon budgets as set out in the Mayor's Environment Strategy, low carbon heating is essential. The energy demand in buildings are expected to reduce and electricity is decarbonising at pace. This means that low carbon heat such as GSHP should be a priority going forward. This is also impacted by the electrical grid decarbonisation which means as the grid becomes greener in the future with more renewable electricity from wind farms and solar panels, the Council will see a further reduction in the carbon intensity of heat powered by high efficiency electric heating such as heat pumps.

GSHPs makes use of solar energy stored in the ground to provide one of the most energy-efficient ways of heating buildings. Solar recharge of the ground is an integral part of ground source energy which is used to increase the efficiency of ground source heat pumps.

Ground source heat pumps are suitable for a wide variety of buildings and are particularly appropriate for low environmental impact projects.

2. Addressing health and social care inequality

The procurement exercise will be designed to deliver existing policies and strategies maintaining the current level of equality in service provision.

The contract specification will be very clear on the equalities related duties on contractors, given the wide range of needs of our customers and especially given the vulnerable nature of this group of residents.

The specification for the contract will ensure that the successful contractor is equipped to provide a high level of customer service to all our residents.

3. Thriving economy

The Council will ensure that the tender exercise will encourage possible suppliers to be proactive in engaging with Harrow Council's Community Engagement strategy.

Section 3 - Statutory Officer Clearance

Statutory Officer: Tasleem Kazmi

Signed on behalf of the Chief Financial Officer

Date: 8th March 2021

Statutory Officer: Blessing Enejo

Signed on behalf of the Monitoring Officer

Date: 12th February 2021

Statutory Officer: Mohamed Alotia

Signed on behalf of the Head of Procurement

Date: 8th March 2021

Statutory Officer: Susan Dixon

Signed off by the Head of Internal Audit

Date: 25th February 2021

Statutory Officer: Paul Walker

Signed by the Corporate Director

Date: 10th March 2021

Mandatory Checks

Ward Councillors notified: YES, as it impacts on all Wards

EqlA carried out: YES - an overarching EQIA was undertaken for the programme Directorate Equality Task Group.

EqlA cleared by: (DETG) Chair

Section 4 - Contact Details and Background Papers

Contact: Rukshan Kariy, Planned Investment Manager, Asset Management, tel. 07927 548 861

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

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Appendices

Appendix 1 Funding streams

<u>Scheme</u>	<u>Description</u>	<u>Likelihood</u>
<u>RHI</u> On Friday the 6th of November it was announced that the Ground Source Heat Pump allocation had reached its budget cap for Tariff Guarantee (TG) applications as within the guidance, no technology-specific limits were indicated. It seems that a small number of very large agricultural TG applications have taken up all of the remaining TG budget for GSHP projects over 100kW.	RHI funding has been and underfunded by Government/ this funding route has reached its maximum funding limit.	Not viable. This is no longer an option for this project.
<u>Green Homes Grant Voucher Scheme</u> £2 billion Green Homes Grant (GHG) scheme is available to upgrade homes across England. You can apply for a GHG voucher to put towards the cost of installing energy efficient improvements and low-carbon heating in your home. £5000 per property is available for projects completed by 31 st March 2022, with a £2.5k contribution from the LL.	Most viable route – dependent upon each property	Council have currently applied for this funding stream and awaiting outcome
<u>Social Housing Decarbonisation Fund</u> A total of £3.8 billion has been allocated to this fund over the next 10 years to support social landlords to retrofit social housing at scale. Individual project will need to be appraised for eligibility and potential collaborations with other boroughs may be required. GSHP could form one part of the solution for such projects.	This opportunity was not taken forward at this time due to the financial details of the project being unknown at the time. Further works had to take place on specifications to enable accurate costing; we will apply for relevant funding as the opportunity arises.	Not viable due to reasons cited.
<u>Public Sector Decarbonisation Scheme</u>	Non Applicable on further investigation as this is for use mostly schools,	Not viable for this type of project

<p>A £1billion fund available for capital energy efficiency and heat decarbonisation opportunities across non-domestic public sector buildings for up to 100% of project costs. Whilst this cannot be applied to social housing it does represent an opportunity to bid for other public buildings. Projects need to be completed by 31st March 2021.</p>	<p>public buildings so not able to draw down on this.</p>	
<p>Clean Heat Grant</p> <p>The Clean Growth Strategy</p> <p>The Clean Heat Grant is part of a bigger Clean Growth Strategy, which was first published in 2017. The idea of the strategy is to decarbonise the UK's heat and phase out high-carbon fossil fuel installations in the 2020s for off-gas properties.</p> <p>Scheduled for commencement in 2022 the CHG is the governments successor scheme to the RHI.</p> <p>Under recent consultations the government have indicated the possibility of an upfront capital grant of up to £4000 per property installed with a new heat pump. We await detailed outline of eligibility and funding application process in due course.</p> <p>What is the aim of the Clean Heat Grant?</p> <p>By supporting consumers through the scheme, the government aims to address the barrier of upfront costs of low-carbon technologies, to help the UK meet its 2050 net-zero emissions target. The proposal also indicates that the scheme will provide targeted support following the RHI.</p> <p>Will the grant replace the Domestic RHI?</p> <p>Yes. According to government, the proposed scheme will allow transition from the Domestic RHI. The Domestic RHI has been extended to 31st March</p>	<p>The Clean Heat Grant is a government-proposed scheme to deliver grants of up to £4,000 towards heat pump installations in UK households. The scheme is currently being consulted upon and is proposed to replace the Renewable Heat Incentive (RHI) from April 2022 to March 2024.¹</p>	<p>Potential for a retrospective submission</p> <p>There may be a possibility at the point of commissioning that we may be eligible for the CHG.</p> <p>We have been advised to keep commissioning documents and present them retrospectively.</p> <p>As with all initiatives like this we will need to provide evidence – and see if we can draw down retrospectively once consultation/ grant conditions/scope is confirmed.</p>

<p>2022; the Clean Heat Grant is proposed to take its place from April 2022.</p> <p>Domestic RHI & Clean Heat Grant: Differences</p> <p>The existing Domestic RHI is paid to consumers through a tariff system, usually over seven years.</p> <p>For a typical project, you could expect to receive around £28,000. This differs from the proposed flat-rate funding of the £4,000 Clean Heat Grant.</p>		
<p>Energy Company Obligations Round 3</p> <p>ECO3 is the latest stream of ECO. It mainly focuses on low income and vulnerable households, helping to meet the Government's fuel poverty commitments. This grant is intended to fund renewable technology and replace expensive, broken, inefficient fossil fuelled systems or non-centrally heated systems. As a funding stream, ECO3 is based on the cost savings between the old and new heating and hot water systems. This grant applies to district heating schemes and social housing installations, but the properties must have a registered Energy Performance Certificate (EPC) of E, F or G to be eligible.</p>	<p>If we have E, F or G rated, then we could be eligible for eco funding!</p>	<p>Unlikely, as EPC's to be E, F or G rated in sheltered blocks. Average rating is C</p>
<p>Tariff Guarantee applications</p> <p>TG applications can still be made, but these will be placed in a queue and will only progress if further budget is made available.</p> <p>This could be in the form of the Government increasing the budget for the scheme or from existing applications being either withdrawn or rejected which will free up previously allocated money.</p>	<p>Underfunded, cannot apply as this has reached its capacity in terms of awaiting applications</p>	



Report for: Cabinet

Date of Meeting:	18 March 2021
Subject:	Property Disposal Programme 2021-2022
Key Decision:	Yes – because the proposals affects more than two wards
Responsible Officer:	Paul Walker - Corporate Director Community
Portfolio Holder:	Cllr Keith Ferry – Deputy Leader and Portfolio Holder for Business, Property & Leisure
Exempt:	No, except for Appendix 1 which is exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972 - information relating to the financial or business affairs of any particular person.
Decision subject to Call-in:	Yes
Wards affected:	Greenhill, Harrow Weald, Headstone South, Marlborough, Stanmore Park, Kenton West, Rayners Lane.
Enclosures:	Appendix 1 – Exempt Appendix 2 – OS Plans

Section 1 – Summary and Recommendations

This report sets out proposals for the disposal of Council properties as detailed in the recommendations below.

Recommendations:

That:

- 1) The properties detailed in this report under numbers 1 to 8 be declared surplus and their disposal be approved;
- 2) The financial implications and estimated sale prices as set out in confidential Appendix 1 be noted;
- 3) The Corporate Director of Community, following consultation with the Portfolio Holder (PH) for Business, Property and Leisure, be authorised to take all appropriate action to dispose of the Council's freehold interest, where appropriate in the properties detailed under numbers 1 - 8 for the best consideration reasonably obtainable and to consider the reviewed options for property number 9 in respect of bringing this forward for future development and to progress the preferred option.,
- 4) That Officers are tasked with with reviewing the options to bringing forward Belmont Community Centre and Kingshill Car Park,property number 9 for development, retaining the community centre.

Reason: (For recommendations)

The eleven disposals recommended would release assets which are surplus to Council requirements and that either require significant expenditure to repair, renovate, or develop and have no value or have little value or beneficial use from retention per se.

Section 2 – Report

Introductory paragraph

This report sets out the proposed Corporate Disposals Programme 2021/22. It contains details of properties and sites that have been reviewed and are considered surplus to Council requirements.

Corporate Estate are charged with challenging the use of all Council owned property assets, whether freehold or leasehold, operational or commercial, with assets reviewed being reported to the Corporate Strategic Board (CSB).

The review process has identified property assets where the Council receives a minimal income from the property in its current use or where disposal will allow a property to be taken forward for development allowing the Council to benefit from this commercial potential. These disposals are balanced out by the property investments that the Council has made since 2016 and which are targeted towards delivering a yield of 7.5%. The Council is the freeholder of these property assets.

The potential poor economic climate due to Covid-19 coupled with the uncertainty from Brexit, may affect property market. There is a strong possibility that some of these properties may fail to sell for both these reasons and for reasons outside the Council's control. In order to enable proper preparations to be carried out for each disposal, the programme will be planned to aim to secure the best consideration possible.

Current situation

These assets have been reviewed and are considered as surplus to the Council's requirements in line with the asset management strategy. In addition, the properties produce nil and/or minimal income at present and a successful disposal is likely to generate a capital receipt as key source of funding for the Council.

Methods of disposal

Disposals are generally achieved by one of the three ways, which will be dependent on the individual property:

- i). In-house through Corporate Estate. This is suitable for sales to existing tenants, or marketing by a formal or informal tender process.
- ii). Consultants may be used where particular experience in the market is sought and/or the Council wish to sell to a particular purchaser, for example, a developer who can deliver a preferred scheme, following competitive market testing.
- ii). Auctioneers firms are sometimes used where no particular purchaser is required, where speed and/or certainty of sell is necessary or in the case of a specialist or unusual property for which demand is difficult to gauge.

All external firms being instructed in respect of disposals will be subject to compliance with procurement requirements for best value.

Options considered

The properties and sites are:-

- 1). **42-44 Canning Road, Wealdstone, HA3 7SP**

A pair of two storey semi-detached houses built approximately 1900 at the corner of Canning Road and George Gange Way. Number 42 has a two-storey rear extension while number 44 has a single storey rear extension. The properties are of brick construction with pebble dashed, rendered walls, a tie bar and pitched roof with slate roof tiles.

The site area is – 498.61m² (Ground Floor – 95m² - estimated using GIS
First Floor – 87m² - estimated using GIS)

The Council is the freeholder, subject to a lease of 29 years from 3 July 2003 at a peppercorn rent to Chiltern Hundreds Housing Association, expiry date is 2 July 2032.

Options Considered

Option 1- Retain the Property

The Council can retain the freehold investment and continue existing arrangements with Chiltern Hundreds Housing Association however the Council will receive no rent until 2032 due to the terms of the lease.

Option 2 - Sell the Property

By selling the properties the Council will receive a capital receipt now. It is believed that there would be a strong interest from specific areas of the investment market which would give rise to a capital receipt for the Council and the sale of the freehold interest would not materially affect the occupational tenants nor preclude the possibility of future Council nomination rights through the term of Chiltern Hundreds Housing Association's ground lease. It is possible that the Chiltern Hundreds Housing Association could be a bidding party.

Recommendation

Option 2 is recommended as it will deliver a capital receipt.

2). 47 - 51, Masons Avenue Harrow, HA3 5AN

Three terraced houses built approximately in 1900. End of row post-war terraced houses with No 47 at the end of the row to the left with vacant land to the side. The 3 terrace houses are of solid brick construction with slate roofs (Nos. 47 and 51) - No.49 has a new tiled roof. Each house comprises 2 reception rooms and kitchen on the ground floor and 3 bedrooms and combined bathroom/wc on the first floor.

The properties have a site area of 0.014 acre/0.056 hectare

The properties are held freehold and subject to a contracted out lease to Chiltern Hundreds Housing Association for a period of 29 years from 3rd July 2003 until 07/2032 at peppercorn.

Options Considered

Option 1- Retain the Property

The Council can retain the freehold investment and continue existing arrangements with Chiltern Hundreds Housing Association however the Council will receive no rent until 2032 due to the terms of the lease.

Option 2 - Sell the Property

By selling the properties the Council will receive a capital receipt now. It is believed that there would be a strong interest from specific areas of the investment market which would give rise to a capital receipt for the Council and the sale of the freehold interest would not materially affect the occupational tenants nor preclude the possibility of future Council nomination rights through the term of Chiltern Hundreds Housing Association's ground lease.

Recommendation

Option 2 is recommended as it will deliver a capital receipt.

3). 48 Headstone Road HA1 1PE

End of row terraced 2 storey brick/tile property with open space.

The property is held freehold subject to a fixed term lease on peppercorn rent with Chiltern Hundreds Housing Association until July 2032. The property is known to have suffered from subsidence.

Site area 65.27sq m.

The adjacent strip of land is currently amenity land and would be retained by the Council. There may be the potential to develop this area in years to come.

Options Considered

Option 1- Retain the Property

The Council can retain the freehold investment and continue existing arrangements with Chiltern Hundreds Housing Association however the Council will receive no rent until 2032 due to the terms of the lease.

Option 2 - Sell the Property

By selling the property the Council will receive a capital receipt now. It is believed that there would be a strong interest from specific areas of the investment market which would give rise to a capital receipt for the Council and the sale of the freehold interest would not materially affect the occupational tenants nor preclude the possibility of future Council nomination rights through the term of Chiltern Hundreds Housing Association's ground lease. The freehold of the property would be sold subject to and with the

benefit of the lease. It is possible that the Chiltern Hundreds Housing Association could be a bidding party.

Recommendation

Option 2 is recommended as it will deliver a capital receipt.

4). Flats 1 - 6, Sapphire Court, 427 Pinner Road, North Harrow, HA1 4HN

Three-storey block, with 6 flats on ground, first and second floors. Brick elevation, mansard roof incorporating the second floor. Located adjacent to the community run North Harrow Library and business centre with 6 rear car parking spaces. Set primarily within a residential area with nearby commercial and retail businesses.

The site area is approximately 375m² (0.093 acres).

Freehold subject to six 125 year leases, one for each flat from 14th June 1987 at £75pa each for the first 25 years, £150pa for the next 25 years, £300pa for the next 25 years, £600pa for the fourth 25 years and £1,200pa for the residue. The current income received is £900pa.

Options Considered

Option 1- Retain the Property

The Council can retain the freehold investment and continue existing arrangements with, 6 fixed term residential leases until June 2112 at current ground rent of £900pa rising to £7,200pa in 2087.

Option 2 - Sell the Property

This property is surplus to Council requirements and the freehold interest will be attractive to the investment market raising a capital receipt for the Council. The sale of the freehold interest would not materially affect the residential leases.

The Council will need to follow the procedures set out in Section 5B of the Landlord and Tenant Act 1987, which relates specifically to the disposal of freehold ground rents at auction. Essentially, Section 5B dictates that freehold sellers must offer the Right of First Refusal to qualifying tenants before placing the freehold in an auction. The notice must be served four to six months before the date of the auction.

Recommendation

Option 2 is recommended as it will deliver a capital receipt.

5). North Lodge, Grimsdyke (Old Redding, Harrow Weald, HA3 6SF)

This is a Grade II listed cottage set in the open space close to Grimsdyke Mansion Hotel. The property is located in a largely wooded area adjacent to open space comprising parts of Harrow Weald Common and Grimsdyke Open Space. Access is via the roadway from Old Redding which leads primarily to Grimsdyke Hotel but bears off east towards a cluster of residential properties.

North Lodge is an ornate two storey, detached, double fronted dwelling house. The property is vacant. It's a cottage style property built 1874 with brick construction with rough cast and timber mock Tudor first floor front façade. The first floor rooms are partially in the roof space and have sloping ceilings. The roof is tiled with dormer windows. There is no gas supply. The property has very small rooms but a superb location. The property is in a poor condition and in need of refurbishment and conservation.

Option 1- Retain the Property

This property is currently vacant and is completely unmodernised. It will require considerably capital investment to bring it up to a modern habitable standard, such investment is not deemed to be a good use of Council resources as it will not result in a significant property income to support the capital borrowing..

Option 2 - Sell the Property

This is a unique property which will be attractive to the market and a disposal would enable a capital receipt to be generated.

Recommendation

Option 2 is recommended as it will deliver a significant capital receipt.

6). Building r/o Stanmore Hill (11 Stanmore Hill, Stanmore, HA7 3DP)

Annex/extension/storage built behind and adjoining main building (No 11) with an entrance to a 1st floor flat. Surrounding area - car park and site entrances to offices, commercial and retail shops with nearby residential properties. It is believed that it forms part of an area of land acquired for the service road.

Site Area 19m² (206 sq. ft.) approx.

Freehold subject to a licence agreement at £1,000pa with a mutual rolling break clause.

Options Considered

Option 1- Retain the Property

The Council can retain the freehold investment and continue existing arrangements with a licence agreement.

Option 2 - Sell the Property

This property is surplus to Council requirements and its sale will deliver a capital receipt for the Council.

Recommendation

Option 2 is recommended as it will deliver a capital receipt.

7). 274 Rayners Lane (Former public convenience adjoining 295, Rayners Lane, South Harrow, HA2 9TS)

Former public convenience at Rayners Lane, comprising of a two-story brick construction, under a pitched tiled roof. The property has eaves sloping down to a standard height to the rear of the ground floor. The public toilet has been decommissioned from public use and planning permission has been granted to convert it into offices to add to the attractiveness of the property.

Site area approx.0.06ha (0.148 acres).

Options Considered

Option 1- Retain the Property and let

This building is surplus to the Council's operational requirements and has planning permission for conversion into offices. The Council has the option in using Capital to complete the refurbishment and letting the offices to generate an income.

Option 2 - Sell the Property

The sale of this surplus property provides an opportunity to generate a capital receipt and enable redevelopment of a disused property to take place by a third party.

Recommendation

Option 2 is recommended as it will deliver a capital receipt and is not subject to the risk inherent should the Council undertake the development.

8). Land Rear of Church Road, Stanmore, Harrow (Land Rear of 23/33 Church Road, Stanmore, HA7 4AR)

This is a piece of open land that is used as a service road and for parking. The Council granted a licence in perpetuity of the land to the owners of Compton House, 29-33 Church Road, Stanmore in 2001 at no rent. However the Council retained ongoing responsibility for repair and maintenance of the surfaced car parking and the part of the service road demised by the licence.

The Licence restricts the use of the land to car parking for the occupiers and visitors of Compton House. The Council can only terminate the Licence if the Council re-provides the car parking close by and on similar terms.

There is no potential to generate revenue from the site while the repairing liability will remain an increasingly onerous liability.

The existing licensee has expressed an interest in purchasing the freehold interest.

Highways confirm that they have no intention of adopting the service road and do not have any objection to the sale of the land, part of which forms part of the service road.

Site area approximately 0.0637 ha (0.157acres) approx.

Options considered

Option 1 – Retain the Property

There is no potential to generate revenue from the site whilst the repairing liability will remain an increasingly onerous liability.

Option 2 – Sell the Property

Dispose of the land at best consideration on appropriate contractual terms, including an overage provision if considered suitable.

Recommendation

Option 2 is recommended to curtail any future potential repairing liability. The sale will result in a capital receipt with the possibility of a further capital receipt in the event of future development.

9). Kingshill Drive Car Park & Belmont Assembly Hall, (Kingshill Drive, Harrow, HA3 8QT)

On the north corner of Kenton Lane and Kingshill Drive is Belmont Assembly Hall which is a concrete panel, single storey building with a pitched asbestos roof that was constructed in the 1940s. The premises are leased to the Belmont Community Association and used as a Community Hall with a children's day nursery.

To the rear of the building is a surface level, pay and display car park comprising 25 spaces (including one disabled space). There is parking for approximately 25 cars behind Belmont Community Centre with access from Kingshill Drive.

In conjunction with the Belmont Community Centre the land could be redeveloped to provide a three-storey building of primarily residential use, with community hall and nursery school retaining the ground floor – potential for up

to 20 x 2 bed flats. Planning policy will require the community centre to remain in any new development.

To note, the Belmont Community Centre is used as a polling centre during elections.

Site approx. 0.061ha (0.152 acres).

Freehold – subject to lease to Belmont Community Association. The association are currently holding over on their lease and pay a rental of £13,469 pa plus a fee from the nursery for using the land adjacent of £3,000 pa

Options considered

Option 1 – Retain the both Properties as is

The Council would then continue to receive and income from the car park and the rent for Belmont Community Hall. However, the car park is not well used and does not generate significant income and the Assembly Hall while generating a reasonable rent has little scope for increase due to the age and construction of the building. Furthermore, the building is old and would benefit from reprovisioning.

Option 2 – Dispose of one or other of the Properties

Either property on its own, while capable of development is not of sufficient size to deliver a worthwhile scheme and so sale of one or other of the sites will deliver a proportionately smaller capital receipt to its potential as a combined site.

Option 3 – The Council to task officers to bring forward options for redevelopment, to include the retention of the community centre, for review by the Corporate Director Community in consultation with the Portfolio Holder.

This option will allow the identification of the best way to secure the redevelopment of the site and the reprovision of the community centre.

Recommendation

Option 3 is recommended as it will bring forward a site which is suitable for redevelopment while ensuring that the community centre remains in a more modern facility.

Why a change is needed

The proposed disposals meet the asset management strategy. Effective management of the disposals is essential in order to generate the resources

required. Some of the properties, if retained, will require on-going running costs including building insurance, standing charges for utilities, security costs, repair and maintenance by the Council, and therefore the disposal can reduce the revenue burden.

Implications of the Recommendation

Considerations

- 1) The proposal supports the Council's priorities and is in line with aspiration of the Council.
- 2) Disposal will contribute towards delivery of capital targets over the financial year.
- 3) The proposal will result in a capital receipt and will remove the Council's expenditure and liabilities in future years.
- 4) Capital receipt will assist the Council to safeguard frontline services to residents, particularly following Covid-19 pandemic.

Ward Councillors' comments

This report concerns matters which effect the whole borough as it deals with revenue/capital generation, so ward councillor comments are not considered to be appropriate.

Performance Issues

The disposals are unlikely to have a significant impact on service delivery and performance.

Risk Management Implications

Risk included on the Corporate or Directorate risk register? No
but will be monitored via the Directorate's monthly revenue monitoring processes.

Separate risk register in place? No

The relevant risks contained in the register are attached/summarised below.
No

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
1. There will be a financial risk to the Council if the disposals are not completed to meet the MTFS requirement of £2m.	<ul style="list-style-type: none"> ▪ Select the best disposal method to ensure the disposal is completed within the financial year. ▪ Monitor the market to select the optimum time period for marketing the properties. 	
2. There will be a financial risk to the Council if the disposals can not be completed within the proposed fiscal timescales or fail to sell.	<ul style="list-style-type: none"> ▪ Select the best disposal method to ensure the disposal is completed within the financial year. ▪ Monitor the market to select the optimum time period for marketing the properties. ▪ 	Green
3. The anticipated capital receipts may not be achievable if there is an economic downturn due to further lockdown measures due Covid-19 Pandemic.	<ul style="list-style-type: none"> ▪ Select the best disposal method to ensure the disposal is completed within the financial year. ▪ Monitor the market to select the optimum time period for marketing the properties. ▪ Contact interested parties to see if sales can be arranged. 	Green
4. Retaining North Lodge would expose the Council to further repair costs due to its dilapidated condition.	<ul style="list-style-type: none"> ▪ Ensure disposal as quickly as possible. 	Green
5. Retaining the freehold interest for the car park rear of 23/33 Church Road, Stanmore, would expose the Council to further repairing liability in the future and there is no opportunity to generate an income.	<ul style="list-style-type: none"> ▪ Ensure disposal as quickly as possible. 	Green

Procurement Implications

Any purchase or sale of a property, interest in land, transaction in land and or lease transaction is out of scope of the Contract Procedure Rules remembering that at all times that we must seek to obtain the best possible consideration and/or value from the sale or acquisition.

To that end there are no procurement implications in this report.

Legal Implications

Section 123(1) of the Local Government Act 1972, provides the Council with the power to dispose of land and property, provided such disposition is made for the best consideration reasonably obtainable. The Secretary of State's consent to make a disposal is not required where the Council obtains such consideration.

Financial Implications

In the Spending Review 2015, it was announced that to support local authorities to deliver more efficient and sustainable services, the government will allow local authorities to spend up to 100% of their fixed asset receipts on the revenue costs of reform projects. This capital flexibilities tool remains in place until the end of the financial year 2021/22. In addition, the government announced a 3-year extension from 2022/23 onwards of the existing flexibility for local authorities to use capital receipts to fund transformation projects that produce long term savings or reduce the costs of service delivery. Qualifying expenditure is that which is incurred on any project that is designed to generate on going revenue savings in the delivery of public services and / or to transform service delivery to reduce costs and / or transform service delivery in a way to reduce cost or demand for future years.

This report recommends a number of assets for disposal which will generate a capital receipt as detailed in Appendix 1 which can be applied under capital flexibilities. The 2021/22 Budget includes a sum of £2m to be applied under capital flexibilities and the first call on the capital receipts generated through this report will be required to support the budget.

There is a revenue income of £24k being generated from rent or Pay and Display parking from these assets. The loss of income will be managed within the Council's overall budget.

Equalities implications / Public Sector Equality Duty

There are no equalities implications from the recommendations in this report.

Council Priorities

The Council's priorities are set out below

1. **Improving the environment and addressing climate change**

2. **Tackling poverty and inequality**
3. **Building homes and infrastructure**
4. **Addressing health and social care inequality**
5. **Thriving economy**

The decisions in this report will lead towards better housing by releasing property assets either capable of conversion to housing or in need of refurbishment and/or sites which have potential for redevelopment which can be better sourced by the private sector. Furthermore, releasing surplus property assets not appropriate for adaption for Council use to the private sector for a capital receipt offers opportunities to the local property market whilst reducing significant back log maintenance.

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Mann

Signed on behalf of the Chief Financial Officer

Date: 2 March 2021

Statutory Officer: Matthew Dineen

Signed on behalf of the Monitoring Officer

Date: 2 March 2021

Chief Officer: Paul Walker

Signed by the Corporate Director

Date: 8 March 2021

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 10 February 2021

Head of Internal Audit: Susan Dixon

Signed by the Head of Internal Audit

Date: 25 February 2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: NO - *There is no requirement to carry out an equalities impact assessment for the property proposals, the subject of this report, because the impact of implementing the proposals has either been cleared by the service provider in the case of closing down a service or is consistent with Corporate Estates existing strategy for the disposal of land and buildings which has been subject to an equalities impact assessment and which identified no adverse equality impact issues.*

Section 4 - Contact Details and Background Papers

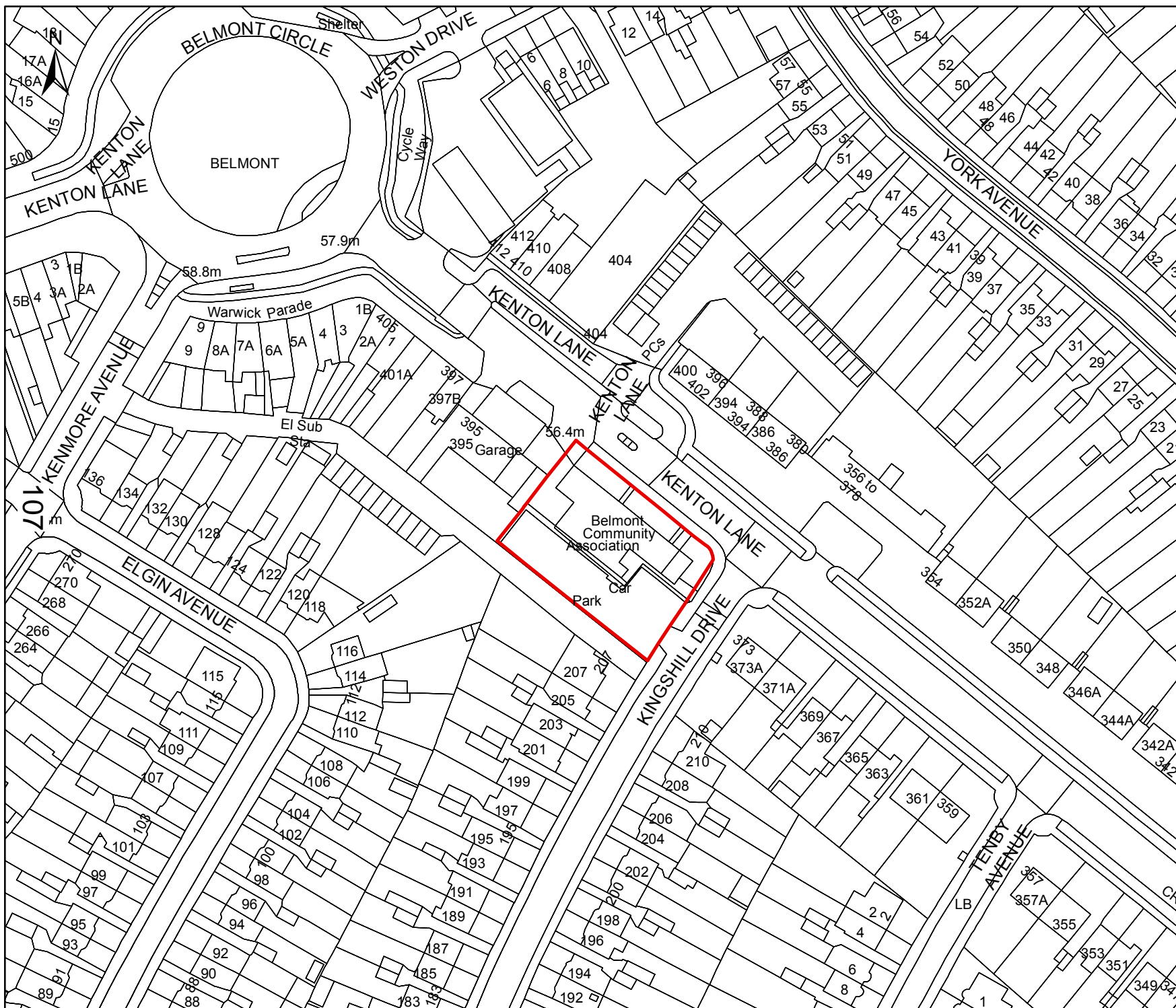
Contact: Belinda Prichard, Head of Corporate Estate,
Community Directorate, Corporate Estate. Tel: 0208 420 9330
E-mail: Belinda.Prichard@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

Title

**Belmont Community Centre
& Car Park
Kenton Lane
Harrow
HA3 8RZ**

ES/Issue No

File Number

Scale

1:1,250

Date

04/07/2017

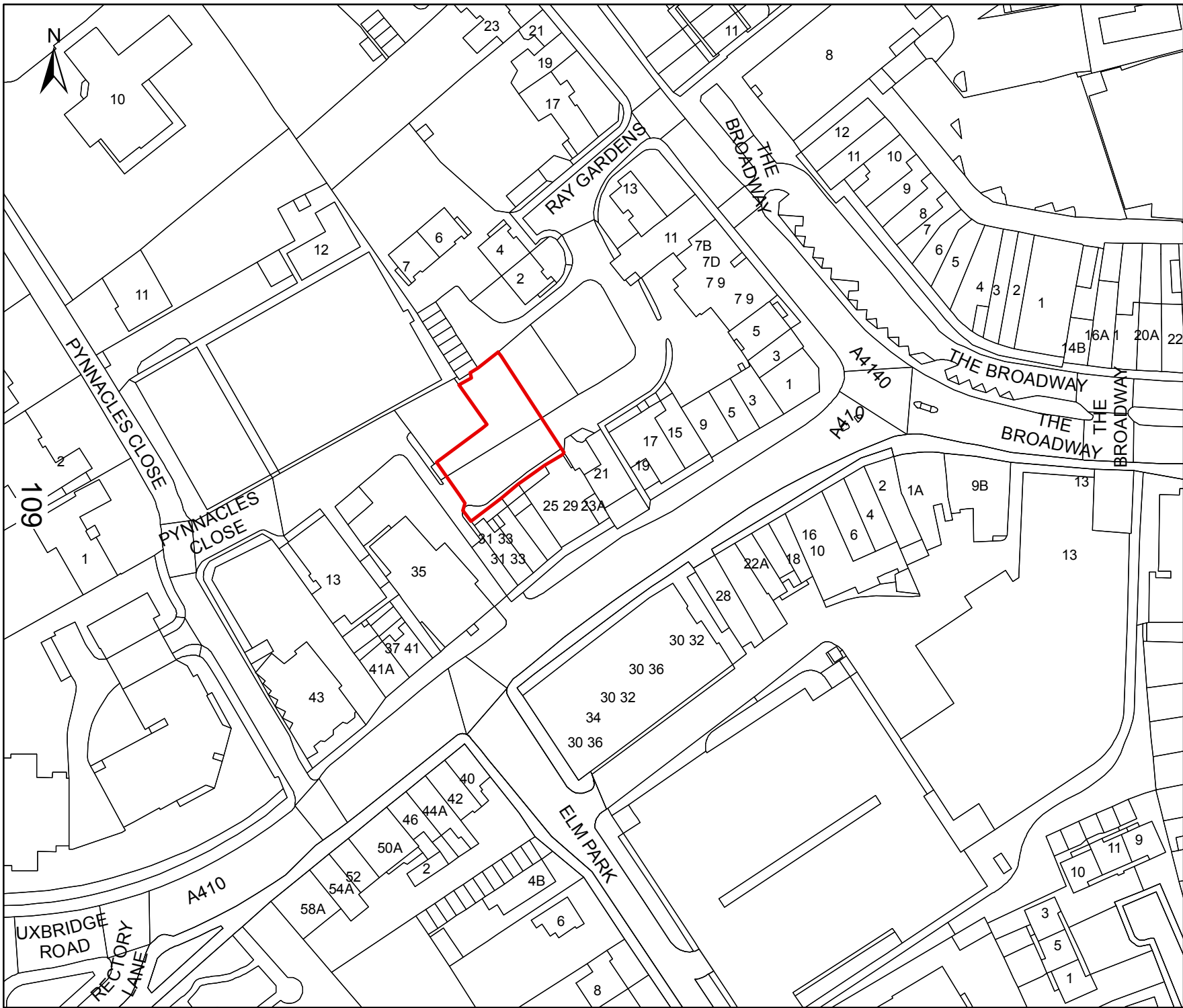


**Site Area
1430 m²**

Notes

OS Plan

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

Title
Land R/O 23 - 33 Church Road Pinner HA7 4AR

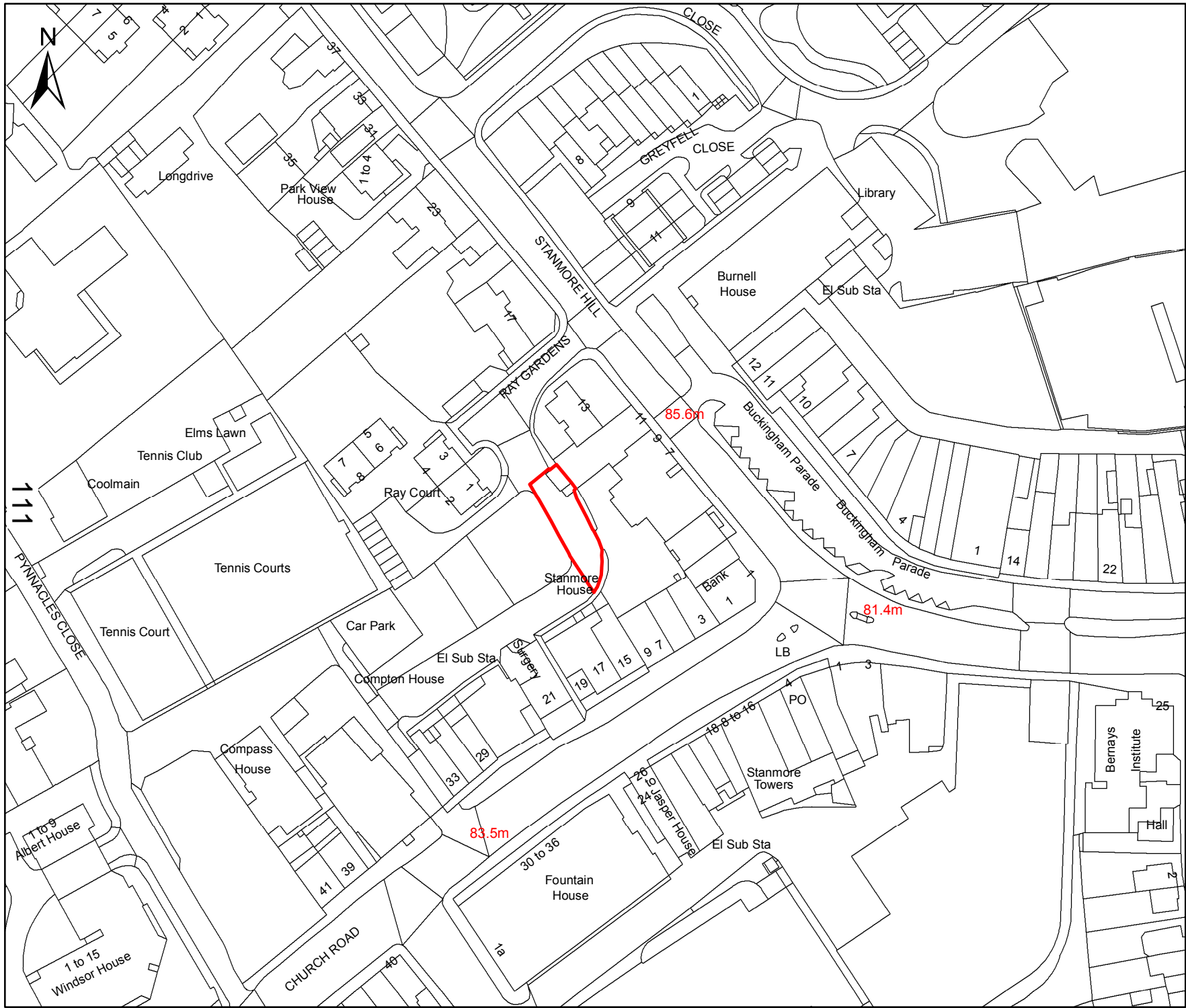
ES/Issue No.	File No.

Scale	Date
1:1,250	24/07/2018

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Notes
Transfer Plan

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

Title:
**Building at rear of
11 Stanmore Hill
Stanmore
HA7 3DP**

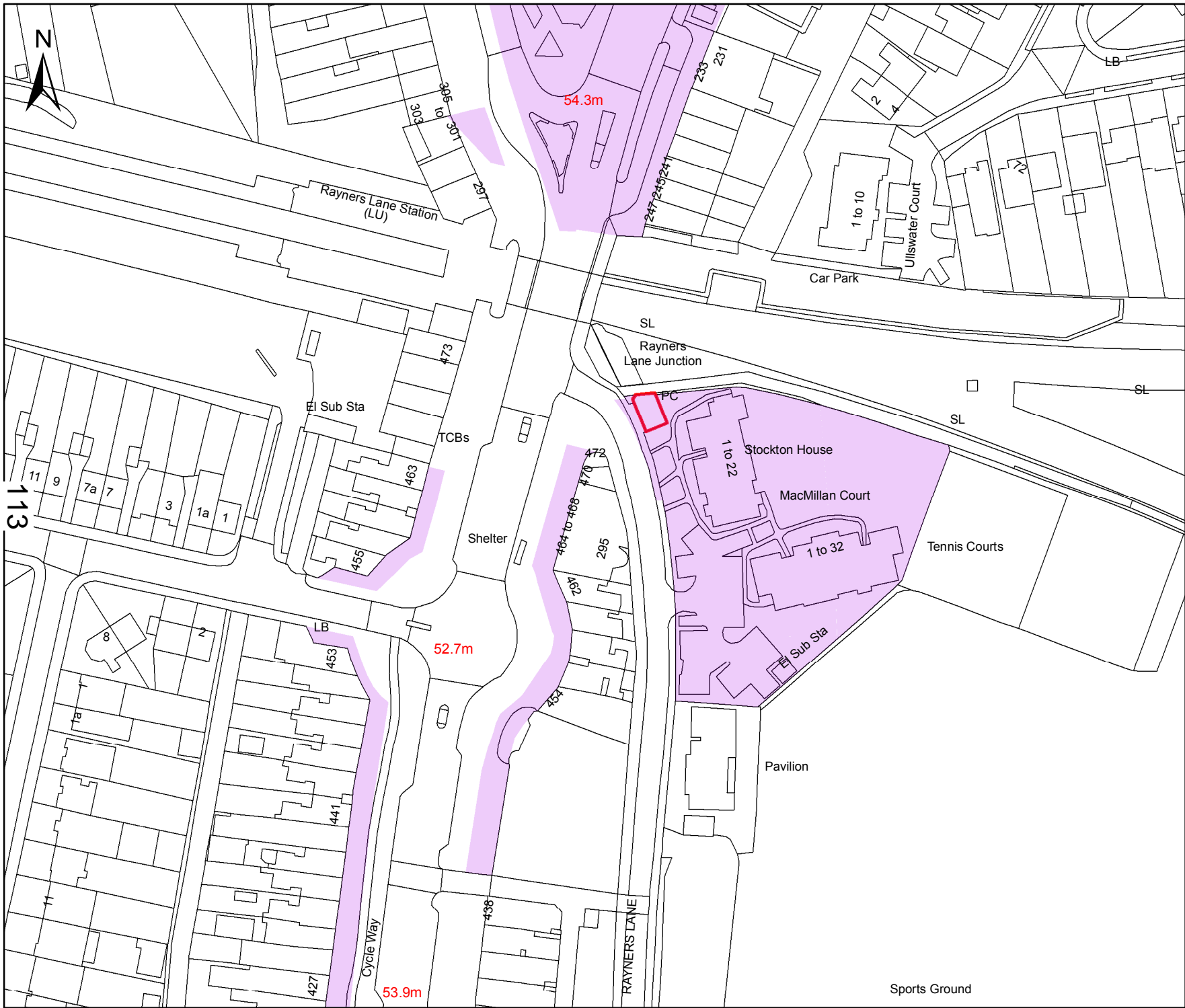
ES/Issue No	File Number

Scale 1:1,250	Date 06/07/20
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Area:
229.46m²

Notes
OS Plan

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251


Title:
**The Former Public Conveniences
Adjoining 295 Rayners Lane
Harrow,
Middlesex
HA2 9TS**

ES/Issue No	File Number

Scale	Date
1:1,250	06/07/20



Area:
49.33 m²



**Council ownership -
Land Registry data**

Notes
OS Plan

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London Borough of Harrow
LA.100019206. 2010.



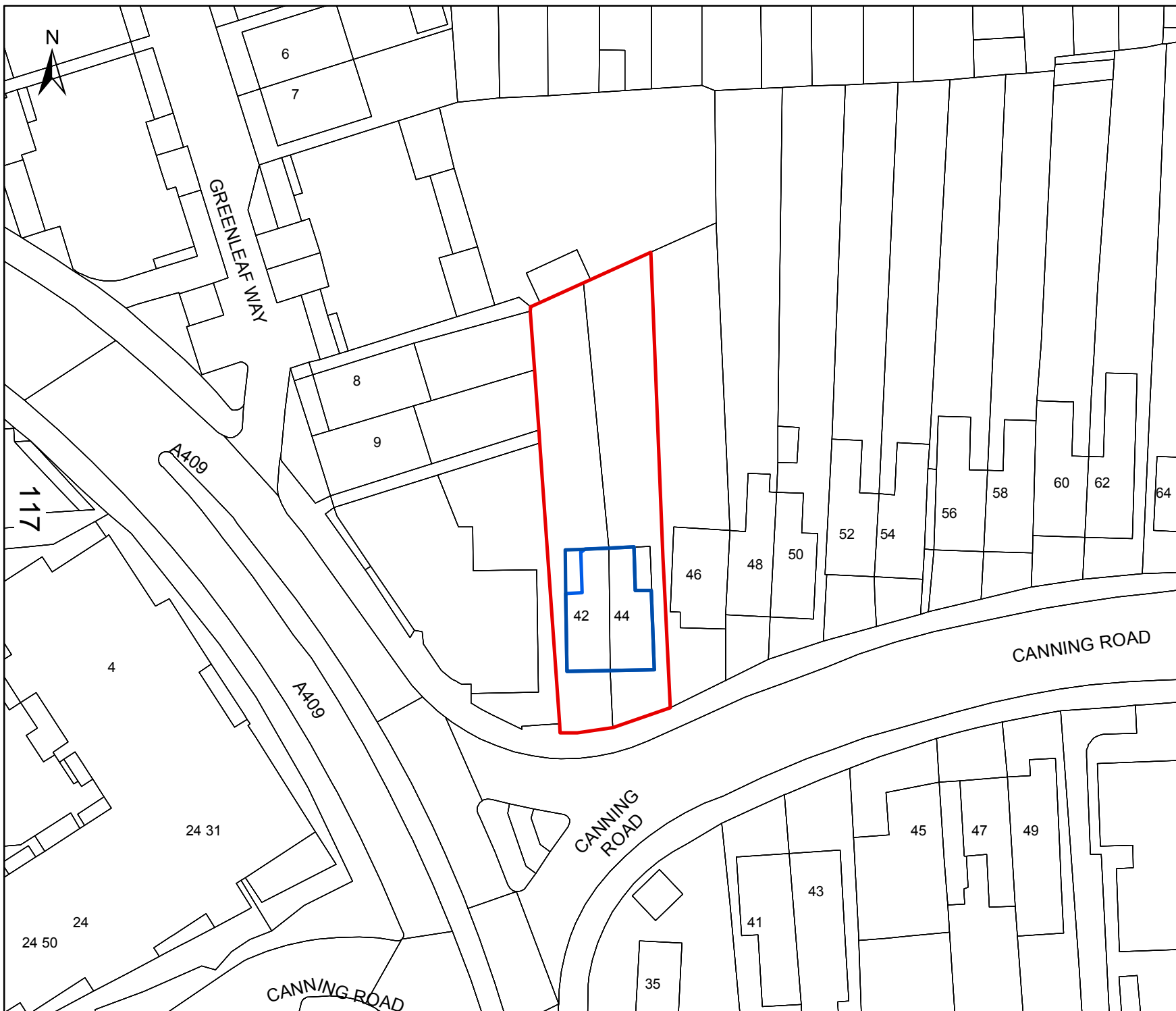
PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

TITLE

**Sapphire Court
427 Pinner Road
Harrow
HA1 4HN**

Drawn MV	File No.
Scale 1:500	Date 27/03/2014
ES No.	Issue

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

TITLE

**42/44 Canning Road
Wealdstone
Harrow
HA3 7SN**

**SITE AREA
498.61 m²**

**Ground Floor
95m²**

**First Floor
87m²**

Drawn
MV

File No.

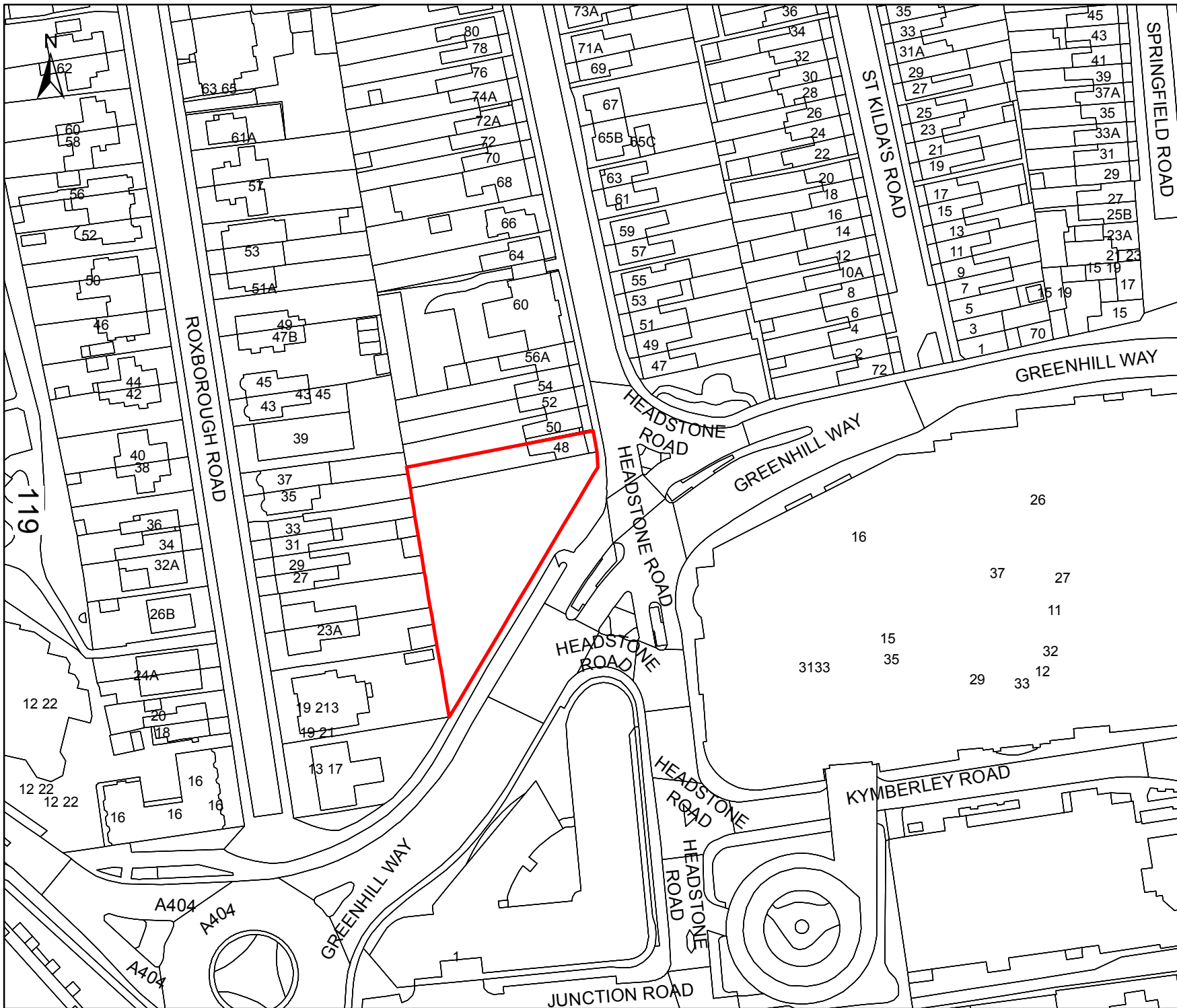
Scale
1:500

Date:
28/11/2016

ES No.

Issue

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

Title
Headstone Road 32 - 48

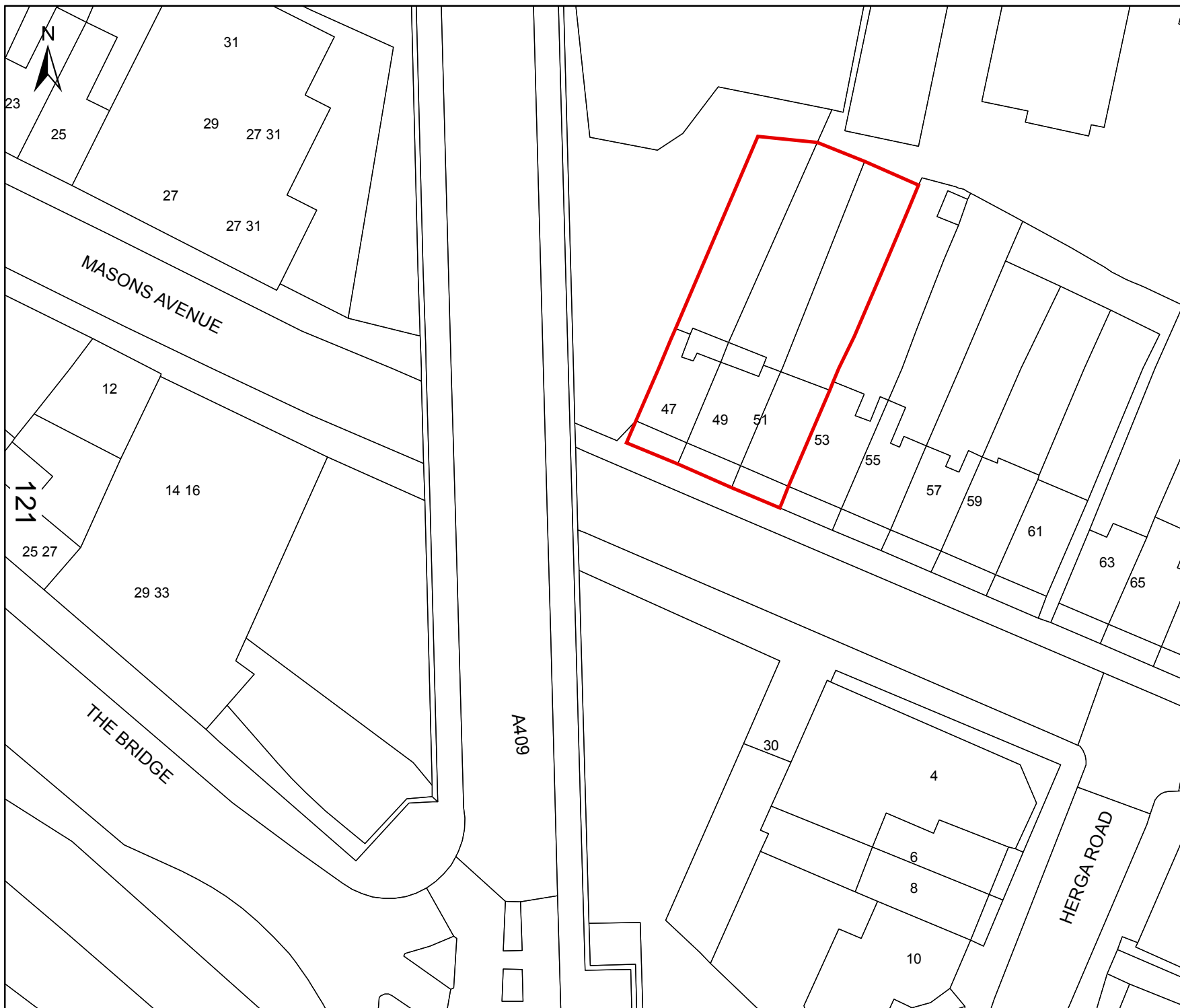
ES/Issue No	File Number

Scale 1:1,250	Date 08/06/2018
-------------------------	---------------------------

 **Site Area**
1653.70m²

Notes
Source Data Plan

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London Borough of Harrow
LA.100019206. 2010.



PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

TITLE

Masons Avenue 47-51

Site Area: 560 m²

Drawn
MV

File No.

Scale
1:500

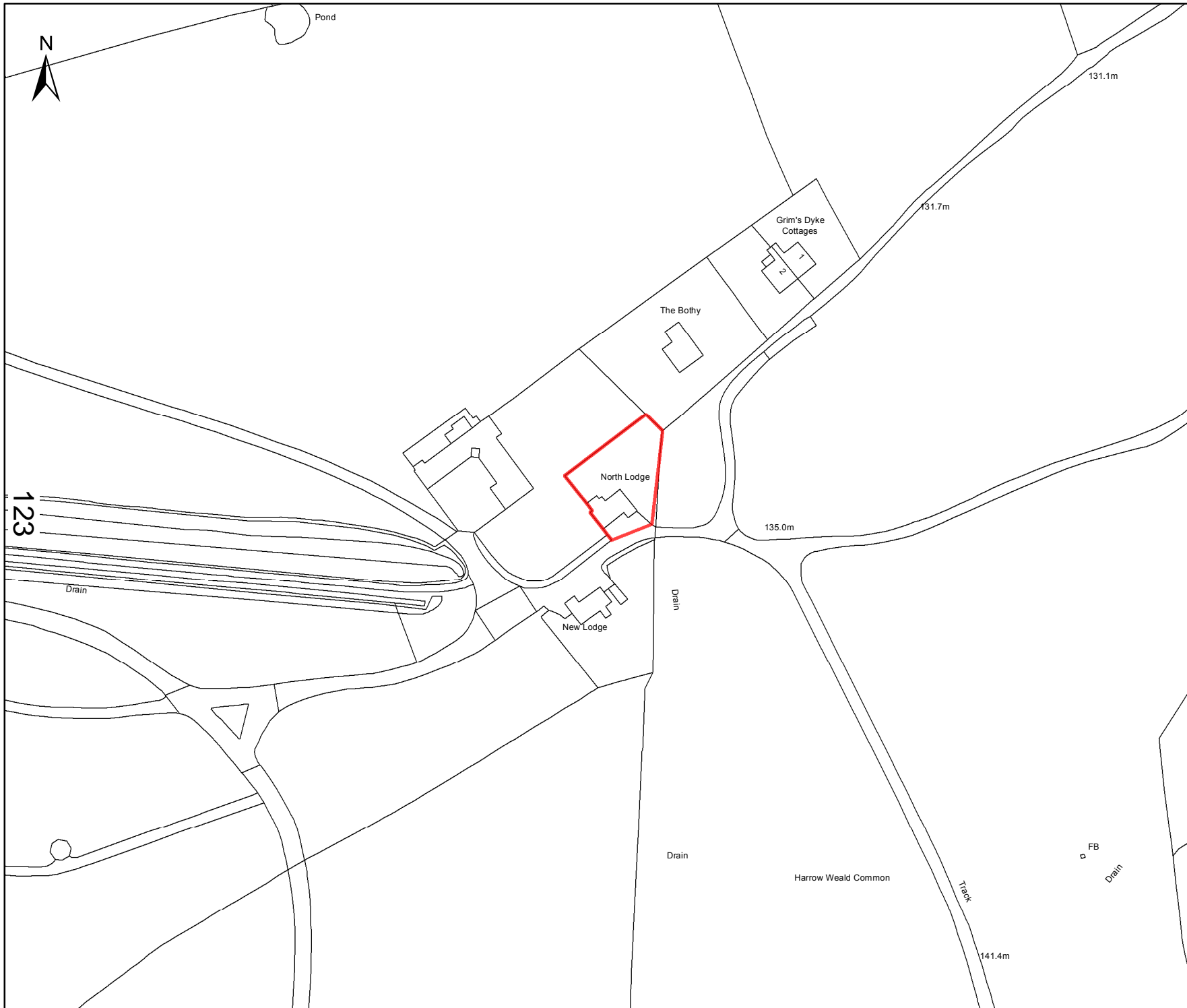
Date:

08/12/2015

ES No.

Issue

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PO Box 39, Civic Centre
Station Road
Harrow HA1 2XA
Telephone: 020 8424 1251

Title

**NORTH LODGE
OLD REDDING
HARROW WEALD
HARROW
HA3 6SF**

ES/Issue No


File Number

Scale

1:1,250

Date

26/03/2019

 **Site Area:
428.08 m²**

Notes

Source Data Plan

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Report for: Cabinet

Date of Meeting:	18 March 2021
Subject:	Department for Education (DfE) funded Holiday Activities and Food Programme
Key Decision:	Yes The decision will result in the Council incurring expenditure in excess of £0.5m revenue expenditure and affects two or more wards of the Borough.
Responsible Officer:	Paul Hewitt - Corporate Director People Services
Portfolio Holder:	Councillor Christine Robson - Portfolio Holder for Young People and Schools
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Annexe A: Grants to fund local coordination of free holiday activities and healthy food for disadvantaged children during 2021 Guidance for local authorities February 2021 Annexe B: Young Harrow Foundation Delivery Plan

Section 1 – Summary and Recommendations

This report sets out the Council's approach to coordinating and delivering the Department for Education (DfE) funded Holiday Activities and Food Programme (HAF) for children who receive benefits-related free school meals.

Recommendations:

Cabinet is requested to:

1. Delegate authority to the Corporate Director People Services in consultation with the Portfolio Holder Children, Schools and Young People and the Portfolio Holder for Finance and Resources to issue a direct award to Young Harrow Foundation (YHF) to coordinate the delivery and evaluation of the DfE funded Holiday Activities and Food Programme on behalf of the Council.

The direct award value to YHF is £616,240 (£60,200 programme coordination and evaluation costs and the remaining £556,040 will be allocated to the sub-contracted providers delivering the activities) from the DfE grant.

Reason:

To fulfil the requirements for Local Authorities to provide holiday activities and food programme in line with the aims and objectives set out the DfE HAF 2021 Guidance for Local Authorities February 2021.

Section 2 – Report

Introductory paragraph

1. This report sets out the Council's approach to delivering the holiday activities and food programme covering Easter, Summer and Christmas holiday periods during the 2021 funding allocation.
2. In November 2020, the DfE announced grant funding for local authorities to co-ordinate free holiday provision, including healthy food and enriching activities, for children who receive benefits-related free school meals.
3. Local authorities have the option to coordinate the programme themselves, and/or to work with another organisation to coordinate the provision on their behalf.
4. Harrow Council recognises and values the important role of the local community and voluntary sector and the preferred approach is to partner with Young Harrow Foundation, who will work with a wide range of partners and co-ordinate the delivery of this programme.

5. The decision to agree this approach will contribute to the Council's corporate priorities by tackling poverty and inequality and addressing health and social care inequality whilst stimulating our local economy.

Options considered

6. The following options have been considered:
 - Option 1. Commission Young Harrow Foundation to co-ordinate the delivery of the programme in partnership with the Council.
 - Option 2. The Council to co-ordinate the delivery of the programme.
 - Option 3. Do not accept funding from DfE to provide Holiday Activities and Food Programme for vulnerable children and young people in Harrow.
7. The Council is unable to co-ordinate the delivery of the programme at this time and maintain its covid response. Option 3 is not acceptable given the importance of this programme for disadvantaged children and young people in Harrow.
8. Option 1 is the preferred option as YHF is the only organisation that does not deliver activities to 0-25 year olds directly, thus eliminating a risk of challenge to the council and can maintaining impartiality. Young Harrow Foundation have the skills, experience and track record of coordinating holiday provision and have over 200 local organisations registered that already provide good quality activities, education and parent support to residents in Harrow. This is in line with the DfE options for the delivery of the programme.

Background

The Government's Holiday Activities and Food Programme (HAFP)

9. The Government's pilot programme initially began in 2018 and was expanded to include all local authorities from 2021. The focus of the programme is to ensure that there is holiday club provision available for all children eligible for benefits-related free school meals in the area.
10. The holiday club provision is required to meet the DfE's core aims and objectives listed as follows:
 - **Healthy meals:** holiday clubs must provide at least one healthy meal a day and must meet the School Food Standards throughout the day.
 - **Enriching activities:** holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, to consolidate existing skills and

knowledge. Clubs must also provide physical activities which meet the Physical Activity Guidelines on a daily basis.

- **Nutritional education:** holiday clubs must improve children's knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food.
 - **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.
 - **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
11. The programme will provide free places to eligible children for the equivalent of at least four hours a day, four days a week, six weeks a year. This covers four weeks in the summer and a week's worth of provision in each of the Easter and Christmas holidays.
12. Local authorities and their providers have flexibility about how they deliver this level of provision. For example:
- Christmas and Easter holidays – spreading a week's worth of provision across a two-week period.
 - Summer - spreading the equivalent number of hours over a longer period
 - How to best deliver the programme for older children
 - How to make the holiday clubs available to any children not eligible for free school meals, who can pay to attend.

Funding and Resources

13. The Council will receive grant funding to deliver this provision. The funding received is to cover the provision of free holiday places (minimum of 6 weeks' worth of provision over the 3 holidays) and the coordination of the programme locally. The funding will be released to the Council during the financial years as below:

2020/21	2021/22	Total
£61,970	£554,270	£616,240

14. Details of the funding and Government's scheme are provided at Annex A.

Harrow's Delivery Model

15. Harrow's preferred delivery model is to work with the VCS and partners to plan and deliver the programme and at the early stages of receiving information about the programme, officers worked with YHF to consider the most effective approach to planning and delivering the plan.
16. Young Harrow Foundation (YHF) is a membership organisation supporting the local voluntary sector to build capacity, increase fundraising opportunities and to facilitate partnership working in the community. YHF has been operating for over five years and has worked closely with the Council on a variety of initiatives. YHF operates as a delivery partner working with and across all sectors to ensure the best opportunities for children, young people and their families in Harrow.
17. Over the last five years YHF has raised, facilitated and distributed over £4 million in funding, administering small grant programmes and, holiday schemes. Importantly for this programme, YHF have over 200 member organisations registered, delivering local provision and specialist support to children and young people and their families.
18. YHF were invited to submit a proposal to work with the Council to plan and deliver the programme in accordance with the DfE's requirements. Young Harrow Foundation have detailed their delivery plan with financial information in accordance with the DfE guidance. This is provided at Annexe B.
19. It is proposed that YHF deliver the Government's Holiday Programme in Harrow. This is based on the following reasons:
 - As a VCS partner organisation there is a robust and positive relationship with the Council.
 - The YHF membership includes providers across Harrow that are actively providing services and opportunities for children and young people across Harrow.
 - YHF has a map of provision across Harrow – providing a strong foundation on which to plan the Holiday offer.
 - The lead in time for the Easter Holiday programme is limited and YHF are well placed to plan and commission the delivery of the programme within the timescale.
 - YHF are able to extend the offer to those pupils not eligible for FSM and have identified additional resources for this.
 - The approach proposed will engage with a range of VCS organisations functioning in Harrow which will contribute to engaging with hard to reach communities
 - YHF will plan the programme and sub-contract with other VCS organisations to deliver. There will not be any financial interest for YHF other than the costs of administering the programme as the funding will be passported to the VCS.

20. In addition, Young Harrow Foundation will raise a further £20,000 to support the additional vulnerable families with meals through the services included in the programme.

Governance

21. The performance of Young Harrow Foundation to fulfil the programme aims and objects will be monitored and evaluated through an established governance arrangement with the Council.
22. The governance structure consists of the HAF Strategic Group comprising Senior Officers within the Council. This group will approve the plan for each holiday period, the appointment of the VCS organisations to deliver activities, financial expenditure, monitor performance against the YHF Plan and data returns to DfE. This Group is chaired by Divisional Director Children and Families Division.
23. The HAF Steering Group consists of stakeholders and operational managers. The role of this group is to implement the plan agreed by the Strategy Group and design the delivery of the programme including the selection of providers.
24. Together with Young Harrow Foundation, the Council will monitor and evaluate the impact, equalities and access to the provision in line with the DfE requirements.

Performance Issues

25. Of Harrow's school's pupils, 34,709 are of compulsory school age pupils (Reception to Year 11), and 4,979 pupils (14%) are eligible for Free School Meals (FSM) as at the October 2020 school census.
26. Of the eligible pupils 4,233 pupils are residents of Harrow, with the majority residing in the Wealdstone, Roxbourne, Marlborough and Harrow Weald wards, and the lowest number residing in the Headstone North ward. A majority of Harrow's school's FSM pupil's resident in Harrow are of the following ethnic origins - Asian Other (21.7%), Black African (11.2%), Any other ethnic group (10.1%), White British (10.0%) and White Other (9.9%).
27. The planning and delivery of the HAF programme will seek to meet the widest reach of the FSM cohort and this will be monitored and reported to the Strategic Group.

Environmental Implications

28. There are no environmental factors identified from this report.

Data Protection Implications

29. Young Harrow Foundation have in place an active signed data protection agreement with the Council. If required YHF will sign another agreement in relation to FSM data and requirements from the DfE.
30. All providers commissioned by YHF will be asked to submit their GDPR policy and data protection agreement.

Risk Management Implications

31. Risks included on corporate or directorate risk register? **Yes**
32. Separate risk register in place? **No**
33. The relevant risks contained in the register are summarised below and these key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Young Harrow Foundation (YHF) fail to deliver the programme and comply with the grant conditions	<ul style="list-style-type: none"> ▪ The performance will be monitored and evaluated through an established governance arrangement with the Council ▪ The strategic group, chaired by a Divisional Director in People Services, will approve the plan for each holiday period, the VCS organisations delivering activities, financial expenditure, and monitoring performance against the YHF Plan and data returns to DfE. ▪ Payment will only be released to the Council by the DfE after each monitoring report submitted ▪ The Programme is delivered over 3 school holidays, can recover and amend delivery plan if required ▪ The planning and delivery of the HAF programme will seek to meet the widest reach of the FSM cohort and will be 	Green

Risk Description	Mitigations	RAG Status
	monitored and reported to the Strategic Group.	
Challenge from other Providers regarding direct award	<ul style="list-style-type: none"> ▪ YHF is independent and does not deliver services directly, thus eliminating a conflict of interest of provider/commissioner ▪ YHF will advertise and welcome interest from potential providers ▪ YHF sits on a board with two other voluntary sector consortiums (HCA and VAR) both have been communicated with regarding this opportunity. 	Green

Procurement Implications

34. The Council can make a compliant direct award to the Young Harrow Foundation (YHF) under the Public Contract Regulations (amended) Light Touch Regime. The recommendation requires under our Contract Procedure Rules approval via the Cabinet process.
35. Whilst the Council is making a direct award to the YHF, 10% the total contract value will be allocated to YHF and the remaining 90% (allocated through YHF sub-contracting) directly to the providers delivering the activities. The YHF will be co-ordinating the programme of activities and will be responsible for arranging service level agreements (SLA) with a number of VCS organisations to deliver this programme. YHF will comply with the conditions of the grant and will be monitored through the governance arrangements as set out within this report.

Legal Implications

36. Legal notes Procurement's clearance of this award under the Light Touch Regime and would add that both the grant amount and the smaller sums which will be disbursed by the Young Harrow Foundation to the VCS organisations will be below the Light Touch Regime threshold.
37. Table 1 of the Authorisation and Acceptance Thresholds of the Council's Contract Procedure Rules (CPRs) state that for contract awards with a value of £500,000 and above and all key decisions, approval to award is by means of a Cabinet decision.

38. The contract for the delivery of the HAF between the Council and YHF will be finalised by Legal in collaboration with the responsible Council Officers.

Financial Implications

39. The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas holidays 2021 to children in their local authority who receive benefits-related free school meals.

40. Funding for Harrow Council has been confirmed as:

2020/21 - £61,970

2021/22 - £554,270

Total programme funding - £616,240

41. Payments will be made by Department for Education at the following milestones:

- In March 2021 upon satisfactory receipt of a delivery plan from the Authority by 19 February 2021 setting out the intended scale and reach of their programme for Easter 2021;
- In June 2021 (up to 50% of the 2021-22 allocation), upon satisfactory receipt of a report by 14 May 2021 detailing the delivery of their programme at Easter 2021 along with a delivery plan for Summer 2021;
- In November 2021 (up to 30% of the 2021-22 allocation), upon satisfactory receipt of a report by 15 October detailing the delivery of the programme at Summer 2021 along with a delivery plan for Christmas 2021;
- In February 2022 (up to 20% of the 2021-22 allocation), upon satisfactory receipt of a report by 29 January detailing the delivery of the programme at Christmas 2021 along with final report for the whole 2021 programme and a certificate of expenditure.

42. DfE have confirmed 10% of the total grant can be used to pay for co-ordination of the programme and the remaining 90% must be allocated to the delivery of the HAF provision (Annexe A). The local authority will release these payments once received, to Young Harrow Foundation upon agreed invoices.

Equalities implications / Public Sector Equality Duty

43. An initial inequalities impact assessment has been undertaken as part of the 'Mapping' requirement for the DfE. The summary outcome is that

there is positive impact on the community as the provision aims to target social, financial and health deprivation.

44. The Council will provide data on families accessing free school meals, childhood obesity and other protected characteristic groups required by the DfE in order to promote the programme and deliver the provision in areas in most need. Monitoring and evaluation will be integral to the development and take up of the project allowing future planning of holiday activities.

Council Priorities

45. The HAF Programme and the approach with YHF will support the Council's priorities as follows:
 - **Tackling poverty and inequality** – Young Harrow Foundation work with over 200 local charities that will be invited to express an interest in delivering the outcomes of the Holiday Activities and Food Programme. The programme is primarily aimed at offering holiday provision and nutritious food to children and young people on benefit related free school meals.
 - **Addressing health and social care inequality** – through working with the Council's public health and social care teams, Young Harrow Foundation will partner with local charities to fulfil the DfE programme objectives in relation to promoting the provision to the most vulnerable families.
 - **Thriving economy** – local providers registered on Young Harrow Foundation database will be encouraged to apply to deliver the activities, thus stimulating the economy.

Section 3 - Statutory Officer Clearance

Statutory Officer: Jo Frost

Signed on behalf of the Chief Financial Officer

Date: 2 March 2021

Statutory Officer: Sanura Lambert

Signed on behalf of by the Monitoring Officer

Date: 2 March 2021

Chief Officer: Paul Hewitt

Signed off by the Corporate Director

Date: 02 March 2021

Head of Procurement: Lisa Taylor

Signed on behalf of the Head of Procurement

Date: 3 March 2021

Head of Internal Audit: Susan Dixon

Signed by the Head of Internal Audit

Date: 01 March 2021

Mandatory Checks

Ward Councillors notified: NO as it impacts on all Wards

EqlA carried out: No

An initial equalities assessment has been carried to determine geographical areas of need. This programme is aimed at offering provision for families accessing benefit related services.

Section 4 - Contact Details and Background Papers

Contact: Priya Ganatra, Strategic Commissioning Manager,
Priya.ganatra@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

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Department
for Education

Grants to fund local coordination of free holiday activities and healthy food for disadvantaged children during 2021

Guidance for local authorities

February 2021

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Change log

Version	Issued date	Page number	Changes made to LA guidance 2021
1.0	February 2021		Final version issued to begin 2021 delivery

Context

1. This document provides information for local authorities delivering the Holiday Activities and Food programme (HAF) in 2021.
2. On 8 November 2020, the Government announced that the Holiday Activities and Food programme, which has provided healthy food and enriching activities to disadvantaged children since 2018, will be expanded across the whole of England in 2021.
3. The programme will cover the Easter, summer and Christmas holidays in 2021, and we will make up to £220m available to local authorities for the programme. It will be available to children in every local authority in England and will build on the success of the local holiday programmes that the Government have been funding since 2018.

Background

4. School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap - with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and are more likely to experience social isolation.
5. Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people. It also shows they work best when they provide consistent and easily accessible enrichment activities, when they offer more than just breakfast or lunch, and when they involve children (and parents) in food preparation.

Aims & objectives

6. In 2021, we will be providing grant funding to all local authorities across England to coordinate free holiday provision - including healthy food and enriching activities - for children who receive benefits-related free school meals. It will be optional for eligible children to attend this provision if they wish.
7. As was the case in previous years, the focus of the programme will be on children eligible for benefits-related free school meals. Local authorities are asked to ensure that the offer of free holiday club provision is available for all children eligible for free school meals in your area though we would not expect all eligible children to participate.

8. The aim of the programme is to make free places available to children eligible for free school meals for the equivalent of at least four hours a day, four days a week and for six weeks a year. This would cover four weeks in the summer and a week's worth of provision in each of the Easter and Christmas holidays in 2021.
9. Local authorities and their providers will have flexibility about how they deliver this level of provision to best serve the needs of children and families in their area. For example, in the Christmas and Easter holidays, local areas could spread a week's worth of provision across a two-week period. In the summer, you may wish to spread the equivalent number of hours over a longer period. There will also be flexibility in how the programme can be delivered to older children, for example it might be later in the day or through shorter sessions.
10. We also encourage local authorities to make the holiday clubs available to any children not eligible for free school meals, who can pay to attend. This might be through operating bespoke provision, or operating as part of already existing holiday provision in the area, with the likelihood of a mixed arrangement depending on the local supply and demand for provision.

Coordination of HAF programme

11. Local authorities will receive grant funding to deliver the HAF programme in their area. This will cover the provision of the free holiday places and the coordination of the programme locally. Some local authorities may coordinate it themselves, and others may choose to work with another organisation to coordinate the provision on their behalf. We recognise and greatly value the important role that community and voluntary organisations have played in this programme over the last three years, and we encourage all local authorities to work with a wide range of partners in the delivery of this programme.
12. Based on the experiences of our HAF coordinators in previous years, we believe the key elements of the role of coordinating holiday provision should involve:
 - a. mapping the holiday provision in your area to ensure that holiday provision exists and is supporting the areas of greatest need;
 - b. establishing a steering group to support implementation and delivery that should include representatives from a wide range of local bodies, including local police and other uniform services, local public health officials, school leaders, youth services, social services, charities and the voluntary sector:

- c. drawing in wider support to enhance the local programme, for example bringing in funding from other sources such as philanthropists, sponsors, food providers as well as supermarkets and local businesses providing these organisations fit with the values and aspirations of the programme;
- d. developing a local plan for provision in your area, based on what you know about local supply and demand;
- e. ensuring that sufficient, adequate provision is available across your area for children with SEND/additional needs;
- f. awarding funding to holiday club providers in order to ensure there is enough provision to meet demand;
- g. supporting all providers to meet our framework of standards (including safeguarding requirements and meals that meet school food standards) and to improve the quality of their provision;
- h. working with families to reduce dependency by providing nutritional education for children and educating families around purchasing and preparing healthy meals on a sustainable basis;
- i. promoting and advertising provision, including working with local schools and other agencies to encourage the most at need children to attend;
- j. working with other local services or agencies to ensure a joined-up and efficient approach (e.g. signposting, sharing resources); and
- k. building local partnerships and sharing learning and good practice among local partners.

13. It should be noted that some areas will already have well developed models for coordinating holiday provision and as a result we recognise that they may not need to take all of the above steps.

14. What we're trying to achieve through this programme is for children who attend provision:

- a. To eat more healthily over the school holidays;
- b. To be more active during the school holidays;
- c. To take part in engaging and enriching activities which support the development of resilience, character and well being along with their wider education attainment;
- d. To be safe and not to be socially isolated;
- e. To have greater knowledge of health nutrition; and
- f. To be more engaged with school and other local services.

15. We also want to ensure that the children and families who participate in this programme develop their understanding of nutrition and food budgeting as well as being effectively signposted towards other information and support for example health, employment and education.
16. As with our previous programmes, you will have flexibility as to how you deliver this in your area, providing you reach the aims and objectives set out above.

Funding

17. We know that there are administrative costs associated with the setting up and running the HAF programme and ensuring you have sufficient staff. As set out in the grant determination letter, we expect that LAs will not spend more than 10% of the total funding allocated on the costs associated with running the programme.
18. The remaining 90% should be used to fund places for FSM eligible children and this 90% can be used flexibly.
19. Funding can be used to support a comprehensive, inclusive and accessible offer (e.g. setting up new provision where needed, paying for additional staff to expand existing provision or to meet additional needs etc.)
20. Funding can also be used to support quality improvement, for example, money to bring in activity providers such as sports coaches or money to establish partnerships with catering organisations.

Capital Expenditure

21. Funding can also be used to purchase equipment for the programme, for example, to improve the catering or sports equipment at an individual club. However, only where this expenditure meets our criteria for classification as capital expenditure, the amount you spend on this should be limited to 2% of your overall programme expenditure.
22. Capital expenditure is classed as:
- a. Individual assets worth over £2,500
 - b. Grouped assets, that is assets of a similar nature that are purchased at the same time, which cost £2,500 or more overall
 - c. Bulk assets, for example a bulk purchase of equipment where the value of the individual item is below the set value, which cost £2,500 or more overall.

23. Any equipment that does not meet the above criteria, will not be classed as capital expenditure and will not therefore be subject to the 2% cap mentioned above in paragraph 21.

Payments and reporting

24. In order to derive maximum learning from the funded activity, and in order to best meet the Department's policy objectives for this funding, LAs will be responsible for gathering management information from the providers and clubs they fund about the children and families they are supporting. Following each holiday period (Easter, Summer and Christmas) we will ask for LAs to report on their activity over the holiday period.

25. The requirements for LAs are set out in the grant determination letter which we will use to monitor performance at a high level. LAs will have the autonomy to set other performance indicators to measure their own performance (or that of partners).

26. Payments will be made by Department for Education at the following milestones:

- a. In March 2021 (the 2020-21 allocation listed in Annex A), upon satisfactory receipt of a delivery plan from the Authority by 19 February 2021 setting out the intended scale and reach of their programme for Easter 2021;
- b. In June 2021 (up to 50% of the 2021-22 allocation), upon satisfactory receipt of a report by 14 May 2021 detailing the delivery of their programme at Easter 2021 along with a delivery plan for Summer 2021;
- c. In November 2021 (up to 30% of the 2021-22 allocation), upon satisfactory receipt of a report by 15 October detailing the delivery of the programme at Summer 2021 along with a delivery plan for Christmas 2021;
- d. In February 2022 (up to 20% of the 2021-22 allocation), upon satisfactory receipt of a report by 29 January detailing the delivery of the programme at Christmas 2021 along with final report for the whole 2021 programme and a certificate of expenditure/statement of grant usage.

27. The above reports will be provided in accordance with guidance and templates issued by the Department, and will include data on the children and families attending clubs in each local authority area.

28. Local Authorities will be required to work with the Department and with any support organisation appointed to work on behalf of the Department in relation to the monitoring and delivery of the Programme.

29. All of the data and information collected by the clubs and providers should all be collected in strict adherence to GDPR.
30. An evaluation will be undertaken this year to evaluate the impact the programme has had and will focus on delivery across the summer. This will be undertaken by a national provider and will be subject to a tendering process. We expect all LAs to cooperate with the evaluation of the HAF programme.

Support for LAs

31. The DfE HAF LA Implementation team will support LAs in delivering the HAF programme, focusing initially on the Easter holidays. Each LA will have access to a named contact who they will be able to contact with queries and requests for support. As part of the package of support, group meetings, regular communications and the sharing of resources and best practice will be promoted and facilitated.
32. We are also procuring a national support contract which will be in place from April 2021. The Department launched an invitation to tender (ITT) on 7th January 2021 for a support contractor to provide support, advisory and performance monitoring services to assist local authorities with ensuring holiday provision for school-age children. Once in place, the support contractor will work closely with the Department and local authorities across England to provide practical planning and delivery advice from Spring 2021 onwards.
33. We encourage LAs to work closely with neighbouring LAs and to establish clear cross border working protocols to ensure that adequate provision and support is offered to children from surrounding LAs.

Eligibility

FSM eligible children

34. As with previous years, the primary focus of the programme will be on school-aged children eligible for benefits related Free School Meals, and LAs must ensure that the offer of free holiday club provision is available for all children eligible for free school meals in their Local Authority area. This does not mean they are all required to attend as the provision is voluntary.
35. The free holiday club places must be targeted at children who are eligible for and receiving benefits-related free school meals.

Other children and families with need

36. If you can demonstrate that:

- i. you are offering the programme comprehensively across the full geographical area; and
- ii. fully meeting demand from free school meal eligible children in the area:

Then you can seek approval from the Department to use up to 15% of your programme funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are considered by the local authority as vulnerable or in need of this provision. For example, this may include children assessed as being in need, looked-after children, children with an EHC plan (education, health and care), children assessed as otherwise vulnerable, or children living in areas of high deprivation.

Community and Voluntary organisations

37. We recognise and greatly value the important role that community and voluntary organisations have played in this programme over the last 3 years. We encourage all local authorities to work with a wide range of partners in the delivery of this programme.

38. Some local authorities may coordinate the programme themselves, and others may choose to work with another organisation to coordinate the provision on their behalf.

39. Where LAs work with community and voluntary organisations whether as a coordinator or as a delivery partner, we expect this to be done on a cost recovery basis so that these organisations are fully funded for the work they undertake.

Standards for holiday provision

40. We have developed a framework of standards over the past few years that are designed to provide a benchmark of what we expect from those delivering the HAF programme.

41. One of the key elements of the role of a HAF programme coordinator will be to improve the quality of provision across the local area and to ensure that providers are supported to meet the high-level standards.

42. We acknowledge that it may be difficult for some providers to meet all of these standards from the outset. We are keen to build capacity and capability in the system and we are keen that local authorities support providers during the period leading up to the holidays in order that they will meet the standards. In support of

this, local coordinators will be able to award funding to providers that don't meet the standards at the start of the grant period as long as they put a specific plan in place to ensure that the standards are met before the start of the holidays.

43. We expect all providers who are funded through the HAF programme to meet our framework of standards. The standards that we expect for 2021 providers are:

- a. **Food:** clubs must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the club (including snacks) must meet [school food standards](#). Our expectation is that the majority of food served by providers will be hot, however, we acknowledge that there will be occasions when this is not possible and that a cold alternative should be used. All food provided as part of the programme must comply with regulations on food preparation and take into account allergies and dietary requirements and preferences as well as any religious or cultural requirements for food.
- b. **Enriching activities:** clubs must provide fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include: physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc. Authorities should consider how they can support providers to deliver a rich and varied mix of fun and enriching activities which are age-appropriate.
- c. **Physical activities:** clubs must provide activities which meet the Physical Activity Guidelines on a daily basis.
- d. **Nutritional education:** clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.
- e. **Food education for families and carers:** clubs must include at least weekly training and advice sessions for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food.
- f. **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit

the children who attend their provision and their families. This could include sessions, information provided by:

- i. Citizen's Advice
 - ii. School Nurses, dentists or other healthcare practitioners
 - iii. Family Support Services or Children's Services
 - iv. Housing Support Officers
 - v. Jobcentre Plus
 - vi. Organisations providing financial education
- g. **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to:
- i. Safeguarding
 - ii. Health and Safety
 - iii. Insurance
 - iv. Accessibility and inclusiveness
 - v. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children

Ofsted registration

44. Holidays clubs **may** need to register with Ofsted and there are benefits associated with doing so, but it is not a requirement for clubs and providers participating in the HAF programme and we know that not all will need or want to do that. Guidance on the exemptions to Ofsted registration are set out here [Registration exemptions - Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/registration-exemptions-childminders-and-childcare-providers).

45. Families may be eligible for tax free childcare or the childcare costs element of Universal Credit, through which families may be able to claim back up to 85% of their childcare costs if they are attending and paying for extra childcare at Ofsted registered settings. Further information is available via this link: <https://www.gov.uk/help-with-childcare-costs/universal-credit>

Impact of COVID-19

46. The Department acknowledges that delivery of the programme at Easter could potentially be impacted by COVID-19. In some cases, face-to-face delivery of holiday clubs may not be possible in the Authority's area and remote delivery of the programme may, in some circumstances, be more viable.

47. If the Authority cannot hold face-to-face holiday clubs as a result of COVID-19, the Authority may operate flexibly to ensure that eligible children still receive the type of support detailed in paragraph 14 and 15. For example, this may involve children receiving food parcels that provide healthy meals, activity packs along with access to online support if they are unable to congregate in holiday clubs due to COVID-19. Our LA implementation team will work with LAs to keep them up to date on the impact of changes as the programme progresses.



Department for Education

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8 February 2021

SECTION 31 GRANT DETERMINATION FOR THE HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2021: No 31/5325.

This Determination is made between:

- (1) The **Secretary of State for Education** and
- (2) The upper tier **local authorities** listed in Annex A.

The Secretary of State determines, as set out in Annex A, the authorities to which grant is to be paid and the amount of grant to be paid.

Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the conditions in Annex B.

The Senior Responsible Owner for this grant, Helen Waite, will require your nominated responsible officer to confirm at the end of each financial year that the funding has been properly expended.

Purpose of the Grant

The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas school holidays in 2021. This will be made available to children in the local authority area who are eligible for and receive benefits-related free school meals.

The core aims and objectives of the programme are outlined in Annex B.

Before making this determination in relation to the upper tier local authorities in England, the Secretary of State obtained the consent of the Treasury.

For all enquiries about the Holiday Activities and Food Programme, please contact HAF.Programme@education.gov.uk

Signed by authority of the Secretary of State for Education

Helen Waite
For and on behalf of Department for Education
School Food and Flexible Childcare Division
2 St Paul's Place
Sheffield
S1 2FJ
Web: www.education.gov.uk

Annex A: Maximum allocations for local authorities

	Local authority name	2020/21 FY	2021/22 FY	Total maximum allocation
201	City of London	£500	£4,500	£5,000
202	Camden	£84,810	£758,510	£843,320
203	Greenwich	£115,340	£1,031,600	£1,146,940
204	Hackney	£142,640	£1,275,740	£1,418,380
205	Hammersmith and Fulham	£57,030	£510,050	£567,080
206	Islington	£101,960	£911,930	£1,013,890
207	Kensington and Chelsea	£42,280	£378,170	£420,450
208	Lambeth	£134,430	£1,202,340	£1,336,770
209	Lewisham	£104,040	£930,500	£1,034,540
210	Southwark	£154,870	£1,385,160	£1,540,030
211	Tower Hamlets	£181,530	£1,623,600	£1,805,130
212	Wandsworth	£84,320	£754,180	£838,500
213	Westminster	£71,310	£637,810	£709,120
301	Barking and Dagenham	£113,290	£1,013,250	£1,126,540
302	Barnet	£117,000	£1,046,420	£1,163,420
303	Bexley	£80,650	£721,360	£802,010
304	Brent	£84,960	£759,880	£844,840
305	Bromley	£81,330	£727,400	£808,730
306	Croydon	£180,640	£1,615,620	£1,796,260
307	Ealing	£128,620	£1,150,370	£1,278,990
308	Enfield	£150,190	£1,343,330	£1,493,520
309	Haringey	£97,300	£870,210	£967,510
310	Harrow	£61,970	£554,270	£616,240
311	Havering	£81,510	£728,990	£810,500
312	Hillingdon	£104,060	£930,730	£1,034,790
313	Hounslow	£100,860	£902,120	£1,002,980
314	Kingston upon Thames	£35,200	£314,800	£350,000
315	Merton	£68,650	£613,990	£682,640
316	Newham	£192,920	£1,725,490	£1,918,410
317	Redbridge	£89,990	£804,900	£894,890
318	Richmond upon Thames	£36,990	£330,870	£367,860
319	Sutton	£66,850	£597,920	£664,770
320	Waltham Forest	£104,660	£936,090	£1,040,750
330	Birmingham	£823,010	£7,360,950	£8,183,960
331	Coventry	£150,700	£1,347,890	£1,498,590
332	Dudley	£127,800	£1,143,070	£1,270,870
333	Sandwell	£194,340	£1,738,140	£1,932,480
334	Solihull	£99,760	£892,210	£991,970
335	Walsall	£180,940	£1,618,350	£1,799,290
336	Wolverhampton	£188,140	£1,682,750	£1,870,890

340	Knowsley	£96,370	£861,890	£958,260
341	Liverpool	£263,230	£2,354,300	£2,617,530
342	St. Helens	£73,500	£657,420	£730,920
343	Sefton	£99,790	£892,550	£992,340
344	Wirral	£148,270	£1,326,120	£1,474,390
350	Bolton	£149,620	£1,338,200	£1,487,820
351	Bury	£73,450	£656,960	£730,410
352	Manchester	£384,880	£3,442,320	£3,827,200
353	Oldham	£136,290	£1,218,980	£1,355,270
354	Rochdale	£117,160	£1,047,900	£1,165,060
355	Salford	£132,240	£1,182,730	£1,314,970
356	Stockport	£87,370	£781,420	£868,790
357	Tameside	£116,860	£1,045,170	£1,162,030
358	Trafford	£66,370	£593,590	£659,960
359	Wigan	£132,290	£1,183,190	£1,315,480
370	Barnsley	£108,360	£969,140	£1,077,500
371	Doncaster	£138,740	£1,240,860	£1,379,600
372	Rotherham	£120,740	£1,079,930	£1,200,670
373	Sheffield	£267,960	£2,396,590	£2,664,550
380	Bradford	£288,290	£2,578,490	£2,866,780
381	Calderdale	£93,130	£832,940	£926,070
382	Kirklees	£191,840	£1,715,800	£1,907,640
383	Leeds	£355,240	£3,177,210	£3,532,450
384	Wakefield	£128,280	£1,147,290	£1,275,570
390	Gateshead	£85,440	£764,210	£849,650
391	Newcastle upon Tyne	£171,030	£1,529,680	£1,700,710
392	North Tyneside	£79,300	£709,280	£788,580
393	South Tyneside	£75,860	£678,500	£754,360
394	Sunderland	£137,290	£1,227,870	£1,365,160
420	Isles Of Scilly	£500	£4,500	£5,000
800	Bath and North East Somerset	£48,390	£432,770	£481,160
801	Bristol City of	£185,930	£1,662,920	£1,848,850
802	North Somerset	£50,800	£454,310	£505,110
803	South Gloucestershire	£58,330	£521,670	£580,000
805	Hartlepool	£63,000	£563,500	£626,500
806	Middlesbrough	£105,340	£942,130	£1,047,470
807	Redcar and Cleveland	£69,990	£625,960	£695,950
808	Stockton-on-Tees	£91,500	£818,350	£909,850
810	Kingston upon Hull City of	£147,730	£1,321,330	£1,469,060
811	East Riding of Yorkshire	£91,650	£819,720	£911,370
812	North East Lincolnshire	£77,810	£695,940	£773,750
813	North Lincolnshire	£69,890	£625,050	£694,940
815	North Yorkshire	£132,680	£1,186,720	£1,319,400
816	York	£38,550	£344,780	£383,330
821	Luton	£106,660	£953,980	£1,060,640
822	Bedford	£57,690	£515,970	£573,660
823	Central Bedfordshire	£58,490	£523,150	£581,640

825	Buckinghamshire	£109,260	£977,240	£1,086,500
826	Milton Keynes	£100,600	£899,730	£1,000,330
830	Derbyshire	£281,580	£2,518,430	£2,800,010
831	Derby	£133,640	£1,195,270	£1,328,910
838	Dorset	£99,480	£889,700	£989,180
839	Bournemouth, Christchurch and Poole Council	£102,760	£919,110	£1,021,870
840	Durham	£239,730	£2,144,130	£2,383,860
841	Darlington	£49,090	£439,040	£488,130
845	East Sussex	£165,790	£1,482,840	£1,648,630
846	Brighton and Hove	£78,560	£702,670	£781,230
850	Hampshire	£333,870	£2,986,070	£3,319,940
851	Portsmouth	£95,840	£857,220	£953,060
852	Southampton	£120,630	£1,078,900	£1,199,530
855	Leicestershire	£147,940	£1,323,150	£1,471,090
856	Leicester	£159,920	£1,430,290	£1,590,210
857	Rutland	£6,410	£57,330	£63,740
860	Staffordshire	£224,390	£2,006,900	£2,231,290
861	Stoke-on-Trent	£148,700	£1,329,990	£1,478,690
865	Wiltshire	£106,890	£956,040	£1,062,930
866	Swindon	£77,030	£688,990	£766,020
867	Bracknell Forest	£21,840	£195,360	£217,200
868	Windsor and Maidenhead	£26,790	£239,580	£266,370
869	West Berkshire	£34,550	£308,990	£343,540
870	Reading	£50,390	£450,660	£501,050
871	Slough	£59,100	£528,620	£587,720
872	Wokingham	£26,750	£239,240	£265,990
873	Cambridgeshire	£183,930	£1,645,020	£1,828,950
874	Peterborough	£107,360	£960,250	£1,067,610
876	Halton	£82,390	£736,860	£819,250
877	Warrington	£72,570	£649,100	£721,670
878	Devon	£180,380	£1,613,340	£1,793,720
879	Plymouth	£104,880	£938,030	£1,042,910
880	Torbay	£56,330	£503,780	£560,110
881	Essex	£404,270	£3,615,790	£4,020,060
882	Southend-on-Sea	£68,900	£616,270	£685,170
883	Thurrock	£66,980	£599,060	£666,040
884	Herefordshire	£40,680	£363,810	£404,490
885	Worcestershire	£161,770	£1,446,820	£1,608,590
886	Kent	£530,560	£4,745,300	£5,275,860
887	Medway	£112,140	£1,002,990	£1,115,130
888	Lancashire	£423,670	£3,789,260	£4,212,930
889	Blackburn with Darwen	£73,980	£661,630	£735,610
890	Blackpool	£89,230	£798,060	£887,290
891	Nottinghamshire	£259,860	£2,324,210	£2,584,070
892	Nottingham	£181,060	£1,619,380	£1,800,440
893	Shropshire	£68,660	£614,110	£682,770
894	Telford and Wrekin	£84,630	£756,920	£841,550

895	Cheshire East	£88,630	£792,710	£881,340
896	Cheshire West and Chester	£105,150	£940,420	£1,045,570
908	Cornwall	£163,220	£1,459,810	£1,623,030
909	Cumbria	£127,220	£1,137,830	£1,265,050
916	Gloucestershire	£155,560	£1,391,310	£1,546,870
919	Hertfordshire	£280,230	£2,506,340	£2,786,570
921	Isle of Wight	£41,000	£366,660	£407,660
925	Lincolnshire	£253,930	£2,271,100	£2,525,030
926	Norfolk	£267,080	£2,388,720	£2,655,800
928	Northamptonshire	£205,930	£1,841,860	£2,047,790
929	Northumberland	£103,580	£926,400	£1,029,980
931	Oxfordshire	£142,260	£1,272,320	£1,414,580
933	Somerset	£151,230	£1,352,560	£1,503,790
935	Suffolk	£221,030	£1,976,920	£2,197,950
936	Surrey	£213,400	£1,908,650	£2,122,050
937	Warwickshire	£167,090	£1,494,460	£1,661,550
938	West Sussex	£166,190	£1,486,370	£1,652,560
	National support partner			Up to c£2,000,000
	Contingency fund for local delivery			Up to c£19,000,000
Total		£20,000,000	£178,878,660	£219,878,660

ANNEX B

1. In this Annex:

“the Programme” means the use by the Authority of as much of the grant money identified in Annex A as it deems necessary to meet the aims and objectives outlined in paragraphs 4-10;

“the Department” means the Department for Education;

“the Authority” means any local authority listed in Annex A;

“the Secretary of State” means the Secretary of State for Education;

2. The grant is only paid to the Authority to support eligible expenditure (see paragraphs 4 to 10 below).
3. The Authority must have regard to any guidance issued by the Department, including the guidance available on gov.uk: [Holiday Activities and Food Programme](#)

Eligible expenditure

4. Eligible expenditure means payments made, or committed to, by the Authority or any person acting on behalf of the Authority, under the Programme.
5. The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas holidays 2021 to children in their local authority who receive benefits-related free school meals.
6. The holiday club places will be available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covers four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holidays. Local authorities have flexibility about how they spend this grant and deliver this provision to best serve the needs of the children and families in their areas. Further information for local authorities is available on gov.uk: [Holiday Activities and Food Programme](#)
7. The clubs should meet our programme standards (as set out in our published guidance) will meet the following core aims and objectives:
- **Healthy meals:** holiday clubs must provide at least one healthy meal a day and must meet the [School Food Standards](#) throughout the day.
 - **Enriching activities:** holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, to consolidate existing skills and knowledge. Clubs must also

provide physical activities which meet the [Physical Activity Guidelines](#) on a daily basis.

- **Nutritional education:** holiday clubs must improve children's knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food.
 - **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.
 - **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
8. The free holiday club places must be targeted at children who are eligible for and receiving benefits-related free school meals. If the local authority can demonstrate that a) it is offering the programme comprehensively across its full geographical area and b) fully meeting demand from free school meal eligible children in its area, then the local authority can seek written approval from the Department to use up to 15% of its funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are considered by the local authority as in need of this provision. For example, this may include children assessed as being in need, looked-after children, children with an education, health and care plan (EHC), children assessed as otherwise vulnerable, or children living in areas of high deprivation.
9. The Authority can spend up to 10% of its funding on its administration costs for the local coordination of the Programme. At least 90% of the funding must be spent on the provision of free holiday club places for eligible children.
10. The Authority must indicate that the programme is funded by the Department for Education in any publicity or press materials.

Payment and reporting arrangements

11. Payments will be made by Department for Education at the following milestones:
- In March 2021 (the 2020-21 allocation listed in Annex A), upon satisfactory receipt of a delivery plan from the Authority by 19 February 2021 setting out the intended scale and reach of their programme for Easter 2021;
 - In June 2021 (up to 50% of the 2021-22 allocation), upon satisfactory receipt of a report by 14 May 2021 detailing the delivery of their programme at Easter

2021 along with a delivery plan for Summer 2021;

- In November 2021 (up to 30% of the 2021-22 allocation), upon satisfactory receipt of a report by 15 October detailing the delivery of the programme at Summer 2021 along with a delivery plan for Christmas 2021;
- In February 2022 (up to 20% of the 2021-22 allocation), upon satisfactory receipt of a report by 29 January detailing the delivery of the programme at Christmas 2021 along with final report for the whole 2021 programme and a certificate of expenditure.

12. The above reports will be provided in accordance with guidance issued by the Department and will include data on children attending clubs in each local authority area.
13. The Authority will work with the Department and with any support organisation appointed to work on behalf of the Department in relation to the monitoring and delivery of the Programme.
14. The payments will take account of expenditure already made or committed, along with proposed future activity, as indicated in the reports mentioned in para 9. If the Authority has not spent and does not plan to spend its maximum allocation, the Department will reduce the overall payment to the Authority to reflect the actual expenditure. The overall annual payment will not exceed the maximum allocation listed for each Authority in Annex A.
15. If at any time the Authority becomes aware that the allocation for each period no longer reflects the pattern of actual eligible expenditure, the Authority must inform the Department as soon as possible. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.
16. The Recipient will not overspend on the Programme, over and above their maximum funding allocation, without the prior written approval of the Department. Unauthorised overspends will not be reimbursed by the Department. Any identified overpayment of funds will be returned to the Department for Education as soon as identified.
17. The Authority's nominated responsible officer must confirm at the end of each financial year that the funding has been properly expended.
18. The Authority must maintain a sound system of internal financial controls. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes "financial

irregularity” includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

Records

19. The Authority must maintain reliable, accessible and up to date accounting records with an adequate audit trail for all expenditure funded by grant monies under this Determination.
20. The Authority and any person acting on behalf of the Authority must allow:
 - a) the Comptroller and Auditor General or appointed representatives, or b) the Secretary of State or appointed representatives, free access at all reasonable times to all documents (including computerised documents and data) and other information as are connected to the grant payable under this Determination, or to the purposes for which grant was used, subject to the provisions in paragraph 22.
21. The documents, data and information referred to in paragraphs 19 to 23 are such which the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of ‘spot checking’ administrative costs or significant amounts paid under the Scheme or a financial audit of any department or other public body or for carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. The Authority must provide such further explanations as are reasonably required for these purposes.
22. Paragraphs 19 to 21 do not constitute a requirement for the examination, certification or inspection of the accounts of the Authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The Secretary of State and Comptroller and Auditor General will seek access in a measured manner to minimise any burden on the Authority and will avoid duplication of effort by seeking and sharing information with local auditors.
23. The Authority must have a system of internal financial controls to safeguard against fraud and theft (which shall be developed and maintained in accordance with generally accepted accounting practices having regard to the amount of funding and the size of the authority) and shall require that internal/external auditors report on the adequacy or otherwise of that system. All case of fraud or theft (whether proven or suspected) relating to the funded activities must be referred to the Department.

Recovery of Grant

24. If the Authority fails to comply with any of these conditions, or if any overpayment is made under this grant or any amount is paid in error, or if any of the events set out in

paragraph 25 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

25. The events referred to in paragraph 24 are:

- a) the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,
- b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State,
- c) it appears to the Secretary of State that other circumstances have arisen or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,
- d) the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Period in accordance with the definitions and conditions in this Determination, or
- e) the Authority fails to provide the delivery plans, reports or certificate of expenditure specified in this Grant Determination and its Annexes.

Impact of COVID-19

26. The Department acknowledges that delivery of the programme at Easter could potentially be impacted by COVID-19. In some cases, face-to-face delivery of holiday clubs may not be possible in the Authority's area and remote delivery of the programme may, in some circumstances, be more viable.

27. If the Authority cannot hold face-to-face holiday clubs as a result of COVID-19, the Authority may operate flexibly to ensure that eligible children still receive the type of support detailed in paragraph 7. For example, this may involve children receiving healthy meals and/or activity packs at home if they are unable to congregate in holiday clubs due to COVID-19.

28. In the event of disruption to the planned programme:

- a. Should the services be impacted regionally or locally, due to direct order from the Government or the Department, and be unable to be delivered, the Authority will be able to use its funding through this programme to meet any reasonable accrued and unrecoverable costs. The Authority shall make all reasonable endeavours to recover any costs where provision cannot go ahead as planned. The Authority shall return any recoverable costs to the Department where these have not been spent on provision in accordance with this programme.
- b. Should the services be impacted regionally or locally, due to direct order from the Government or the Department, the Supplier shall proceed with the provision of services to the extent possible, but shall make all reasonable endeavours to cancel services where delivery is not possible, and shall only be eligible to receive a portion of the grant available to them in line with the services delivered. The Authority shall return any recoverable costs to the Department where these have not been spent on provision in accordance with this programme.
- c. Should the Supplier, acting unilaterally, (i.e. not acting under instruction from the Government or Department) choose to reduce the scale of their provision (in whole or in part) due to the impact of Coronavirus, the Supplier shall only be eligible to claim a portion of the grant available to them in line with the services delivered.

YOUNG HARROW FOUNDATION (YHF)

Details of Proposed Programme Planning and Delivery. Holiday Activities and Food (HAF) Programme

Organisation Suitability and Experience

YHF is a relatively new organisation (5 years old) and in a short time has become a well-respected, trusted delivery partner working with and across all sectors to ensure the best opportunities for our children, young people and their families.

In this time YHF has been responsible for raising, facilitating and distributing over £4 million in funding, administering small grant programmes and in particular holiday schemes. We work closely and are funded by John Lyon's Charity one of the key funders in Harrow and in supporting school holiday provision locally.

We work with a range of strategic partners including Harrow Council, Public Health and the business sector.

Most importantly we have just over 200-member organisation who deliver direct provision and specialist support to children and young people and their families.

We champion local services for local people and aim to support smaller, local charities with a wealth of knowledge and local experience of the communities they work with to receive the funding the need to do this.

YHF has been working closely with Harrow Council to determine the best way to ensure the DfE funding reaches those who most need it and ensure a successful roll out of delivery, innovation and results.

We would like Harrow Council to consider us to deliver this programme based on our track record and experience in the borough, our knowledge of holiday/provision for children and young people, our existing partnership links and working connectivity and our direct access to both our membership and a range of potential local providers.

Programme Co-ordination and support will include:

- Developing and Producing Guidance and Application materials.
- Grant Administration.
- Grant Management – including support and sign off on: Safeguarding, Risk Assessment, Programme Design (in line with COVID-19 requirements) and changes/backup service where needed.
- Monitoring Requests and Reporting Requirements.
- Activities Portal and Communication – this will be embedded in the Young Harrow Foundation Website.

All programmes will be encouraged and supported to be on the YHF Website with a designated link and page with these opportunities for easier advertisement and marketing. There is also potential for a separate communications page on our website to champion the success of our work together over the next year.

- Mapping - YHF has over 200 Members/Associate Members who can potentially deliver on this programme, with access through our partnership work to over 60 schools and the Early Support Team at Harrow Council. All planning will be agreed through the joint Programme Steering Group.
- Sponsors – through HelpHarrow we can identify connections with local supermarkets, local businesses and social enterprises who provide low food.
- Communications – filming of sessions (with permissions) and short promotional and tutorial videos/clips and develop and maintain strong Social Media presence for Harrow.
- Facilitate and Organise Core support partners involved in Parenting and Nutrition workshops and material.
- Coordinate and Produce reports in line with the DfE requirements.

Additional Support and Delivery

Harrow would like to be seen to be taking a proactive approach to the programme and to ensure the best delivery for children and children and young people locally. Two elements of the programme, Nutritional Education and Parental Support that not all providers of activities will have experience in these areas, so we plan to commission the support of local provider/services to ensure all providers are able to fully meet the DfE requirements in these areas.

This will include partnering with Watford Sports and Community Education Trust to develop a Nutritional Support Packs and with four local charities, Centre for ADHD and Autism, HOPE, Harrow Parent Forum and Harrow (Young Carers) all of whom have extensive experience of engaging and supporting parents/carers to develop specialised webinar sessions that can easily be accessed throughout programme delivery periods. This will also aid signposting to other services as required.

Shared Learning and Support.

Following each holiday programme, we will co-ordinate a shared learning webinar to include everyone involved in planning and delivery to learn from areas that were less successful during roll-out and to build on programme successes.

FOOD

There will be providers who are qualified and experience in either cooking with or for children ensuring a nutritional, balanced, healthy meal. To ensure a wider reach we have identified two delivery partners, The Akshaya Patra Foundation and Harrow School (for Easter but plan to develop this further with additional partners for Summer) who can supply at minimal cost, the required food types in both hot and cold form which will support the varying needs of those delivering programmes (either face to face or online).

Projected Allocation of FUNDING for Delivery of programmes to Children and Young People

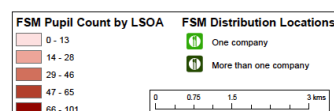
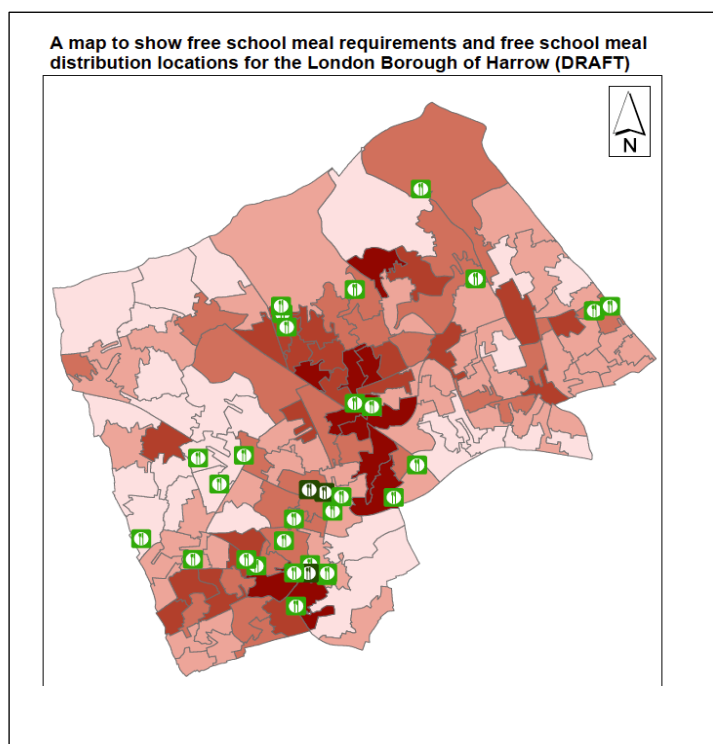
Easter - £60,000 - £100,000 for the Easter programme we envisage grant allocations of between £1,500 and £8,000 and predict between 15 and 25 delivery organisations being awarded. There are obvious restrictions to Easter delivery in relation to Covid but and we envisage that summer and Christmas grants and reach will significantly increase.

Summer - £300,000 - £400,000 for the Summer programme we envisage grant allocations of between £3,000 and £22,000 and predict between 40 and 60 delivery organisations being awarded. If possible, we will be encouraging and prioritising face to face delivery in-line with Covid Guidelines in place at the time.

Christmas - £40,000 - £100,000 for the Christmas programme we envisage grant allocations of between £1,500 and £8,000 and predict between 15 and 25 delivery organisations being awarded. Christmas programmes are historically low, and we plan to to negotiate with the DFE to allow for October Half term to be included where possible.

Match Funding

Young Harrow Foundation are committed to supporting all Children and Young People who need nutritional meals and not just those in receipt of free school meals. To ensure this happens we are committed to raise a further £20,000 to allow non-FSM pupils support and meals through the services included in the programme. Currently this includes a partnership of Harrow School, Hyde Housing Foundation and two local companies. Additional meals will be distributed in the geographic areas with the highest numbers of families on FSM as indicated on the heat map below.



YHF Proposed Programme Delivery Costings

Role / Description	Hours/Timescale	Cost
HAF Programme Grant Lead	16 hours a week for 56 weeks	£13,368
Digital Communications Co-ordinator	16 hours a week for 56 weeks	£13,368
Grants Administration	125 hours of support	£2,418
Website Platform and Support		£2,800
Financial Management	4 hours a Week	£4,000
YHF Oncosts		£4,046
TOTAL COSTS		£40,000

Core Partner Delivery		Cost
Nutrition Packs to support delivery and meet Programme Delivery Requirements	Watford FC	£3,000
Easter Parenting Workshops	4 x Online Workshops	£1,200
Summer Parenting Workshops		£4,800
Christmas Parenting Workshops	16 hours a week for 56 weeks	£1,200
TOTAL COSTS		£10,200

Joint Funding between Harrow Council and YHF		Cost
Joint YHF and Harrow Council Management, Communications, Training and M&E		£10,000
TOTAL COSTS		£10,000

Activities and Food

CYP Activities and Food Delivery	Approximate number of delivery organisations	Cost
Easter	25 Delivery Partners delivering to at least 500 CYP	£60,000-£100,000
Summer	60 Delivery Partners delivering to at least 3000 CYP	£350,000 - £400,000
Christmas	25 Delivery Partners delivering to at least 500 CYP	£60,000-£100,000
TOTAL COSTS		£560,000

- **Projected Timetables – Appendix 1**

APPENDIX 1

HAF PROGRAMME Projections/PLANNING TIMETABLE

Jan – March School Holiday Dates: EASTER/SPRING Holiday Thursday 1 April -Friday 16 April - ONE WEEK PROVISION (minimum)

Date w/b	Task	WHO?	Status
FEBRUARY			
Monday 1	TBC dependent on sign off Recruitment? Interviews?	YHF	
Monday 8	Sign off Application Pack? *Dependent on the level of information being shared by DfE	YHF/Council	
Monday 15 Feb Half Term	Delivery Model to be submitted to DfE. Friday 19 for approval. Work on food partnerships and sponsorships	YHF/Council	
Monday 22	Launch/Publicise and invite applications. This gives applicants just over 3 weeks to apply/short turn-around. Work on food partnerships and sponsorships	YHF	
MARCH			
Monday 1	Promotion on application/opportunities.	YHF	
Monday 15	Application DEADLINE Thurs 11 March applications reviewed/prep for scoring. PANEL Wed 18/ Thur 19 need to AGREE who will sit on the Panel. Inform applicants on FRIDAY 19 March.	YHF YHF/Council	
Monday 22	Preparations/Payments/Plans /Mapping of services	YHF	
Monday 29	SPRING/Easter holiday starts on THURSDAY 1 April -Friday 16 April		
APRIL			
Monday 19	Send out reminder for M and E with DEADLINE of Monday 17 MAY (giving 4 weeks to complete)	YHF	
MAY			
Monday 3			
Monday 10			
Monday 17	M and E – Deadline - M and E to be submitted and reviewed.	YHF/Council	
Monday 24	Send out invite to Shared Learning/Best Practice and Summer Planning Webinar for providers/food related partners.	YHF	

HAF PROGRAMME PLANNING TIMETABLE

June -September 2021 **SUMMER** Holiday Mon 26 July – Tuesday 31 August – FOUR WEEKS

PROVISION (minimum)

Date w/b	Task	WHO?	Status
JUNE	31 May -4 June is half term		
Monday 7	Agree date this week for the Shared Learning/Best Practice and Summer Planning Webinar for providers/food related partners. Launch/Publicise and invite applications for Summer. This gives applicants 4 weeks to apply	YHF YHF	
Monday 14	Work on food partnerships and sponsorships	YHF/Council	
Monday 21 & 28	Promotion	YHF	
JULY			
Monday 5	Application DEADLINE Mon 5 JULY applications reviewed/prep for scoring. PANEL Wed 8/Thur 9 need to AGREE who will sit on the Panel. Inform applicants on FRIDAY 10 July.	YHF YHF/Council	
Monday 12	Preparations/Payments/Plans	YHF	
Monday 26	SUMMER HOLIDAYS begin Mon 26 July – Tuesday 31 August DELIVERY		
AUGUST			
Holiday period	Visits, videos, comms etc....	YHF	
SEPTEMBER			
Monday 6	Send out reminder for M and E with deadline of MONDAY 4 OCTOBER (giving 4 weeks to submit	YHF	
Monday 13	Shared learning webinar/good practice/discussions with providers and food partners on summer roll out.	YHF	
OCTOBER			
Monday 4	M and E deadline - to be submitted and reviewed.	YHF	

HAF PROGRAMME PLANNING TIMETABLE

Oct 21 -FEB 22 CHRISTMAS Holiday – Mon 20 Dec -Mon 3 Jan 2022 - ONE WEEK PROVISION (minimum)

Date w/b	Task	WHO?	Status
OCTOBER cont.			
Monday 11	Possible follow up shared learning/best practice webinar(tbc)	YHF	
Monday 18	Launch/Publicise and invite applications for Christmas. This gives applicants 5 weeks to apply	YHF	
Monday 25	October half term 25-29		
NOVEMBER			
Monday 1	Promotion/publicity	YHF	
Monday 22	Application DEADLINE Mon 22 applications reviewed/prep for scoring. PANEL Wed 24/ Thur 25 need to AGREE who will sit on the Panel. Inform applicants on FRIDAY 26 March.	YHF YHF/Council	
Monday 29	Preparations/Payments/Plans/Mapping		
DECEMBER			
Monday 6	Promotion/Mapping	YHF/Council	
Monday 13	Promotion/Prep	YHF	
Monday 20	Holiday period - delivery		
JANUARY 2022			
Monday 3	Send out reminder for M and E with DEADLINE of Monday 31 Jan (giving 4 weeks to complete)	YHF	
Monday 31	M and E Deadline		
FEBRUARY			
Monday 7	Agree all monitoring/evaluation requirements for final report. Deadline tbc	YHF / Council	

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