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## Introduction

1. The Reducing Parental Conflict Local Grant (RPC LG) is made available by the Department for Work and Pensions (DWP) for the three financial years (being 1 April to 31 March) 2022/23 (Year 1), 2023/24 (Year 2), and 2024/25 (Year 3) (each of Year 1, Year 2 and Year 3 is a Year). This Guidance supports the submission of a bid, your application for funding, (which covers Years 1 and 2) and sets out:
  - Grant details;
  - Bidding process and requirements;
  - Management Information (MI) reporting requirements; and
  - Grant allocations and payment details.
2. The Grant will enable County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs) in England (henceforth LAs) to embed a range of Reducing Parental Conflict (RPC) activity into their area in a way which produces ongoing benefits for parents and children.
3. Each LA has been allocated a portion of the overall funding. The Grant is not competitive but LAs must bid for their allocation. Funding is annualized and cannot be carried between Years. Indicative amounts were outlined in the RPC LG launch letter issued 30 March.
4. This document should be read in conjunction with the:
  - RPC LG launch letter issued 30 March,
  - Bidding templates,
    - Funding Bid and MI Template Year 1 & 2 – Excel,
    - Funding Bid Template 3 – Theory of Change,
  - The draft grant funding letter and grant terms (together the Grant Agreement). Capitalised terms that are defined in the Grant Agreement have the same meaning where used in this Guidance (unless the context requires otherwise).
5. LAs can work individually or collaborate with other LAs in their local area to bid as a cluster, nominating a lead LA to submit one bid on behalf of all LAs in the cluster. If successful, the lead LA will enter into the Grant Agreement and will receive payment of the Grant. The lead LA will be responsible for:
  - Where appropriate, distributing the funds amongst the LAs within its cluster;
  - All obligations under the Grant Agreement, including all obligations as to monitoring, reporting and repayment of the Grant. The lead LA will need to ensure that it has put in place such arrangements with the other LAs in their cluster that are required to enable it to comply with its obligations; and
  - Ensuring all LAs in the cluster comply with the Guidance and the terms of the Grant Agreement insofar as it reasonably applies to them in their capacity as ultimate recipients of funding from the Grant.

6. Whether you submit a cluster or individual bid is not dependent on the approach taken for the RPC Workforce Development Grant (WDG) in 2021/22.
7. We encourage you to work collaboratively and prioritise work with the following services (in order of importance), as cohorts who are well placed to identify parental conflict and support families:
  - i. Early Help;
  - ii. Education, Children's Social Care, 0-19 Services;
  - iii. Other workforces LAs identify as appropriate to the local context (see Annex B).

## **Reducing Parental Conflict Programme overview**

8. Studies have found that children who are exposed to frequent, intense, and poorly resolved parental conflict can be negatively affected in the short and longer term. It can impact children's mental health, early emotional and social development, educational attainment, and employability - limiting their chances to lead fulfilling, happy lives.
9. In 2019 to 2020, 12% of children in couple-parent families were living with at least one parent reporting relationship distress.<sup>1</sup>
10. In 2018 the government launched the RPC Programme. The next phase of the RPC Programme will run from April 2022 to March 2025. It continues to support local areas to embed help for parents experiencing conflict and improving local capability to identify these parents.

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<sup>1</sup> [Parental conflict indicator 2011 to 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## Grant Details

### ***Funding available and eligible activities***

11. LA funding allocations have been determined using the children in low income families (CiLIF 2019/20) data and were included in the launch letter issued 30 March. Allocations for the Years 2 and 3 are indicative and may be revised. We will ensure LAs have notice if this is the case.
12. If necessary, underspend from previous RPC grants where LAs have received funds they didn't spend will be recovered by deducting it from the 2022-23 RPC LG. This will not apply to most LAs and we will contact you directly if it does. It will not affect the amount allocated, or what you should plan to spend in a bid.
13. **The range of activity that Grant funding can be spent on is (level definitions can be found below):**
  - **Specialist support training** (level 4) – training for staff who work with families to enable them to personally deliver evidence-based RPC interventions to reduce parental conflict.
  - **Early and moderate support training** (levels 2-3) – training for frontline staff who work with families to identify parental conflict, provide less intensive support and refer on to specialist support.
  - **Train the trainer** – training for LA and other local staff to enable them to deliver RPC training (of any level) to relevant groups, to support ongoing training in a more sustainable manner.
  - Developing or enhancing a **local, in-house training offer** with a focus on parental conflict.
  - **Parental conflict resources/toolkits** to be used in the undertaking the above.

<b>Support Level</b>	<b>Description</b>
Level 4	High intensity, expert provision
Level 3	Trained practitioners using RPC skills
Level 2	Informal conversations with practitioners
Level 1	Written and digital information and advice, including posters, leaflets and digital resources.

- Staff costs for **coordination** of RPC activity and leading on the development of a strategic approach to RPC & driving progress across children's services and partner agencies. E.g.
  - Lead for RPC in the LA, providing support to front line practitioners.
  - Delivering the planned activities of the Grant.

- Primary contact for RPC in the LA.
- Leading a multi-agency Steering Group.
- Submission of RPC Planning Tool.
- Liaising with partners, e.g. domestic abuse services, Public Health, and voluntary and community sector.
- Developing a local needs assessment, including evaluation.
- Reporting MI.

We expect these costs to be proportionate (in DWP's opinion) to other activity being undertaken as coordination must be in support of that activity.

- The **delivery**, either in-house or commissioned, of level 4 specialist interventions directly to parents. We expect these costs to be proportionate (in DWP's opinion) to other activity being undertaken; this Grant is geared towards delivering and training and there is an expectation that the LA would pick up most of these delivery costs.
- Evidence based **local evaluation** producing both qualitative and quantitative outputs. The EIF RPC "[A practical evaluation guide for local areas](#)" provides suggestions on how to do this.
- Reasonable incidental or overhead costs in securing the above including refining the local offer and commissioning procedures to procure and arrange delivery.

14. LAs should choose activities that best suit local need and ideally produce ongoing (i.e. after the Funding Period) benefits to families in your area and we will look for rationale on this in the bids.

15. Last year DWP made available a suite of RPC practitioner training materials. These remain available. If you require them please contact [LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk](mailto:LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk)

16. Administrative costs should be kept as low as is practical.

17. Funding is given for use within each Year and must be committed in the Year it was allocated. Due to central government accounting rules it cannot be carried over between Years.

18. LAs are asked to fill in two copies of Funding Bid Template 1 (Excel sheet) to cover Years 1 and 2 as they are applying for both Years simultaneously. Both would be approved at once, these will be assessed in line with Funding Bid Template 3 (Theory of Change).

19. In autumn 2023/24 we will ask for bids for Year 3.

### ***Who should be trained?***

20. LAs are uniquely placed to understand the training needs of the workforce and their key partners and the relationship support needs of their local population. As such, there is local discretion as to how training should be targeted.
21. However, there are core workforces evidence suggests RPC is particularly valuable and where RPC skills can be put into practice. We see those groups as a priority, in the following order:
  - i. Early Help; and
  - ii. Education, Children's Social Care, 0-19 Services.
22. When considering training, target relevant workforces with training that is most appropriate to their practice and that they will use in a way which fits within wider RPC activity and local pathways into support. Bids should make a case for how the LA will ensure that training is put into practice and used by practitioners to identify and/or support families experiencing harmful Parental Conflict. We will compare bids with the RPC Planning Tools submitted in January 2022 to better understand how bids will support each LA's local agenda.
23. Early Help is where the RPC work sits most commonly in LAs and from our analysis of Planning Tools in January 2022 we know that many LAs have made significant inroads into training their Early Help staff at levels 2 and 3.
24. Beyond Early Help there are three key workforces which based on our evidence to date we think LAs should focus on once they have reached a high level of training in Early Help. These are education, Children's Social Care, and 0-19 services. These workforces have regular contact with parents and are well placed to advance the agenda.
25. Education staff in particular because of their access to many children and families with a variety of needs are a particularly important component of a comprehensive multi-agency approach. As such we expect LAs to work with school staff to deliver RPC training that matches their needs (level 2 or 3 support – depending on the extent to which your authority has other services they can refer families to).
26. Many LAs have made significant progress in training these workforces. We would expect bids to explain in the narrative how the training needs of these groups will be addressed, or why it is appropriate in the local context, given progress to date and the local approach, to prioritise other groups. As above looking to the next three Years we are keen to understand how the training will be used by practitioners in the various cohorts.
27. Beyond those priority groups there are many other workforces for whom training may be appropriate in your local context (see Annexe B for a list of workforces we have identified that could benefit from training) and we would hope are included in multi-agency working. We would like to particularly flag Probation Officers. Probation Officers support those serving community sentences and individuals who are pre- or post-release from prison, many with complex

needs. They work alongside local stakeholders as part of a multi-agency approach. A key part of rehabilitation support is to focus on the root of the problem which in cases can include relationship and family instability. It is therefore beneficial for Probation Officers to have an awareness of Parental Conflict and your local offer.

### ***Domestic Abuse***

28. From general awareness training through to the delivery of interventions this Grant is provided for activity which has a primary focus on parental conflict, i.e. conflict between parents that is intense, frequent and poorly resolved. Whilst damaging parental conflict can be expressed in many ways the RPC programme and this Grant is aimed at conflict which is below the threshold of domestic abuse.
29. Parental Conflict is different from Domestic Abuse. If either parent has experienced Domestic Abuse (fearful and there is an imbalance of power and control), then RPC approaches would not be appropriate for those parents.
30. Frontline practitioners who would benefit from RPC training must also understand Domestic Abuse and should undertake the Domestic Abuse training available in your area. Many RPC training programmes will highlight the differences between abuse and conflict, and it is vital that staff understand these.
31. To help in the above, we recommend including your domestic abuse lead/partners within your multi-agency steering groups and you should consult with them in the process of developing your RPC LG bid.

### ***Evaluation***

32. We are interested in evidence of efficacy locally and may provide participating LAs business contact details to external evaluators to support a review of the ways in which funding has been used across the Funding Period.
33. We require all LAs to complete an RPC planning tool return towards the end of each Year to understand local progress towards embedding support to reduce parental conflict.

## Bid process and templates

34. This Guidance relates to the process for Year 1 and Year 2. Further guidance and templates will be issued for Year 3.

35. To submit a bid, LA's are asked to fill in 3 templates:

- Funding Bid and MI Template Year 1 - Details and estimated costs (excel template) covering April 2022 - March 2023;
- Funding Bid and MI Template Year 2 – Details and estimated costs (excel template) covering April 2023 - March 2024; and
- Funding Bid Template - Supporting Narrative (Theory of Change word template) covering April 2022 - March 2024.

36. In response to feedback we have simplified the reporting requirements and combined the bidding templates with the MI templates, therefore the bidding section for Year 1 and Year 2 should be completed and the MI sections left blank.

37. **Funding Bid and MI Template Year 1 and Year 2** (excel templates) capture the estimated cost and details of training, delivery of specialist RPC support to parents, coordination, administration, and evaluation. For lead LAs submitting a single bid for a cluster of LAs, it also breaks down the volume of trainees and the volume of parents planned to be supported for each LA.

38. Completed templates should be sent by 13 May 2022 to:

[LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk](mailto:LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk)

and the RPC LG Decision Group (constituted of DWP Policy, Programme, and Implementation staff) will assess the bids. Criteria are in the bid template. See paragraph 141 for payment schedule.

39. Regional Integration Leads (RILs) will:

- Support LAs through the bid process; and
- Make recommendations for approval to the RPC LG Decision Group.

## Grant details

### ***Reporting requirements***

40. LAs are required to make three Statements of Grant Usage and MI returns in Year 1 and four Statements of Grant Usage and MI returns in each of Year 2 and Year 3 (with guidance confirming year 3 to follow closer to the time).

41. The reporting periods and deadlines for completing these returns are shown in the table below. Completed MI returns should be sent to:

- a. LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk



42. LAs should use the Funding Bid and MI Template Year One or Year Two document respectively. This is the same document which the bid will be submitted on and will retain these details for ease of completion. This incorporates the Statement of Grant usage.

Year	Reporting period		Deadline for return
1	01/04/2022	30/09/2022	14/10/2022
1	01/04/2022	31/12/2022	13/01/2023
1	01/04/2022	31/03/2023	14/04/2023
2	01/04/2023	30/06/2023	14/07/2023
2	01/04/2023	30/09/2023	13/10/2023
2	01/04/2023	31/12/2023	12/01/2024
2	01/04/2023	31/03/2024	12/04/2024

43. Where LAs have formed a cluster the lead LA is responsible for collating information submitting a single MI return to DWP for the cluster.

## How to complete your Funding Bid for Year 1 and Year 2

### **Guidance Tab**

44. Please read the Guidance tab before completing. It contains information around the completion and submission. Additional notes are contained within the relevant sections of the worksheets.

### **Total Estimates and Spend Tab**

45. Only column E of Section 1 and Section 2 are required to be completed at the bidding stage. Section 3 and 4 should be completed at the MI stage, see “how to submit your Management Information” of this Guidance.

### **Section 1: LA Details**

46. **Cluster (y/n).** Identify whether your LA is submitting a bid as a single LA or as the lead for a cluster of LAs.
47. **Authority (lead LA if Cluster).** For a non-cluster bid put the name of your LA, if a cluster put the lead LA name.
48. **Total allocation.** Input your total allocation as indicated on the launch letter, or subsequent communications from DWP.
49. **If available would you like to be considered...** Please note yes if you would like to be considered for additional funds that may become available.

- a. Any additional funding will be distributed at the discretion of the Senior Responsible Owner (SRO) and will be subject to a separate grant award process (to be determined by DWP).
- b. Additional funding would need to be used within the same Funding Period, so please reflect realistically on whether you would be able to make effective use of funding within that timescale each Year. However, you do not need to present a proposal at this stage.

50. **Reporting Period.** Please do not change this unless by agreement with DWP.

51. **Date of submission.** Please enter when you submitted your bid.

52. Where LAs submit a funding bid well in advance of the bid deadline we will assess the bid and inform them of the outcome as soon as possible and will respond in the order bids are submitted.

### **Section 2: Estimated Cost/Spend**

53. For ease of use, this section has been auto-populated from the other sections. However, please ensure the figures are correct.

54. **Total Spend.** This is the total of the five above rows and will determine the total sum DWP expect to pay to the authority.

### **Training Tab**

55. This table covers the anticipated training plans and costs required for the training to enable the pyramid of support previously outlined.

56. This section will help DWP assess your plans. Only section 1 is completed at the bidding stage and this should be completed across columns E up to J as appropriate.

### **Section 1: Bid**

57. Each training activity you intend to undertake will have its own column. You should complete the following information across each row for each activity.

58. **Title.** Complete the title of the course or activity.

59. **Training provider.** Enter the training provider (if known) or LA trained facilitator if the bid is for costs associated with in-house training.

60. **Type of training activity.** From the drop-down list select the type of training course:

- a. **Train the trainer** – this is training to train trainers who will then train your LA or partner organisation staff.
- b. **Specialist support training** – this is training in a specialist support delivered by a provider to LA or partner staff. Specialist support is evidence-based specialist interventions to reduce parental conflict.

- c. **Early and moderate support training** – this is training for practitioners to support them to identify and refer parents as well as deliver support which doesn't require additional referrals.
- d. **Other**. This could be costs to develop an in-house offer or parental conflict toolkit.

61. **Additional information on activity if 'other'**. Please provide a description of what other training type activity you intend to deliver.

62. **How many staff are you going to train?** Provide the number of staff you intend to train in each different training activity. We appreciate this is just a proposal at this stage.

63. **Estimated cost**. Input the estimated cost for each of the training activities. This should not include costs that are included in the coordinator role estimated costs. The grant does not cover staff costs of the trainees attending the courses and these costs should not be included. Please see the section in this Guidance about inclusion/exclusion of VAT.

64. **Training start and end dates**. Select the month in which you intend to start training (the first cohort) and in the following row, the month you intend to finish training (the date the last cohort finishes). Where possible training should be delivered and completed during the period of each Year.

65. **Sectors targeted**. Provide information about the sectors you intend to target. You do not need to provide numbers, simply select 'Y' from the drop down in each cell. Leave blank the sectors you do not intend to target. If a category is not listed, select 'Y' in the other category and provide details of what this sector(s) is in the box below.

66. The total number of trainees and breadth of coverage are factors that will be considered when assessing your funding bid – as set out “Who should be trained” in this Guidance, we expect you to train priority cohorts.

### ***Delivery Tab***

67. This table covers your plans on the delivery of specialist support to parents. Specialist support is evidence-based specialist interventions to reduce parental conflict. This can be delivery by the LA as well as commissioned services of providers.

68. Only section 1 is completed at the bidding stage. This should be completed across columns D up to G as appropriate.

69. **Name of Specialist Support**. Enter the name of the level 4 specialist support you intend to deliver.

70. **Delivery by**. Select whether you intend this to be delivered by an LA trained facilitator or by a commissioned provider. An LA trained facilitator will likely be a

specialist practitioner who has been trained to deliver specialist support. If you intend to use a commissioned provider, enter the name of the provider if known.

71. **Start date and end date.** Select the month you intend to commence delivering specialist RPC support to families then select the month the last group are set to finish.
72. **Number of parents to be supported.** Input the estimated number of parents you intend to support on each of the types of support you intend to deliver.
73. **Estimated cost.** Enter the estimated cost for each type of specialist support. Please refer to the section in this Guidance in relation to the inclusion/exclusion of VAT.

### ***Co-ordination, Administration and Evaluation Costs Tab***

74. This section covers the estimated costs for the coordinator role and evaluation, as well as estimated administration costs. When completing this table, it is important not to duplicate administration or evaluation activity costs that are already included in the coordinator role estimated costs. Please refer to the section in this Guidance about the inclusion/exclusion of VAT. Only Column D should be completed at the bid stage.

#### **Section 1: Co-ordination Costs / Spend**

75. Enter the coordinator role's estimated salary cost, full time equivalent and overview of the responsibilities you plan to be covered by this role.

#### **Section 2: Administration Costs / Spend**

76. Provide an **estimate** of your administration costs. These may include set up, procurement (admin), venue or other administration costs. Outline the breakdown of these costs and details in the box below. This includes spend not linked to the cost of training delivery or specialist support.
77. Every effort must be made to keep your administration costs to a minimum and reasonable level.
78. Where you have identified staff costs, excluding the coordinator role please outline the number of staff involved and activities they perform. All activities must relate to eligible spend within the scope of the RPC Local Grant. You should provide sufficient detail to justify your administration costs.

#### **Section 3: Evaluation Costs / Spend**

79. Enter the estimated costs for any local evaluation you intend to carry out and your proposal.
80. This should be proportionate (in DWP's opinion) to the other activities funded by the Grant. LAs are encouraged to contribute to funding these activities where possible. This cost should not include any cost for the coordinator role and the evaluation activities they undertake. It can include cost for time taken by other staff members or the cost of other resources/materials to enable evaluation.

### **Cluster LAs**

81. Only complete table 5 if you are a lead LA submitting a funding bid on behalf of a cluster of LAs. For the bid, only the top section (rows 6-13) needs to be completed.
82. The purpose of this table is to list the names of all the LAs in the cluster and the number of estimated trainees for each type of training in each LA. The lead LA should be listed first and then the names of the other LAs in the cluster.
83. The total number of trainees for each LA should be listed against each type of training. We are **not** looking for a breakdown per cluster of the background/partner organisations at LA level e.g. police, school staff etc., just the total number of trainees for each LA across the different training types described in the columns.
84. Similarly, to the above, for the delivery of specialist support, indicate the estimated number of parents to be supported for each type of specialist support bid for, per cluster.

### **Funding Bid Template – Supporting Narrative (Theory of Change)**

85. Funding Bid Template – Supporting Narrative (Theory of Change) - this template captures the narrative to support your bid and uses the theory of change method to help LAs articulate how they are planning to utilise the skills developed to provide a sustainable approach to reducing parental conflict across the LA and the LA partner organisations.
86. Bids should set out a convincing case for how the LA will ensure that once trained, training is used by practitioners or trainers as this is a key part of the grants purpose.

## How to submit your Management Information

87. This section of the Guidance provides information on the detail LAs are required to provide on each MI Return. For the RPC LG the template is a combined one and is the same one used for the bid. This includes the bid and all of the MI returns for the Year for ease of reference and use.

### **Total Estimates and Spend Tab**

88. This section of the Guidance provides information on the detail LAs are required to provide on each MI Return. For the RPC LG the template is a combined one and is the same one used for the bid. This includes the bid and all of MI returns for the Year for ease of reference and use.

### **Section 1: LA Details**

89. This was completed at the bid stage. But please add the date of submission on line 8 for each return.

### **Section 2: Estimated Cost/Spend**

90. For ease of use, this section has been auto-populated from the other sections. However, please ensure this figure is correct and you are content that the amount noted is what you have committed as spend up to the end of the reporting period. Each MI return is cumulative, for example; the figure in MI Report 2, should be inclusive of that already reported in MI Report 1 and so on.

91. **Total Spend.** This is the total of the above rows. It is the amount that will be used to determine the final funding payment from DWP.

### **Section 3 Additional Information**

92. **Level 3 Support.** Please include an estimate of how many parents have been supported by practitioners in your local area in the grant period. We appreciate this may not be information you have to hand but it helps us make the case for continued funding if we can demonstrate how many parents the funding is supporting.

### **Section 4 Assurance**

93. This section provides the assurance of committed spend and together with the spend reported constitutes the Statement of Grant Usage.

94. **Section 151 Officer.** This tends to be the Chief Financial Officer. Input your Section 151 officer name for your LA or the lead authority if part of a cluster.

95. **Section 151 Officer Deputy with delegated authority.** The Section 151 Officer may delegate this authority to a deputy to provide this assurance. If this is the case, please tell us who this person is. In the rows below select 'Yes' to confirm that you will be copying the S151 officer into the email (and their deputy if used) with each MI return and 'Yes' again in the row below to confirm that either the Section 151 Officer or their deputy has assured the spend noted on the return.

- a. The Section 151 Officer must be copied into the email even if a deputy has assured the spend, along with the deputy.

- b. Where a funding bid has been submitted for a cluster of LAs the S151 Officer or delegated deputy for the lead LA should provide the necessary assurance for the cluster.

### **Training Tab**

96. The MI returns allow us to compare progress against the proposal as well as actual spend and progression.
97. We will use this information to determine whether you are on track to deliver the expected outcomes from the Grant i.e., the number of staff trained to the required standards, and how these feed into your plans to:
  - a. establish a local framework for the delivery of RPC interventions,
  - b. train suitable practitioners across the LA footprint,
  - c. identify potential families that would benefit from an RPC intervention,
  - d. conduct RPC interventions.
98. We will compare the actual training procured/delivered in this section with your bid section when calculating your Grant payments. If there is a significant difference between the training you planned to deliver (as outlined in your funding bid), and the actual training being delivered (as outlined in your MI report) or the number/breakdown of trainees that are undertaking the training please outline the reasons for this in a covering email with your completed MI report. We encourage LAs who foresee a significant change in their plans to contact their RIL so this can be approved.
99. You should only complete the relevant MI report for the reporting period.

### **Section 1: Bid**

100. This information was completed at the bid stage, please do not change it.

### **Section 2: MI**

101. This section contains all the MI reports that should be completed throughout the Year and remain in the document. Complete the relevant report for the reporting period (e.g. MI Report 1, MI Report 2, MI Report 3 etc). Please do not amend any previously submitted MI Report sections.
102. **Are these courses still planned, completed, or currently being undertaken?** Select 'Yes' or 'No' as to whether you still intend to undertake these activities. You can also select completed. If you have a new training activity, add it into one of the columns completing rows 4-7, then complete the rest of the MI report. Any changes from the original bid should be notified to DWP through your RIL so that approval can be sought.
103. **Training start and end dates.** Select the month in which you have/intend to start training (the first cohort) and in the following row, the month you intend to finish training (the date the last cohort finishes). Where possible training should be delivered and completed during the period of each Year.
104. **Sectors targeted.** Please let us know if your targeted sectors have changed since the bid. If you are no longer targeting a sector leave the field blank. If you

have trained or still intend to target them select Y from the drop down. If a category is not listed, select 'Y' in the other category and provide details of what this sector(s) is in the box below.

- a. For our evaluation purposes we would appreciate if you could estimate the percentage of each sector that are trained in some form in reducing parental conflict to help us understand the saturation of training nationally.

## **Progress**

105. In your bid you noted how many people you intended to train. You should complete the MI reports with the details of your most up to date plan and tell us how trainees are progressing.
  - a. The number of trainees you still intend to train who have yet to start
  - b. The number of trainees who have dropped out of training i.e. never completed.
  - c. The number of trainees who are currently being trained i.e. enrolled on a training course which is in progress.
  - d. The number of trainees planned for the Year (this should be the total of the above).
106. **Actual spend and additional information.** It reduces the need for us to come back and ask clarifying information if you could explain, where appropriate, why there are differences from the bid or previous MI and the cost implications of drop-outs as well as how you have attempted to reduce this.
  - a. If there is a significant difference between the bid and the details provided in the MI which has not been approved, we may withhold or reduce your Grant instalment payments. While this is unlikely, we would encourage you to work with your RIL as soon as you identify there will be changes.

## ***Delivery Tab***

107. This table covers your plans on the delivery of specialist support to parents and actual spend. Specialist support is evidence-based specialist interventions to reduce parental conflict.
108. This should be completed across columns D up to G as appropriate.

## **Section 1: Bid**

109. This was completed during the bid stage. This information should remain in the document and should not be amended.

## **Section 2: MI**

110. Section 2 contains all the MI reports that should be completed throughout the Year and remain in the document. Complete the relevant report for the reporting period (e.g. MI Report 1, MI Report 2, MI Report 3 etc).
111. **Is this provision still on your plan or currently being delivered?** Select 'Yes' if you are still delivering or planning to deliver this support. Select 'No' if your plans have changed. Notify DWP through your RIL of any changes from your



original bid so approval can be sought. If you have a new activity add it into one of the remaining columns entering the information into rows 4-6 then complete the rest of the MI section.

112. **Start date and end date.** Select the month you have or intend to commence delivering specialist RPC support to families then select the month the last group are set to finish.
113. **Number of parents to be supported.** Now input the number of parents you have or intend to support through each of the types of support you are delivering. This should represent your total plan for the Year. Then enter the number of parents currently being supported (enrolled and progressing through specialist support), followed by the number of parents who have completed and then the number who have dropped out.
114. **Actual spend.** Enter the actual spend for each type of specialist support. Please refer to the section in this Guidance in relation to the inclusion/exclusion of VAT.
115. **Additional information.** If your plan has changed from your bid or previous MI report, please outline these changes here. Additionally, if you have had dropouts, provide some brief information as to why, any cost implications and what actions you have taken to reduce these. You can also provide any other relevant information in this section.

### ***Co-ordination, Administration and Evaluation Costs Tab***

116. This section covers the coordinator role and evaluation actual spend, as well as actual admin spend. When completing this table, it is important not to record administration or evaluation activity spend that are already included in the coordinator role spend. Please refer to the section in this Guidance about the inclusion/exclusion of VAT.
117. All sections should be completed. Each MI report occupies a single column as indicated on the template.

#### **Section 1: Co-ordination Costs / Spend**

118. Enter the coordinator role's salary spend, actual full time equivalent and overview of the responsibilities that have been covered by the role during the reporting period. Please refer to the eligible funding section of this Guidance when considering the coordinator activities. This spend and FTE should reflect what you wish to be covered by the Grant.

#### **Section 2: Admin Costs / Spend**

119. Provide your actual administration spend for the reporting period. This may include set up, procurement (admin), venue or other administration costs. Outline the breakdown of these costs and details in the box below. This includes spend not linked directly to the cost of the delivery of the training or specialist support.
120. Every effort must be made to keep your administration costs to a minimum and reasonable level. If your administration costs are high or there is insufficient

explanatory detail, we may need to contact you for more information which could delay the date you receive your Grant payments.

121. Where you have identified staff costs, excluding the coordinator role you must outline the number of staff involved and activities they perform. All activities must relate to eligible spend within the scope of the RPC Local Grant. You should provide sufficient detail to justify your administration costs.
122. LAs are required to provide additional information to evidence spend if requested by the Department.

### **Section 3: Evaluation Costs / Spend**

123. Enter the actual spend for any local evaluation you have carried out followed by details of these activities in the box below. This should be the amount you wish to be funded by the Grant. This should not be a significant portion of the Grant. LAs are encouraged to contribute to funding these activities where possible.

### ***Cluster LAs***

124. Only complete table 5 if you are a lead LA on behalf of a cluster of LAs. For the MI, only the later sections need to be completed up to the relevant reporting period.
125. The LA names will be auto populated from those input at the bid stage or later MI. This should reflect your most up to date plan for the Year.
126. The total number of trainees planned for each LA should be listed against each type of training. The training types are auto populated. We are not looking for a breakdown per cluster of the background/partner organisations at LA level e.g. police, school staff etc., just the total number of trainees for each LA across the different training types described in the columns.
127. Similarly, to the above, for the delivery of specialist support, indicate the estimated number of parents to be supported for each type of specialist support bid for, per cluster. The types of specialist support will be auto populated.

## DWP engagement

128. DWP engagement with LAs will be undertaken by:

- RILs; and
- LA Partnership Engagement and Delivery Grants Team.

129. RILs will work with LAs to:

- support LAs with their Grant funding bids
- provide ongoing support for LAs and partners to plan, lead, deliver and evaluate their approaches to RPC.

130. The LA Partnership Engagement and Delivery Grants Team will:

- provide support and gather information throughout the scheme e.g. where a Funding Bid and MI Template has not been completed and returned on time
- ask for further clarification is needed in respect of the information provided on the Funding Bid and MI Template, if for example:
  - critical data is missing, or the data looks odd, or
  - the MI provided does not correspond to the information approved as part of the bid process
  - the LA is reporting a high value of administration costs. We may need the LA to explain why that is the case and provide supporting evidence
- deliver a series of LA conference calls through March and April 2022 to enable LAs to ask questions and seek points of clarification regarding the scheme and the bidding process
- deliver regional LA workshops in collaboration with RILs on completion of the Funding Bid and MI Templates.
- continue to engage with LAs to respond to questions we receive via the designated inbox as quickly as possible.

131. Where LAs are working within a cluster, it is the responsibility of the lead LA to collect and collate MI and complete one collated MI return and submit to DWP.

## **DWP funding arrangements**

132. In line with Government best practice and to ensure that the objectives of the RPC LG are being met during the Funding Period and reduce administration costs for all concerned, including the need for DWP to recover underspend, we have adopted a payment in arrears approach, with up to three payments in Year 1 and up to four payments in Year 2. This will enable DWP to adjust the amount of payments based on the actual level of spend incurred by the LAs as evidenced in each MI return.
133. Payment of the Grant from DWP to LAs will be made at intervals which follow the MI returns (three in Year 1 and four in Year 2). The first payment will be up to a maximum of 100% of the allocation for Year 1 and up to 100% of the remaining allocation on each of the later payments. Similar arrangements will apply in the Year 2.
134. Payment schedules and percentages are illustrated in the table within the Funding section below and will follow the receipt of a fully validated and complete statement of expenditure.
135. Where a lead LA submits a successful funding bid on behalf of a cluster of LAs, the total Grant for all the LAs will be paid to the lead LA. It is assumed that the lead LA will incur all or most of the costs e.g. procurement and administration. If part of the Grant needs to be paid to other LAs in the cluster, it is the responsibility of the lead LA to do this.
136. All MI returns must be endorsed by the Chief Finance Officer/S151 officer or their deputy with delegated authority, in accordance with their statutory assurance. The Chief Financial Officer/Section 151 Officer, alongside any deputy with delegated authority, must be copied into the email with the MI.
137. The guidance for completion is provided within a separate section of this Guidance and on a separate tab within the Funding Bid and MI Template. There are also detailed notes on the Funding Bid and MI Templates.
138. The definition of spend includes Grant funding that has been provided to a training provider, within the scope of the eligibility criteria, and within the period of the Funding Period. This period constitutes April 2022-March 2023 for Year 1 and April 2023-March 2024 for Year 2.
139. Spend also includes 'committed spend'. For this scheme committed spend relates to Grant funding that has been spent within the Funding Period for each Year and training that has been completed within this period or with an approved extension.
140. The definition of committed spend for the purpose of this scheme does not affect its accounting treatment in accordance with normal rules.
141. The timetable for provision of funding and MI returns is as follows:

**Funding:**

Payment	Amount (%)	Payment Date	Notes
Year 1 First	Up to 100% of Year 1 allocation	November/ December 2022	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).
Year 1 Second	Up to 100% of Year 1 remaining allocation	February/ March 2023	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).
Year 1 Third (Final)	Up to 100% of Year 1 remaining allocation	May/ June 2023	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).
Year 2 First	Up to 100% of Year 2 allocation	August/ September 2023	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).
Year 2 Second	Up to 100% of Year 2 remaining allocation	November/ December 2023	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).
Year 2 Third	Up to 100% of Year 2 remaining allocation	February/ March 2024	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).
Year 2 Fourth (Final)	Up to 100% of Year 2 remaining allocation	May/June 2024	Payment issued on actual spend following validated MI return (with reference to your progress against the planned training detailed in your bid).

**Year 1 and 2 Reporting:**

Year	Reporting period		Deadline for return
1	01/04/2022	30/09/2022	14/10/2022
1	01/04/2022	31/12/2022	13/01/2023
1	01/04/2022	31/03/2023	14/04/2023

2	01/04/2023	30/06/2023	14/07/2023
2	01/04/2023	30/09/2023	13/10/2023
2	01/04/2023	31/12/2023	12/01/2024
2	01/04/2023	31/03/2024	12/04/2024

### **Overhead and administrative costs**

142. The Grant allocation includes reasonable administration costs to support the delivery of RPC training. In all cases, administrative costs should be kept to a minimum. Note coordination costs are NOT considered as administration costs and are to be reported separately.

143. Administration costs for each LA will be published on [www.gov.uk](http://www.gov.uk) alongside other details related to this scheme.

### **Eligible Expenditure & Ineligible Expenditure**

144. Examples of administration costs which constitute Eligible Expenditure include (provided they are reasonable):

- The cost of procurement of the training
- Venue costs
- Other costs such as
  - Web-page design,
  - Small IT changes (for example, to facilitate MI production)

145. The following administration costs will be Ineligible Expenditure:

- The cost of delivery of the training
- The cost of staff time attending the training
- Travel to and subsistence at training

146. Examples of coordination costs which constitute Eligible Expenditure include reasonable:

- Coordinator salary costs – responsibilities we will fund under this role include:
  - To act as the primary contact for the programme
  - Developing the funding bids,
  - Collection & Reporting of MI
  - To co-ordinate and deliver training
  - To drive the development of a strategic partnership approach to RPC and drive progress across children’s services and partner agencies
  - To lead a Multi – Agency steering group & submission of the planning tool

- To regularly liaise with domestic abuse colleagues to ensure appropriate, safe and clear pathways of support are developed.
- To be responsible for developing a local needs assessment and evaluation of impact of services.
- To lead a learning approach to RPC through promoting practice sharing and effective supervision.

Any coordinator salary costs that relate to responsibilities that are not listed above will be considered Ineligible Expenditure.

147. Examples of evaluation costs which constitute Eligible Expenditure include:

- Material costs to carry out Local Evaluation
- Staff time to support the design and facilitation of evaluation

148. Example of evaluation costs which constitute Ineligible Expenditure include:

- Staff time on spent on attending/ being part of evaluation activities
- Evaluation of any non-RPC activity
- Evaluation of RPC activity prior to the Local Grant 2022-2025.

149. Examples of delivery costs which constitute Eligible Expenditure include:

- Delivery of specialist support
- Staff time to deliver interventions

150. Examples of delivery costs which constitute Ineligible Expenditure include:

- Delivery of lower level support such as conversations with parents

NOTE:

Delivering RPC support interventions is Eligible Expenditure however this Grant is geared towards delivering training and there is an expectation that the LA would pick up most of these costs. Any expenditure on RPC support interventions that DWP considers excessive in this context will be Ineligible Expenditure.

151. All funding should be used in a way that promotes the key aims of the Grant and this should be demonstrated in your bid. The focus of the Grant is on building capability and capacity within the LA and LA partner workforce as such priority needs to be given to workforce development. This should be reflected in the level of spend you allocate to workforce development over delivery and evaluation costs. Excessive spend (in DWP's opinion) on delivery and evaluation shall be considered Ineligible Expenditure. The longer-term aim is that LAs cover delivery costs.

152. Staff costs in relation to trainees attending the courses are not covered by the Grant and are Ineligible Expenditure.

153. Other Ineligible Expenditure is detailed in Annexe A and in the Grant Agreement. Applicants are strongly encouraged to review these lists carefully before submitting their application.

## **VAT**

154. LAs should submit bids for the Grant and the MI reports outlining proposed spend on a basis that it excludes any recoverable input VAT they incur in carrying out the Funded Activities. The value of any recoverable VAT should also be excluded in the amount of spend in the interim and final MI reporting templates. You may only include VAT in your bid and MI reporting template if you can't recover it from HM Revenue and Customs, and you need to state the reason why it can't be recovered. Once agreed, the Grant cannot be increased to cover additional VAT incurred/charged that was not included in the original bid. Claims for funding should be based on actual costs incurred (less any recoverable VAT) and must not exceed the agreed allocation.

## ***Who can apply?***

155. County Councils and Unitary Authorities (including London Boroughs and Metropolitan Councils) in England are eligible to apply for the allocation of funding provided by DWP

156. LAs will benefit if they can demonstrate prior engagement with the programme.

157. The Grant allocation process requires LAs either on their own or with others acting as an LA cluster to have a credible, proportionate delivery plan for the Grant allocation

158. There will be a requirement for a planning tool update towards the end of the Funding Period.

## **Contact us**

159. If you do have any queries, contact your RIL or LA PED at If you do have any queries, contact your RIL or LA PED at:

[LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk](mailto:LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk)



## **Annexe A: Ineligible Costs**

1. Paid for lobbying, which means using the Grant to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action.
2. Using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the Grant.
3. Using the Grant to petition for additional funding.
4. Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy.
5. Input VAT reclaimable by the Grant Recipient from HM Revenue and Customs.
6. Payments for activities of a political or exclusively religious nature.
7. Contributions in kind (i.e. a contribution in goods or services, as opposed to money).
8. Interest payments (including service charge payments for finance leases).
9. Statutory fines, criminal fines, or penalties.
10. Payments for work or activities which the Grant Recipient, or any member of their Partnership has a statutory duty to undertake, or that they are fully funded by other resources.
11. Bad debts to related parties.
12. Payments for unfair dismissal or other compensation.
13. Depreciation, amortisation or impairment of fixed assets owned by the Grant Recipient.
14. The acquisition or improvement of fixed assets by the Grant Recipient.
15. Liabilities incurred before the issue of the Grant Agreement unless agreed in writing by DWP.
16. Endeavours unrelated to the uses of funding detailed in paragraphs 13-19 of this Guidance.

## Annexe B: Relevant Workforces for RPC Training

<b>Early Help</b>	<b>Education</b>	<b>Voluntary and Community</b>	<b>Courts / Justice</b>	<b>Health</b>	<b>Adult Services</b>
Family Support Workers	Relevant professionals listed below in schools, nurseries and FE colleges including special schools and PRUS/alternative provision	Food banks	Solicitors	GPs	Housing – LA and Housing Associations
Commissioned Services		Housing Charities	CAFCASS	Midwives	Anti-Social Behaviour
Family Employment Advisers		Debt support	Youth Offending Teams	Paediatricians	Tenants Associations
Children's centre or Family Hub staff	Teaching Assistants	Advice services	Crime Prevention	A&E	
Parenting Teams	Parents Support Advisers	LGBT Youth Projects	Police	Paramedics	Social Workers
<b>Children's Social Care</b>	SENDCOs	Local mental health services	Violence reduction	Community nursing	Mental Health Services
Front Door Staff / MASH	PHSE Teachers	Scouts, Cadets etc	Probation	Pharmacy	Voluntary Sector
Social Work Resource Officers	Pastoral Leads	Sports Clubs	District Family Judges	Alcohol/drug services	Adult safeguarding lead
SEND	Head Teachers	Local Mediation	Family Courts	AnteNatal Lead	Treatment services
Adoption and Fostering Services	Support workers		Family Drug and Alcohol Courts	CAMHS	Advocates
Teenage Parents support	Welfare officers	Faith/Youth Clubs	Police School Liaison	Mental Health	Social Prescribing
Pre-birth assessment (high risk parents)	Year Heads	AA Meetings, recovery groups etc	Detached Youth Workers	Carers	Carer support groups
Family Support Staff	Breakfast/Afterschool club		Community Officers	Social prescribing	Adopters / Fosterers networks
Family Group Conferencing	School counsellors		Youth Crime		Parenting support services
Other specialist teams e.g consultant social worker	Primary mental health workers	Refugee/Asylum Seeker projects	Restorative Justice Section		Fathers Groups
Domestic Abuse Social Worker	Educational psychologists		Victim Support		Employers
<b>0-19 Services</b>	Speech and language therapists		Prisons		
Health Visitors	Childminders		Prisons visiting organisations		
School nurses			Legal Aid		
			PCSO		
			Domestic Abuse Services		