



27th February 2024

To: Mark Ansell, Havering London Borough

cc. Michele Kemp; Alison Keating, OHID Tobacco Control Regional Lead(s)

Dear Colleagues

**Re: Local Stop Smoking Services and Support Grant 2024-2025**

This letter sets out:

- allocations of the local stop smoking services and support grant for 2024 to 2025
- the conditions that will apply to that grant
- guidance intended to assist local authorities
- signature panel to accept the grant and its conditions

**Background**

The government has announced additional funding for local stop smoking services and support over the next five financial years, starting from 2024-25 until 2028-29. This circular pertains to the first year, with funding for subsequent years subject to spending review settlements, following the routine practice for all government expenditure.

The Secretary of State for Health and Social Care has determined that the grant will be paid based on the understanding that the funding will be used to:

- Invest in enhancing local authority commissioned stop smoking services and support, in addition to and while maintaining existing spend on these services and support from the public health grant. This should not replace other/existing programmes which support smokers to quit, for example the tobacco dependency programme delivered within the NHS Long Term Plan;
- Build capacity to deliver expanded local stop smoking services and support;
- Build demand for local stop smoking services and support; and
- Deliver increases in the number of people setting a quit date and 4 week quit outcomes, reporting outcomes in the [Stop Smoking Services Collection](#).



The grant will be ring-fenced for use on local stop smoking services and support.

The Secretary of State has determined, pursuant to section 31 of the Local Government Act 2003, to pay grants to relevant authorities in the amounts indicated for the financial year 2024 to 2025.

This letter is accompanied by 4 annexes:

Annex A: local stop smoking services and support ring-fenced grant determination including;

Appendix 1 - Local Authority Allocations 2024/25; and

Appendix 2 - Grant conditions

Annex B: Project Summary

Annex C: Payment Arrangements

Annex D: Statement of Grant Usage (SOGU) Assurance Template example

### **The grant**

The 2023 to 2024 grant will be paid in bi-annual instalments (see Annex C).

Pursuant to section 31(4) of the Local Government Act 2003 the Secretary of State has attached conditions to the payment of the grant, which are set out at Annex A.

The department's presumption is that the grant will be spent in-year. The grant recipient will notify the department as soon as is reasonably practicable should an underspend be forecast. The department may consider reducing future grant amounts to local authorities that report significant and repeated underspends.

Enquires about this agreement should be addressed to [stopsmokinggrant@dhsc.gov.uk](mailto:stopsmokinggrant@dhsc.gov.uk)

To accept the funding and conditions, please sign on page 19 and return to [stopsmokinggrant@dhsc.gov.uk](mailto:stopsmokinggrant@dhsc.gov.uk) by 24<sup>th</sup> April 2024 for payment on 24<sup>th</sup> May. However, if the signed agreement is returned by 27<sup>th</sup> March, payment will be made on 26<sup>th</sup> April 2024.

Yours sincerely

Natasha Burgon

Director | Health Improvement | Global and Public Health Group

Office for Health Improvement and Disparities



## **Annex A: Revenue grant determination (ringfenced)**

### **Section 31 local authority grants for local stop smoking services and support GRANT DETERMINATION 2024-2025: No 31/7043**

The Minister of State for Health and Social Care (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

#### Citation

This determination may be cited as the ‘local stop smoking services and support’ Grant Scheme Determination (2024-2025) [No31/7043]

#### Purpose of the grant

The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them in connection with the provision of local stop smoking services and support.

#### Determination

The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid in the financial year 2024 to 2025, the authorities and the amounts for the financial year 2024 to 2025 set out in Appendix 1.

#### Treasury consent

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

#### Grant conditions

Pursuant to section 31(3) and section 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Appendix 2.

#### UK Government Branding

The grant recipient shall at all times during and following the end of the funding period:

- comply with requirements of the Branding Manual in relation to the Funded Activities; and
- cease use of the Funded by UK Government logo on demand if directed to do so by the Authority.



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**Branding Manual** means the HM Government of the United Kingdom of Great Britain and Northern Ireland 'Funded by UK Government branding manual' first published by the Cabinet Office in November 2022 and is available at <https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/> including any subsequent updates from time to time.

Signed by authority of the Minister of State for Health and Social Care

Natasha Burgon  
Director | Health Improvement | Global and Public Health Group  
Office for Health Improvement and Disparities  
Department of Health and Social Care

[26/02/2024]



## Appendix 1

### Local Authority Allocations 2024/25

<b>Authorities to which grant is to be paid</b>	<b>Amount of grant to be paid</b>
Barking and Dagenham London Borough	254,178
Barnet London Borough	333,217
Barnsley Metropolitan Borough Council	378,504
Bath and North East Somerset Council	202,171
Bedford UA	219,025
Bexley London Borough	303,247
Birmingham City Council	1,676,048
Blackburn with Darwen Borough Council	237,341
Blackpool Borough Council	281,362
Bolton Metropolitan Borough Council	438,537
Bournemouth, Christchurch and Poole Council	422,313
Bracknell Forest Borough Council	141,728
Brent London Borough	354,624
Brighton and Hove Council	402,084
Bristol Council	742,043
Bromley London Borough	272,889
Buckinghamshire Council	541,832
Bury Metropolitan Borough Council	207,932
Calderdale Metropolitan Borough Council	263,562
Cambridgeshire County Council	885,734
Camden London Borough	171,504
Central Bedfordshire UA	379,284
Cheshire East UA	432,331
Cheshire West and Chester UA	356,235
City of Bradford Metropolitan District Council	762,108
City of London	12,087
City of York Council	196,542
Cornwall County UA	643,620
Coventry City Council	520,304
Croydon London Borough	436,814
Cumberland Council	398,216
Darlington Borough Council	122,336
Derby City Council	374,638
Derbyshire County Council	1,083,451
Devon County Council	949,746



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Doncaster Metropolitan Borough Council	499,326
Dorset Council	368,335
Dudley Metropolitan Borough Council	406,558
Durham County UA	806,023
Ealing London Borough	425,784
East Riding of Yorkshire Council	349,603
East Sussex County Council	700,148
Enfield London Borough	445,959
Essex County Council	1,870,699
Gateshead Metropolitan Borough Council	251,686
Gloucestershire County Council	787,301
Greenwich London Borough	353,049
Hackney London Borough	327,891
Halton Borough Council	159,432
Hammersmith and Fulham London Borough	191,033
Hampshire County Council	1,381,823
Haringey London Borough	332,932
Harrow London Borough	191,828
Hartlepool Council	142,389
Havering London Borough	307,543
Herefordshire Council	226,799
Hertfordshire County Council	1,283,608
Hillingdon London Borough	281,393
Hounslow London Borough	361,119
Isle of Wight Council	169,296
Isles of Scilly Council	2,918
Islington London Borough	287,152
Kensington and Chelsea Royal Borough	180,653
Kent County Council	1,944,823
Hull City Council	506,386
Kingston upon Thames Royal Borough	135,792
Kirklees Metropolitan Borough Council	552,549
Knowsley Metropolitan Borough Council	219,024
Lambeth London Borough	407,371
Lancashire County Council	1,673,989
Leeds City Council	985,430
Leicester City Council	456,669
Leicestershire County Council	716,153
Lewisham London Borough	364,953
Lincolnshire County Council	1,076,632
Liverpool City Council	831,826



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London Borough of Richmond upon Thames	125,059
Luton Borough Council	344,835
Manchester City Council	929,359
Medway Council	326,025
Merton London Borough	269,532
Middlesbrough Borough	219,929
Milton Keynes Council	375,145
Newcastle City Council	411,496
Newham London Borough	430,093
Norfolk County Council	1,300,766
North East Lincolnshire Council	279,508
North Lincolnshire Council	223,471
North Northamptonshire	487,696
North Somerset Council	244,475
North Tyneside Metropolitan Borough Council	278,293
North Yorkshire	632,698
Northumberland County UA	366,759
Nottingham City Council	545,215
Nottinghamshire County Council	1,039,463
Oldham Metropolitan Borough Council	321,524
Oxfordshire County Council	795,255
Peterborough City Council	272,376
Plymouth City Council	415,628
Portsmouth City Council	294,830
Reading Borough Council	240,006
Redbridge London Borough	334,777
Redcar and Cleveland Borough Council	191,493
Rochdale Metropolitan Borough Council	327,431
Rotherham Metropolitan Borough Council	384,845
Rutland County Council District Council	43,358
Salford City Council	367,204
Sandwell Metropolitan Borough Council	548,413
Sefton	231,529
Sheffield City Council	650,694
Shropshire County UA	359,568
Slough Borough Council	211,394
Solihull Metropolitan Borough Council	221,767
Somerset	743,908
South Gloucestershire Council	318,377
South Tyneside Metropolitan Borough Council	232,311
Southampton City Council	314,430



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Southend on Sea City Council	227,889
Southwark London Borough	393,832
St Helens Metropolitan Borough Council	207,251
Staffordshire County Council	938,554
Stockport Metropolitan Borough Council	360,808
Stockton-on-Tees Borough Council	236,760
Stoke-on-Trent City Council	396,370
Suffolk County Council	1,012,764
Sunderland City Council	407,965
Surrey County Council	1,131,204
Sutton London Borough	195,780
Swindon Borough Council	257,699
Tameside Metropolitan Borough Council	412,776
Telford and Wrekin Council	264,278
Thurrock Council	225,920
Torbay Borough Council	216,975
Tower Hamlets London Borough	375,067
Trafford Metropolitan Borough Council	208,410
Wakefield Metropolitan District Council	536,886
Walsall Metropolitan Borough Council	367,927
Waltham Forest London Borough	297,307
Wandsworth London Borough	338,067
Warrington Borough Council	199,598
Warwickshire County Council	786,180
West Berkshire District Council	181,670
West Northamptonshire	478,149
West Sussex County Council	1,075,586
Westminster City Council	284,971
Westmorland and Furness Council	259,242
Wigan Metropolitan Borough Council	475,110
Wiltshire County UA	581,930
Windsor and Maidenhead Royal Borough Council	152,132
Wirral Metropolitan Borough Council	360,729
Wokingham District Council	102,358
Wolverhampton Metropolitan Borough Council	322,613
Worcestershire County Council	716,845



## Appendix 2

### Grant conditions

#### 1. In this Appendix:

- ‘an authority’ means an upper tier or unitary local authority identified in Appendix 1
- ‘the Department’ means the Department of Health and Social Care
- ‘Financial Year’ means a period of 12 months commencing on 1 April 2024 and ending 31 March 2025
- ‘grant’ means the amounts set out in the ‘Ring-fenced local stop smoking services and support grant determination 2024 to 2025’
- ‘upper tier and unitary local authorities’ means:
  - a county council in England
  - a district council in England, other than a council for a district in a county for which there is a county council
  - a London borough council
  - the Council of the Isles of Scilly
  - the Common Council of the City of London
- “the Project” means those outputs, activities, milestones and targets identified in the project summary (attached at Annex B)
- “the Secretary of State” means the Minister of State for Health and Social Care

### Use of the grant

2. Pursuant to section 31 of the Local Government Act 2003, the Secretary of State hereby determines that the local stop smoking services and support grant shall be paid towards expenditure incurred, or to be incurred, by upper tier and unitary local authorities in the financial year 2024 to 2025.

3. Subject to paragraph 4, the grant must be used only for meeting eligible expenditure incurred or to be incurred by authorities for the purposes of providing local stop smoking services and support.

#### 4. An authority must, in using the grant:

- Invest in enhancing local authority commissioned stop smoking services and support, in addition to and while maintaining existing spend on these services and support from the public health grant. This should not replace other/existing programmes which



support smokers to quit, for example the tobacco dependency programme delivered within the NHS Long Term Plan;

- Build capacity to deliver expanded local stop smoking services and support;
- Build demand for local stop smoking services and support; and
- Deliver increases in the number of people setting a quit date and 4 week quit outcomes, reporting outcomes in the Stop Smoking Services Collection.

### **Eligible expenditure**

5. Eligible expenditure means expenditure incurred by an authority or any person acting on behalf of an authority, between 1 April 2024 and 31 March 2025, for the purposes of carrying out stop smoking services and support functions referred to in paragraph 4.

6. If an authority incurs any of the following costs, those costs must be excluded from eligible expenditure:

- a) contributions in kind
- b) payments for activities of a political or exclusively religious nature
- c) depreciation, amortisation or impairment of fixed assets owned by the authority
- d) input VAT reclaimable by the authority from HM Revenue and Customs
- e) interest payments or service charge payments for finance leases
- f) gifts, other than promotional items, with a value of no more than £10 in a year to any one-person
- g) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- h) statutory fines, criminal fines or penalties

7. An authority must not deliberately incur liabilities for eligible expenditure before there is an operational need for it to do so.

8. For the purpose of defining the time of payments, an authority shall account for its spend from the grant using the accrual basis of accounting (for an explanation of accrual accounting please refer to the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom).

### **Payment arrangements**

9. Payments will be made during the Financial Year in Q1 and Q4 (as further detailed in Annex C). The Q4 payment made may cover forecast spend in Q4, up to the end of the Financial Year.



10. The authority will notify the Department as soon as is reasonably practicable should an underspend be forecast. The Department reserves the right to alter the timing or amount of grants payments accordingly.

### **Reporting**

11. The authority will work with the Department to provide the necessary information and data to monitor and evaluate progress against the aims and outcomes of the Project.

12. The reporting will take place through these delivery mechanisms:

- Stop Smoking Services Collection, an existing data collection and reporting system used to monitor the delivery of local stop smoking interventions. NHS England collects the data from local authorities and there is a requirement to submit activity for each quarter. NHS England publishes submission dates and local authorities can return activity and outcome data associated with quit support provided. The collection requires local authorities to submit cumulative counts of activity using a template, which you can request from the Strategic Data Collection Service;
- The Department will financially monitor the grants provided to authorities on a quarterly basis using the supplied financial reporting template. This financial monitoring will ask authorities to provide a breakdown of the payments to service providers and a breakdown by budget line of spend within the project delivery. (Note this reporting mechanism has been added since the gov.uk guidance 'Expected reporting mechanisms' section was published on gov.uk in November 2023); and
- A final statement of grant usage (being in the form set out at Annex D) must be submitted to the Department ([stopsmokinggrant@dhsc.gov.uk](mailto:stopsmokinggrant@dhsc.gov.uk)) on the 21st day of the month following the expiry of the Financial Year. The final statement of grant usage must be certified by the authority's Chief Executive/s Officer that, to the best of their knowledge, the amounts shown on the statement are all eligible expenditure and that the grant has been used for the purposes intended.

13. An authority must notify the Department immediately in writing should it become aware of any circumstances that may cause delay in the delivery of the Project.

14. The Secretary of State may require a further external validation to be carried out by an appropriately qualified independent accountant or auditor of the use of the grant where the return referred to in paragraph 12 above fails to provide sufficient assurance to the Secretary of State that the grant has been used in accordance with these conditions.

### **Financial management**

15. The authority must maintain a robust system of internal financial controls and inform the department promptly of any significant financial control issues raised by its internal auditors in relation to the use of the grant.



16. If an authority identifies any overpayment of the grant, the authority must repay this amount within 30 days of it coming to their attention.

17. If an 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 the grant for purposes other than those for which it was provided.

### **External audit arrangements**

18. Appointed auditors are responsible for auditing the financial statements of the authority and for reaching a conclusion on an authority's overall arrangements for securing economy, efficiency and effectiveness in the use of resources. The use of, and accounting for, this grant and the arrangements for securing economy, efficiency and effectiveness in doing so fall within the scope of the work that appointed auditors may plan to carry out, having regard to the risk of material error in the authority's accounts and significance.

### **Records to be kept**

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 an authority must allow a) the Comptroller and Auditor General or appointed representatives and 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 is connected to the grant payable under this determination, or to the purposes for which the grant was used, subject to the provisions in paragraph 22.

21. The documents, data and information referred to in paragraph 20 are such as the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of the Secretary of State's or the Comptroller and Auditor General's financial audit or that any department or other public body may reasonably require for the purposes of carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. An authority must provide such further explanations as are reasonably required for these purposes.

22. Paragraphs 19 and 20 do not constitute a requirement for the examination, certification or inspection of the accounts of an authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The 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 the Audit Commission.



### **Breach of conditions and recovery of grant**

23. 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 24 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.

24. The events referred to in paragraph 23 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 achieve the outputs, activities, milestones and targets set out in the bid;
- d) the authority's chief internal auditor is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the period 1 April 2024 to 31 March 2025 in accordance with the definitions and conditions in this determination.

25. Details for correspondence

<b>The Authority (the Grant Recipient) to complete this section</b>
<b>Name:</b>
<b>Position:</b>
<b>Address:</b>
<b>Email:</b>



## Annex B: Project Summary

PROJECT TITLE: Supporting people to quit smoking

In October 2023 the Prime Minister announced a comprehensive plan to create a smokefree generation. The plan acknowledged harms smoking causes to our society and evidence-based measures to reduce smoking prevalence. As part of a wide package of measures, the Prime Minister announced an extra £70 million per year over the next 5 years to increase support available for smokers to quit. This extra ringfenced investment is available for local authorities who maintain existing spend on stop smoking services and support from the public health grant, and report outcomes in the stop smoking services collection.

The purpose of this investment is to support existing smokers to quit in England. As a result of the investment the Government wants to increase access to evidence-based behavioural support to quit and targeted support to people more likely to smoke, to reduce health inequalities. [‘Local stop smoking services and support: guidance for local authorities’](#) published on gov.uk on 8 November 2023 sets out a framework for delivering services and support in line with this aim. This investment should not replace activity delivered as part of the NHS Long Term Plan or the public health grant. It is intended to allow local authorities to deliver more or enhanced stop smoking support provision. For example, the new funding can support building capacity to support smokers to quit and increase referrals from a range of community settings, such as primary care or mental health services. The funding can also be used to train more local healthcare staff to deliver smoking cessation advice and referrals. It should not be used for tobacco enforcement activity.

The provision of stop smoking services and support in England varies. In recognition of this, targets linked to funding will not be set for the first year of this investment. This position will be kept under review for subsequent years. The Government’s ambition for this investment is to see 360,000 people set quit dates, with 198,000 successful quits (measured as 4-week quits) in England each year. It is understood that local authorities will need time to commission and upscale local offers and generate demand for stop smoking support over time.

A methodology has been applied to support understanding of what this ambition means for local areas. This approach has:

- Taken the total number of additional quit dates needed to be set in England
- Distributed them as a proportion across each local authority area, based on the share of the smoking population in that local authority area
- This expected increase in activity is added to the local authority’s most recent year’s performance to provide a new ambition for the locality, which incorporates historic performance and expected uplift from the new funding.
- For local authorities that have no submitted performance data in the most recent year, a baseline level of activity has been calculated based on national average performance of the local authority’s expected contribution to the 360,000 new quit dates per year for England.
- Factored in a gradual increase of set quit dates with an expectation of what these numbers will look like throughout the full five years of investment.



- These figures are for local authorities to measure their performance against, whilst scaling up services and delivering quits needed to meet the ambition over the next 5 years.

For Havering London Borough, this is modelled into the following trajectory of set quit dates.

National Goal Increase	Smoking Population Proportion	1 Year figure (Goal*Smoking Proportion)	5 Year Figure	Y1 (25%) Increase	Y2 (50%) Increase	Y3 (125%) Increase	Y4 (150%) Increase	Y5 (150%) Increase
193,908	0.439%	852	4,260	213	426	1,065	1,278	1,278

Current Rate (as reported in SSS)	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	Year 5 Total
82	295	508	1,147	1,360	1,360

For Havering London Borough, reported spend in 2022/23 was £36,040.



## Annex C: Payment Arrangements

Your maximum funding allocation is £307,543 to be spent in financial year 2024 - 2025.

Payment Dates	Payment Amount
Quarter 1 – April to June 2024	£215,280
Quarter 4 – Jan to March 2025	£92,263
<b>Total</b>	<b>£307,543</b>



**Annex D: Statement of Grant Usage (SOGU) Assurance Template (NOT FOR COMPLETION)**

**YEAR 1: FINANCIAL YEAR PERIOD - ENDING DD MM YYYY**

**Project Name: Local Stop Smoking Services and Support Grant 2024-2025**

Please use this form to provide a statement of grant usage.

This Statement should be submitted to Office for Health Improvement & Disparities by [dd mmm 20yy]

***Contact Details***

Name of authority

Authority Address

Postcode:

Name and telephone number of person to whom queries about this Statement can be made

Name:

Tel:

Email:

**Grant Reference Number: [XXXXXXXX]**

Please complete the following table, to the nearest £1.



Amount of funding received (£)	Actual eligible expenditure from [DD/MM/YYYY] to [DD/MM/YYYY]	Reason for any difference
Revenue	Revenue	
£xxxxxx	£xxxxxxx	

Complete the certification before returning.

**Certification**

I certify that to the best of my knowledge and belief the above information gives a complete and accurate record of the eligible expenditure as stated in the determination in relation to funding received from the Department of Health and Social Care for the above project and that we have taken steps to ensure that we would be in a position to repay the grant if we breach the grant conditions for the provision of Local Stop Smoking Services and Support for the financial year 2024 – 2025.

Signed by the authority Finance Director or equivalent.

Signature:

Name: (BLOCK CAPITALS):

Job Title:

Date:



Signed by the LOCAL AUTHORITY  
(Grant Recipient)

.....

Authorised Signatory

PRINT NAME:

.....

DATE

.....

POSITION:

.....