

Objective 1	Deliver By	Action	Lead	Target Date	Status	Update
Communicate clearly and effectively across systems to promote suitable offerings for all members of the community	Identifying good/best practice options currently in use and adopt these for use in Lincolnshire	Review documentation provided and confirm approach		07/09/22	Closed	15/09 - Terms of Reference agreed at BLLLT meeting on 14/09.
					Closed	15/09 - Suggestion that the LFIP action plan and task group action plan should become one document. Meetings arranged for 21/09 (LD/MW/BE) 22/09 - Meeting held and new action plan created on Excel. Individual organisations will be responsible for their own action plans. This action plan covers the groups actions rather than individual agencies.
	Establish a coordinated messaging strategy for use across the county	Identify comms support through W&I Cell			In Progress	16/09 - Discussion held with Julie Heath. WLDC have established an officer group to gather feedback from their teams to understand their demand from customers and staff. This is shaping their offering. Julie H has suggested SKDC or CofL comms attend to support comms piece. 22/09 - IK & AA to identify comms lead from CofL, linking in with JH to support the comms piece 22/09 - AA agreed for Sarah Curtiss to work on the project from a comms perspective 13/10 - SC now part of the group. Comms message being worked on and draft circulated to group ahead of 20/10 meeting. Some minor amendments were discussed during the meeting 14/10 - Comms piece circulated to Elected Members, staff. Press release also issued 20/10 - Comms subgroup set up, chaired by SC to ensure consistent messaging is taking place 03/11 - SC stated that the Comms subgroup should be the overarching group, managing the messaging from other subgroup. Consideration should be given to having a comms member in each of the subgroups to feedback into the comms subgroup. 17/11 - Comms group to collate key activities from subgroups and feedback to LD for adding to overarching action plan. Work is ongoing to identify key stakeholders to ensure consistent messaging takes place.
	Include messaging information in County News	Contact LCC to identify closing date for message submission			Closed	15/09 - Comms piece to be created 06/10 - LD has provided SC the initial briefing note document for Elected Members. LD & SC to meet prior to 13/10 to discuss and for comms draft to be created. 11/10 - SC/LD met to discuss. Draft comms piece to be presented at meeting on 13/10 13/10 - Minor amendments to comms suggested for circulation to staff, Elected Members and then the public

Objective 2	Deliver By	Action	Lead	Target Date	Status	Update
Coordinate activity across Lincolnshire to ensure a joined up approach to the challenge	Identifying actions, messaging currently taking place to add to an activity tracker	Contact the following to identify actions being taken; District Councils ICB Voluntary Sector			In Progress	19/09 - Activity tracker created 06/10 - Martin Walmsley currently refreshing a tracker used during Covid. Once the refresh is complete, Lee Duke will merge the two trackers and present to the group. 20/10 - MW confirmed tracker near completion. Will review against for short-term work streams to ensure this aligns appropriately 03/11 - MW shared the plan with the group. Some further enhancements are needed in line with the four subgroups that have been established. 17/11 - Activity tracker is still being worked on. This is a large document with links to all subgroups.
	Links to national initiatives on each district website	Contact district leads to ensure individual websites link to national initiatives			Closed	15/09 - LCC website updated with links to national initiatives, LCC initiatives and district websites 06/10 - District websites need to be checked to ensure they are up to date and reflect the same content to national support - Action Nova Roberts 13/10 - NR confirmed links established with districts and work is being completed with W&I chair to ensure W&I is the link group for comms. District spreadsheet to be created to summarise all district content to share across districts. CM confirmed lots of work has been completed on SKDC website, as well as a meeting held with businesses, CAB, DWP, money and pension service, etc and this was positive 20/10 - Ongoing monitoring of District sites to be completed locally to ensure information remains up to date
	Linking in with Churches Together in All Lincolnshire (CTAL) to share information, messages, etc.	Contact CTAL and establish a two-way communication link	Lee Duke	Ongoing	Closed	16/09 - CTAL have a letter awaiting sign off and briefing. Once signed off, this will be shared with the task and finish group 27/09 - NFCC briefing pack shared with Melanie Carroll (CTAL) . Melanie will include some of the information, links, etc. in their next comms bulletin 07/10 - LD met with Melanie; will provide an updated copy of the letter next week. Also keen to link into CTSL website once this is up and running. 13/10 - New letter to churches received from CTAL. Once CTSL website is agreed, LD will link back with CTAL to ensure cross-linking of sites 24/10 - CTSL link sent to Melanie at CTAL to ensure local groups, initiatives, etc. are linked effectively. Made aware that any linking requests will be triaged prior to be added to the site.
	Establishing link with parish councils/community groups to share information, messages, etc	Contact LALC and establish a two-way communication link	Lee Duke	23/09/22	In Progress	23/09 - Discussion with Katrina Evans from LALC. They will attend weekly meeting where possible and wish to be included in any comms so that they can work with local councils to join up activity. 06/10 - LALC AGM is on 12/10/22 and an invite is there to attend and deliver an overview of the work being completed. No one is available to attend although there is a clerk's networking day on the 7th December where attendance is also requested. To be discussed at next meeting. 13/10 - Clerk's day to be discussed once coms strategy is in place. CTSL logo to be shared and added as a website link once agreement is confirmed by DS following meeting on 18/10 03/11 - CTSL now set up and options to link individual organisations to the site to be shared by members within the stakeholder group to wider organisations
	Establish links with other groups to share information, messages, etc.	Contact YMCA Contact Greater Lincolnshire Housing Association	Lee Duke		In Progress	28/09 - Invite sent to Murray MacDonald Chair of Greater Lincolnshire Housing Association and Caroline Killeavy from YMCA 06/10 - CK advised there are 6 cluster meetings during Oct/Nov covering the whole of Lincolnshire and this may be a good way to link in and circulate the activities taking place across the county. 18/10 - CK provided dates of the cluster meetings to members 28/10 - Malcolm Ryan from Carers First to join group - invitation to meetings sent
	Identifying where warm spaces are being set up across the county, along with the potential impact of reduced hours, closures, etc. of authority provided spaces such as libraries, sports centres, etc. (Added 06/10/22)		Claire Moses		In Progress	Create a subgroup to review where the gaps are, what the challenges are and where we can work together. KE will survey districts to identify who is providing warm spaces. CK will pass on details of a contact who has completed a large amount of work re warm spaces. Warm spaces group to be identified 20/10 - Warm spaces short-term workstream to be set up and led by Claire Moses. This will report back to the main group on a fortnightly basis. This will look at the current landscape, where there are gaps and what the requirements are to improve this area. Consideration of outlying communities across Lincolnshire where there may be difficulty with transport, location, etc. in accessing some of the support available. This may be a key area where additional support is required, outside that which is available. 01/11 - Subgroup action plan set up by CM to capture any actions. Scene setting meeting scheduled with Districts booked for 03/11/22 - email circulated to group with meeting papers on 02/11 03/11 - All districts represented on the subgroup. Baseline activity is taking place to ensure all districts are at the same point before moving forward. Comms messaging will go out at the same time with a consistent message. 17/11 - LCC Safeguarding provided written guidance for those interested in setting up warm spaces
	Promotional activity to increased benefits take-up across the county, such as pension credit				In Progress	20/10 - Link to national initiatives on District council sites. Further links are on the CTSL site. 03/11 - Also forms part of the Economic subgroup

Ensure easy access to relevant information aimed at the local community	Utilise the Connect to Support Lincolnshire website effectively	David Stacey		Closed	<p>06/10 - DS discussed the CTSL site with Samantha Francis. Agreement needs to be obtained through LCC CLT to use this site. Suggestion is to have a Cost of Living button on the site linking to district sites, as well as other useful information. Individual agencies can then complete a form and submit this to enable their information to be linked to the site.</p> <p>19/10 - DS, SF &amp; LD met to discuss. Agreement now received to use website. Suggested page to be shared at group meeting on 20/10. Suggested that any forms submitted for inclusion on the page are redirected to group to triage prior to publishing on the site. This will help to avoid duplication and maintain focus.</p> <p>20/10 - Agreement reached to promote the use of CTSL website for communities, etc. to access information about support, initiatives, etc. across the county. Agreement to triage requests through this group reached. MJ to encourage organisations to connect to and use the CTSL site.</p>
Identify funding opportunities available to local communities	Set up a funding streams workstream	Martin Walmsley		In Progress	<p>20/10 - Sub workstream set up. To be chaired by Martin Walmsley with support from other members/organisations. This will look at the current landscape, where there are gaps and what the requirements are to improve this area.</p> <p>31/10 - Email update provided by MW with a number of actions agreed. Email circulated 02.11.22 with meeting papers</p> <p>03/11 - Carers First to provide nomination to sit on subgroup</p> <p>17/11 - HSF3 runs until march 2023. HSF4 has been announced for 2023 - 2024. Work is ongoing to identify different funding opportunities.</p>
Identify food provision such as community groceries, food bank, etc.	Set up a food workstream	Nova Roberts		In Progress	<p>20/10 - Sub workstream set up. To be chaired by Nova Roberts with support from other members/organisations. This will look at the current landscape, where there are gaps and what the requirements are to improve this area. Consideration of outlying communities in Lincolnshire, where there may be difficulty with transport, location, etc. This could be a key area where additional support may be required, outside of that which is available.</p> <p>02/11 - TOR &amp; responsibilities being finalised ahead of next stakeholder group meeting</p> <p>03/11 - Lincs Food Partnership to be invited to be represented on subgroup.</p> <p>17/11 - Subgroup to review the Restore app used by City foodbank for suitability. Continue to review variety of support in this area.</p>

Objective 3	Deliver By	Action	Lead	Target Date	Status	Update
Act decisively and at speed to proactively support members of the community	Identify key communication lead/link within each organisation to enable key messages to be shared/published	Each agency to propose communication lead for their organisation	All	07/09/22	In Progress	06/10 - Sarah Curtiss is now part of the group in relation to comms messaging. This will enable the group to identify key messages to share out across organisations, through the W&I group and individual comms teams 13/10 - Draft message submitted and discussed. Small amendments to be made. 14/10 - Sign off received and comms message published to staff, Elected Members and via the LRF social media links. Piece also seen in Lincolnite. Links established with LRF W&I group to ensure consistent and ongoing sharing of messaging.
	Sharing local decisions/information from individual agencies/partners with the Task and Finish Group		All	Ongoing	In Progress	13/10 - Comms piece will help to start this process. Updates required from all task force members to ensure oversight of all activity
	Listen to and review feedback from communities to provide insight on current activities and areas for focus (added 06/10/22)					

Objective 4	Deliver By	Action	Lead	Target Date	Status	Update
Influence local decision makers and government to effect changes to improve the outlook for members of the community	Providing regular feedback to local decision makers and government re the challenges faced and issues arising locally	Each agency to feedback through their leadership teams	All	Ongoing	In Progress	
		Summary of issues to be provided to Government Liaison Officer via the LRF		Ongoing		06/10 - LD met with Neil Reid (GLO), Ian Read (Head of EP&BC) and Graeme Hemsall (EP&BCO) on 04/10. Government are completing an audit of LRFs around winter pressures. Following this, GH is chairing a winter pressures group and will attend the cost of living meetings to share information, etc. to ensure that both groups are working in tandem. Review of Help for Households site, demonstrates that the wording around the energy price cap is confusing for some consumers. LD to liaise with NR to see if this site can be reviewed/reworded 10/10 - LD spoke with NR. A request has been made to the lead government dept to review and update the landing page, as well as ensuring that individual government sites are linked and are consistent.

FOOD SUPPORT SUB GROUP 25 November 2022

Objective 2 from CoL Challenge	Deliver By	Action	Date Set	Owner	Details	Progress Update	Action by Date	Completed
Coordinate activity across Lincolnshire to ensure a joined up approach to the challenge	Identify food provision such as community groceries, food bank, etc.	AC, Lincoln Food Bank to send details of the referral process application to BP and to present at a future meeting.	10-Nov-22	AC				
		All to consider how to support the smaller food support groups in terms of best practice and applying for funding.	10-Nov-22	All				
		All to consider other food support providers across the County which can be added to a list.	10-Nov-22	All				
		NR to share the Cost of Living Challenge paper going before the Committee with the Sub-Group.	10-Nov-22	NR	This was circulated with the Minutes dated 24 November 2022.	A further follow-up paper will be going before the Committee in December 2022 and this would be shared with the Food Support Sub Group		
		TN to share the contact details for St John's Church with CD.	24-Nov-22	TN	Email sent to CD on 25 November confirming Father Clay as the contact.			
		TN to send the Food Bank map to BP.	24-Nov-22	TN	This was added to the Minutes dated 24 November 2022			
		AC to send the Restore Application Presentation to BP.	24-Nov-22	AC	Short video on the Restore System sent to BP on 6 December 2022 which has been added to the 8 December 2022 Agenda.			
		All to consider the RRT Holiday Food Box Flyer	24-Nov-22	All	This will be discussed at the next meeting in December.			

## Cost of Living Working Group Action Log

### Summary:

Bi-Weekly Meetings since 25th August 2022

Representation from across the council including: Revs and Bens, Customer Services, HR,

**Communities, Comms, Finance, Homes, Health & Wellbeing**

Standard agenda items include:

- → CoL Summit/Action Planning
- → Grants/Funds currently available
- → Food banks and support groups
- → CRM Enquiries
- → Staff Wellbeing
- → Comms
- → LRF Group
- → AOB: Emerging Issues/Warm Spaces

### Key Actions:

- → Cost of living website development and updates: landing page has been set up and information is being added as required and confirmed from the County Challenge group.
- → Adapt CRM to track emerging customer issues, track reoccurring and emerging themes.
- → Frontline staff information collated and shared and reviewed for signposting and consistency
- → Reviewing staff training can be arranged for cost of living related pressure for front-line staff who carry emotional impacts from customers
- → Provide links with voluntary and community groups and reporting into the Food Support subgroup from the County sub-group
- → Discussions and data able to feed into LRF subgroups and County Wide Challenge group to address agreed objectives

Date	Action	Owner	Status	Comments
25-Aug-22	GW to send GWi Government landing page for circulation	G White	Closed	Circulated via email 05/09/22
25-Aug-22	AM to send GWi table of available support for circulation	A Matthews	Closed	Circulated via email 05/09/22

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