

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: e.g. Directorate/Ref No/Year - 2021018**

**BOX 1****DIRECTORATE: LO-CYP****DATE: 26/10/20****Contact Name: Leanne Hornsby****Tel. No.: 01302 734865****Subject Matter: Free school meals over the October half term holiday****BOX 2****DECISION TAKEN**

To provide free school meal vouchers during the October half term one week holiday for Doncaster pupils

**BOX 3****REASON FOR THE DECISION**

To enable Doncaster children to benefit from free school meals during half term week, ensuring that children and parents and carers who need additional support over the half term holiday receive it, independent of any national decisions.

The Coronavirus pandemic has been difficult for everyone and Doncaster faced further restrictions from Saturday 24<sup>th</sup> October when we went into Very High or Tier 3. We appreciate that families are finding it difficult already and the current situation is making it even harder for people who are struggling to support their children.

Free school meal vouchers will be provided for the one week October half-term holiday. The voucher for £15 per child per week is available for children aged four and upwards who attend schools in the borough. Schools will be able to access supermarket vouchers for use by parents/guardians of pupils who are eligible for FSM when not at school. Schools are contacting eligible families to arrange.

More than 11,000 children are eligible to benefit for the vouchers, which will cost circa. £166,000 if all eligible families accept them.

**BOX 4****ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Not to provide free school meals during the half term week, this option was rejected due to the negative impact on children, parents and carers.

**BOX 5****LEGAL IMPLICATIONS**

Section 1 of the Localism Act 2011 gives the local authority the power to do anything that individuals may generally do.

Although there isn't a legal requirement, on this occasion the Council has made a decision to provide free school meal vouchers to those pupils, who are eligible, during the October half term to help families during in these difficult times.

**Name: Nicky Dobson    Signature: [REDACTED]    Date: 28<sup>th</sup> October 2020**

Signature of Assistant Director of Legal and Democratic Services (or representative)

**BOX 6****FINANCIAL IMPLICATIONS:**

The cost of providing free schools meal vouchers for the October half term week will cost approximately £166k, if all eligible families accept them. This will be funded from the COVID-19 pressures funding allocated.

**Name: Laura Sudbury    Signature: [REDACTED]    Date: 27/10/2020**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7****OTHER RELEVANT IMPLICATIONS**

**Name: \_\_\_\_\_    Signature: \_\_\_\_\_    Date: \_\_\_\_\_**

Signature of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8**

**EQUALITY IMPLICATIONS:** (To be completed by the author).

**This decision was taken with due regard to the Equalities Act 2010 and Doncaster Council's public sector equality duty**

**BOX 9**

**RISK IMPLICATIONS:** (To be completed by the author)

**If this decision had not been taken vulnerable families may have been short of food**

**BOX 10**

**CONSULTATION**

Consultation has taken place with the Mayor, Chief executive, schools and relevant Council departments

**BOX 11**

**INFORMATION NOT FOR PUBLICATION**

**This is not restricted**

**Name: Anita Linsdell**

**Signature:** 

**Date: 25/11/2020**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12**

**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR

(If YES please list and submit these with this form)

**BOX 13  
AUTHORISATION**

**Name:** Riana Nelson **Signature:**  **Date:** 25/11/2020

Director of Learning, Opportunities and Skills

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**NO**

**If yes please authorise below:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**Consultation with Relevant Member(s)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation** \_\_\_\_\_

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

**Declaration of Interest YES/NO**

**If YES please give details below:**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

**Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.**

**It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.**