

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 -
2122015**

BOX 1**DIRECTORATE: LOCYP****DATE: 14.06.21.****Contact Name: Dawn Hall****Tel. No.: 01302 735003****Subject Matter: Department for Education – Holiday, Activities & Food Programme.****BOX 2****DECISION TAKEN**

To agree to fund activities during the Summer 2021 Schools Holidays of up to £1,035,944.36 from the Department for Education's Holiday, Activity & Food Programme on a range of proposals as set out in box 3.

On Friday 19th March the Mayor of Doncaster, Ros Jones and Overview and Scrutiny Consultee: Councillor Jane Kidd, agreed to approve the RULE 16 DECISION: DEPARTMENT FOR EDUCATION HOLIDAY ACTIVITIES AND FOOD PROGRAMME.

As part of this Rule 16 decision it was agreed; To delegate decisions around how to allocate the grant within its terms and conditions to the Assistant Director: Partnerships, Early Intervention & Localities in consultation with the Cabinet Member for Children and Young People and Schools.

BOX 3**REASON FOR THE DECISION**

Doncaster Council has been allocated £1,379,600 from the Department for Education's Holiday Activity & Food Programme.

The £1,379,600 will be used to offer free holiday and food activity places to children and young people, who receive benefits-related free school meals. Of this, £992,688 has been allocated for the Summer period. However, we have £43,256.36 underspend from the Easter programme which will be rolled over in to the summer programme, totalling £1,035,944.36.

The following information will be shared with partners across Doncaster, asking for programme proposals to be submitted.

Doncaster Council wish to commission a partner(s) that can provide free places at holiday clubs available in the summer holidays 2021. This will be made available to children in the local authority area who are eligible for and receive benefits-related free school meals. Holidays camps must be for a minimum of at least 4 hours a day, 4 days a week for 4 weeks during the Summer 2021 holiday period. The successful partner(s) will have flexibility about how they deliver this level of provision to best serve the needs of children and families in Doncaster. Partners must ensure that sufficient, adequate provision is available across the borough for children with SEND or additional needs. Partner(s) must follow all Government guidance in relation to the coronavirus pandemic, including the 'protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak' <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak> May 2021. The Summer 2021 holiday programme is targeted at children whose families receive benefits related free school meals and it is expected that a chosen partner (working in conjunction with schools) will undertake the necessary promotion to the eligible children and their families in order to maximise take up of the provision. We expect this will be undertaken using the 'Edulog' communication system.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Not to take receive the Grant and to fund the Holiday Activity and Food Programme from existing Council budgets. This option was rejected as without the funding the programmes could not be delivered.

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.

Section 175 of the Education Act 2002 the Council must exercise its functions as a local education authority with a view to safeguarding and promoting the welfare of children.

Section 10 and 11 of the Children Act 2004 places a duty upon a Local Authority to make arrangements with a view to improving the well-being of children in the authority's area so far as relating to physical and mental health and emotional well-being, protection from harm and neglect, education, training and recreation, the contribution made by them to society and social and economic well-being.

The Holiday, Activities & Food Programme will be made available to children in the local authority area who are eligible for and receive benefits-related free school meals.

The legal team should be contacted to assist with the preparation of the necessary agreements for use with providers for the programme setting out the obligations upon providers, ensuring the activities made available to the children fall firmly within the Governments guidelines and detailing safeguarding responsibility of the Provider.

Name: Signature: Nichola Varty  **Date: 23rd June 2021**

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

BOX 6**FINANCIAL IMPLICATIONS:**

Doncaster MBC is to receive £1,379,600 for the HAF programme. Payment of the grant from will be made in four instalments with the first payment was made in March 21 for £138,740, the next payment is due in June 21 of £620,430 and £372,258 in November 21.

This decision to spend up to £1,035,944.36 during the Summer 2021 school holidays, (£992,688 that has been allocated and £43,256.36 underspend from the Easter programme) will be fully funded from the grant and as such no direct financial implications exist.

An allocation of £248,172 would be remaining for expenditure during the Christmas holidays during 2021 and a further ODR(s) will be required to approve this expenditure.

Up to 10% of the funding allocated on the costs associated with running the programme, i.e. administration costs. The remaining 90% should be used to fund places for FSM eligible children and this 90% can be used flexibly.

No more than 2% of the overall expenditure can also be used to purchase equipment for the programme, however only if the expenditure meets the criteria for classification as capital expenditure.

The funding will be administered using a locally defined criteria and in accordance with the terms and conditions of the Grant in consultation with the Director of Learning Opportunities and in consultation with the Mayor as approved through an urgent Rule 16 report.

This HAF programme is ring-fenced and any unspent funding will need to be repaid. This grant in full covers expenditure incurred between the Easter break to the Christmas break 2021. A final return is due on or before the 29th January 2022 covering the whole period of the grant.

Name: Laura Sudbury **Signature:**  **Date:** 15/06/2021

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

BOX 7**OTHER RELEVANT IMPLICATIONS**

N/A

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:

COVID-19 has had a greater impact on more deprived communities. This grant will provide food and activity opportunities for our families entitled to benefits related free school meals, thus helping to reduce the financial burden placed upon such families during school holidays.

BOX 9

RISK IMPLICATIONS:

Risk - If the Council fails to comply with any conditions of the grant, or if any overpayment is made under this grant or any amount is paid in error, or if any of the events set out in paragraph 25 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

Mitigation - As part of the commissioning process, all providers will have to pass quality assurance and compliance checks (Enable Audit) prior to any proposal being scored and contracts awarded. Spot check visits to providers will also take place to ensure that providers are complying to their activity programme proposal submission. The Council has systems and processes in place to ensure adherence to this.

BOX 10

CONSULTATION

This grant forms part of the wider Doncaster offer, which places children and young people at the centre of decision making through the Youth Advisory Board, which in turn reaches out to well established children and young people groups and forums. As such there is a clear commitment to build on existing consultation throughout the life of the grant.

BOX 11

INFORMATION NOT FOR PUBLICATION

ODR can be published in full redacting signatures only.

Name: Dawn Hall Signature: [REDACTED] Date: 24 June 2021

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 NO

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

**BOX 13
AUTHORISATION**

Name: Riana Nelson Signature: [REDACTED] Date: 29 June 2021

Chief Executive/Director/Assistant Director of _____

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

YES/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 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.