

## 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 - 2122064**

**BOX 1****DIRECTORATE: LOCYP****DATE: 8/11/21****Contact Name: Kerry North****Tel. No.: 01302 862133****Subject Matter: Department for Education – Holiday, Activities & Food Programme.****BOX 2****DECISION TAKEN**

To agree to fund activities during the Christmas 2021 Schools Holidays of up to £350,000 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, £350,000 has been allocated for the Christmas period, [REDACTED]

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 Christmas 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.

Doncaster Council must ensure that holiday activities must be available for a minimum of at least 4 days during the Christmas 2021 holiday period (20<sup>th</sup> December – 4<sup>th</sup> January). 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, within the guidelines and taking into account the flexibilities outlined below.

**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 Christmas 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.

There is greater flexibility in the programme for Christmas – The DFE will support a blended programme of both face-to-face provision alongside high quality hampers and activity packs providing it meets the expectation of a minimum of 4 days' worth of provision/support.

The DFE expectation is that all children taking part in HAF this Christmas should receive a minimum of two days of face-to-face provision. Beyond that, LAs will have scope to provide additional support to participating children and this additional support should be tailored to the needs of the children and families in the LA.

If unable to deliver 4 days of face-to-face provision across the borough, an alternative approach, meeting DFE minimum expectation of how provision might be delivered is:

- Two days of face-to-face provision.
- This could be similar to the HAF provision we have seen at Easter and in the summer.
- It could also be, for example, a Christmas festival or fayre where children and their families are invited along to take part in activities together, prepare a festive meal together and socialise. At these events, the DFE expect that those attending should eat high quality, healthy food and take part in some fun activities.
- It could also involve a day trip, day out or a cultural enrichment experience, providing that this includes a healthy meal as well as an element of physical activity, for example, a walk.
- Alongside this, the DFE would expect that children who attend the above face-to-face provision also receive the equivalent of a **minimum** of two further days of support in the form of high-quality food hampers and activity packs.

**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 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do.

The Council has received funding from the Department for Education, for a Holiday Activity and Food programme. It is essential that the funding is spent in accordance with any conditions provided by the Department for Education to avoid the risk of clawback.

Any contracts and or grants offered by the Council, using the grant received from the Department of Education, should comply with the conditions of Grant, the Councils contract procedure rules and finance procedure rules.

**Name: Scott Fawcus    Signature: [REDACTED]    Date: 16.11.21**

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

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

Of the £1,379,600 allocated to Doncaster, so far we have spent £621,055 and are projecting to spend £350,000 in the December holidays so a total of £971,055. This HAF programme is ring-fenced and the £408,545 unspent funding will need to be repaid.

**Name: Laura Sudbury    Signature: [REDACTED]    Date: 17/11/21**

[REDACTED] 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:** (To be completed by the author).

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

**BOX 9**

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

**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 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 proposal submissions. 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**

**This information can be published with the exception of the information in Box 3 regarding the remaining underspend of the DFE HAF funding, which should be redacted.**

**Name: Kerry North**

**Signature** 

**Date: 12/11/21**


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:**       **Date:** 18/11/2021

Director of Learning Opportunities and Skills

(DCS)

**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** **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.**