

## 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: O23241054**

**BOX 1****DIRECTORATE: CYPF****DATE: 01/03/2024****Contact Name: Mandy Burns****Tel. No.: 01302 737061****Subject Matter: Department for Education – Holiday, Activities & Food Programme.****BOX 2****DECISION TAKEN**

To agree to fund activities during the Easter, Summer and Winter 2024 Schools Holidays from the Department for Education Holiday, Activity & Food Programme on a range of proposals as set out in box 3.

As part of the budget setting arrangements, it was agreed to accept the Holiday Activity and Food Programme Grant. As part of this decisions around how to allocate the grant within its terms and conditions were delegated to the Assistant Director: Partnerships, Early Intervention & Localities in consultation with the Portfolio Lead for Education, Skills and Young People.

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

Doncaster Council has been allocated £1,375,790 from the Department for Education's Holiday Activity & Food Programme 2025-25.

The £1,375,790 will be used to offer free holiday and food activity places to children and young people, who receive benefits-related free school meals.

From the funding received the following amounts have been allocated for 2024/25:

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

Doncaster Council wish to commission partner(s) that can provide free places at holiday clubs available in the Easter, Summer, Winter school holidays 2024. 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 face to face holiday activities is available during the Easter, Summer, Winter school holiday periods. The successful partner(s) will have flexibility about how they deliver the level of provision to best serve the needs of children and families in Doncaster, within the DFE guidelines and taking into account the flexibilities outlined below.

The 2024 holiday programme is targeted at children who receive benefits related free school meals and it is expected that commissioned partners (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. Partners must ensure that sufficient, adequate provision is available across the borough for children with SEND or additional needs.

#### **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. Education Act 2002 and the Children Act 2004 place obligations on the Council to promote the welfare and improve the well-being of children.

The grant must be used for the purpose it has been given for as set out the in the Grant Determination Letter from the Department for Education, for a Holiday Activity and Food programme. Failure to do so can result in 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:       Date: 07.03.24**

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

#### **BOX 6**

##### **FINANCIAL IMPLICATIONS:**

Doncaster MBC is to receive £1,375,790 for the HAF programme.. A payment of up to 80% of the Authority's total 2024/2025 allocation will be made in April 2024 to the Authority by the

Department following satisfactory receipt by 1 March 2024 of a report to the Department setting out:

- How the Authority's 2024/2025 programme will work
- How many children the Authority expects to work with in 2024/25.

A payment of up to the remaining 20% of the Authority's total 2024/25 allocation will be made in April 2025, to the Authority by the Department following satisfactory submission to the Department by 15 February 2025 of a report setting out:

- The actual number of children the Authority worked with during delivery of the programme at Easter, summer and Christmas in 2024.

If the Authority has not spent and does not plan to spend the initial payment of 80% of the Authority's initial allocation, the Department will seek to recover the unspent funding from the Authority.

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.

Voluntary, community and faith sector, charities and local businesses will apply through an application form developed by colleagues in commissioning for funds to enable them to deliver activities and food as part of the programme. If their bid is successful, they will be given a funding agreement to sign.

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 Major.

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 2024.

**Name:** Laura Sudbury      **Signature:**       **Date:** 06/03/2024

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

## **BOX 7**

### **OTHER RELEVANT IMPLICATIONS HR**

There are no direct HR Imps in relation to this report, but if in future staff are affected or additional specialist resources are required then further consultation will need to take place with HR.

Name: Emma-Levi Byatt\_ Signature: [REDACTED] Date: 6<sup>th</sup> March 2024\_

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 with 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 allocation breakdown of DFE HAF funding available which should be redacted.**

Name: Mandy Burns

Signature [REDACTED]

Date: 01/03/2024

Signature of 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: Lee Golze**

**Signature:** 

**Date: 11/03/2024**

Assistant Director of Partnerships, Early Interventions & Localities, Learning and Opportunities  
Children, Young People and Families Directorate

**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.**