

Report to:	EXECUTIVE CABINET
Date:	24 March 2021
Executive Member:	Cllr Leanne Feeley – Executive Member, Lifelong Learning, Equalities, Culture and Heritage
Reporting Officer:	Richard Hancock – Director of Children’s Services
Subject:	HOLIDAY ACTIVITY AND FOOD FUNDING GRANT (HAF)
Report Summary:	The report sets out proposals for spending the HAF Grant, which has been allocated to the Local Authority from the DFE to fund local coordination of free holiday activities and healthy food for disadvantaged children during 2021 (covering Easter, Summer and Christmas holidays)
Recommendations:	<p>That Executive Cabinet be recommended to agree that:</p> <ul style="list-style-type: none"> (i) The HAF grant be spent on supporting vulnerable families who are eligible for ‘free school meals’ in the holiday period. (ii) A HAF coordinator be appointed to oversee the project and coordinate activity and planning for Summer and Christmas. (iii) Active Tameside be commissioned to deliver the Easter holiday programme to be funded by the 2020/21 grant of £116,860; (iv) The remaining allocation for 2021/2022 of £1,045,170 be spent on HAF project over the summer and Christmas period 2021 as outlined within the HAF grant conditions. (v) The HAF coordinator role to lead on mapping and scoping out a financial spend and procurement delivery plan for 2021/2022 to be agreed by Executive Cabinet in June and delivered through the HAF partnership steering group (vi) It be agreed to develop a preferred provider list for delivery of the programme Summer 2021 and Christmas 2021.
Corporate Plan:	Supporting low income households, particularly low income families with children links to all of the priorities within the Corporate Plan which are impacted upon by Covid.
Policy Implications:	The proposal aligns to the Councils key policies in supporting the most vulnerable families in our community
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>The Department for Education sent a Grant Determination letter to the Council on 8 February 2021 for the Holiday Activities and Food Programme.</p> <p>Within the letter it set out maximum funding allocations for the 2020/21 financial year of £116,860 with a further £1,045,170 for 2021/22, making a total of £1,162,030. The 2020/21 allocation is to cover the Easter holiday with the 2021/22 allocation to cover the Summer and Christmas holidays in 2021/22.</p> <p>There are no funding announcements beyond this, so it is unclear as to the future status of the programme, which restrict the longer-term procurement or commissioning options.</p> <p>The short-term nature of the funding allocation means that in order to provide the holiday activities to the Council’s most vulnerable</p>

children it will need to call on existing arrangements with its delivery partner Active Tameside for the Easter holiday programme.

It is proposed that a more comprehensive analysis of provision available across the borough is undertaken for the delivery of the summer and Christmas holiday periods by inviting other local suppliers and community groups to apply for funding and provide places during these holidays. This selection and due diligence process is expected to take 2-3 weeks and be ready in time for the summer holidays.

In order to undertake this significant piece of work it is proposed that some of the 2021/22 funding is allocated to employing a dedicated HAF coordinator role to manage the process. Due to timescales it is proposed that this role is a secondment from within the Council or from one of our third sector partners, with the individual starting immediately in the new financial year.

Legal Implications:
(Authorised by the Borough Solicitor)

It is clear that the council needs to move at pace on this project to ensure that those in need benefit from this funding.

As such advice should be sought from STAR in relation to the most effective and compliant route to market.

Members also need to be content that the proposals represent good value and the best use of the available funding. This will probably mean needing to look for the resources internally to coordinate this given short and temporary timescales.

Risk Management:

The risk is that timescales for delivery are short, particularly for the Easter delivery and the grant allocation will be withdrawn or not paid if we do not deliver

Background Information:

The background papers relating to this report can be inspected by contacting Lorraine Hopkins, Head of Early Help and Early Years



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1. INTRODUCTION

- 1.1 On 8 November 2020, the government announced that the Holiday Activity and Food programme, which has provided healthy food and enriching activities to disadvantaged children since 2018 will be expanded across the whole of England in 2021
- 1.2 Local Authorities were invited to submit an expression of interest December 2021, following the expression submission Tameside was invited to attend a DfE briefing 20 January 2021
- 1.3 Tameside received a Grant determination letter 11 February informing of the total maximum amount payable of £1,162,030
- 1.4 A delivery report was submitted 19 February 2021 to HAF programme outlining the proposal of delivery and how Tameside will build upon the delivery from Summer 2020
- 1.5 The programme will cover one week at Easter, 4 weeks over summer and one week at Christmas holidays in 2021
- 1.6 All children in receipt of benefits related Free School Meals are eligible

2. CONDITION OF GRANT

- 2.1 Payments will be made by the Department for Education at the following milestones
 - March 2021- **£116,880**; upon satisfactory receipt of a delivery plan from the Authority by 19 February 2021 setting out the intended scale and reach of their programme for Easter 2021
 - June 2021 (up to 50% of the 2021-22 allocation), upon satisfactory receipt of a report by 14 May 2021 detailing the delivery of their programme at Easter 2021 along with a delivery plan for Summer 2021
 - November 2021 (up to 30% of the 2021-22 allocation), upon satisfactory receipt of a report by 15 October detailing the delivery of the programme at Summer 2021 along with a delivery plan for Christmas 2021;
 - February 2022 (up to 20% of the 2021-22 allocation), upon satisfactory receipt of a report by 29 January detailing the delivery of the programme at Christmas 2021 along with final report for the whole 2021 programme and a certificate of expenditure.
- 2.2 DfE specify that the holiday club places will be available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covers four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holidays.
- 2.3 Local authorities have flexibility about how they spend this grant and deliver this provision to best serve the needs of the children and families in their areas
- 2.4 DfE recognise and greatly value the important role that community, voluntary organisations have played in the delivery of support for families over COVID, and holidays and the DfE encourage all local authorities to work with a wide range of partners in the delivery of the programme.
- 2.5 Where LAs work with community and voluntary organisations whether as a coordinator or as a delivery partner, the DfE expect this to be done on a cost recovery basis so that these organisations are fully funded for the work they undertake.
- 2.6 The clubs should meet our programme standards (as set out in our published guidance) will meet the following core aims and objectives:

- **Healthy meals:** holiday clubs must provide at least one healthy meal a day and must meet the School Food Standards throughout the day.
- **Enriching activities:** holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, to consolidate existing skills and knowledge. Clubs must also provide physical activities which meet the Physical Activity Guidelines on a daily basis.
- **Nutritional education:** holiday clubs must improve children's knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food.
- **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.
- **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.

2.7 The Local Authority can spend up to 10% of its funding on its administration costs for the local coordination of the Programme. At least 90% of the funding must be spent on the provision of free holiday club places & nutritional support for eligible children.

2.8 The DFE recognise that due to the limited timescales Local Authorities are taking various approaches across Greater Manchester and England in how they plan to deliver on the HAF programme.

3. PROPOSED TAMESIDE OFFER

3.1 In Tameside we have established a multi- agency steering group to oversee and support the implementation of the HAF programme.

3.2 To enable a robust plan for summer and Christmas we will appoint a HAF coordinator through a secondment to Tameside. The HAF coordinator will work with schools and providers across Tameside to develop a plan to enable the full delivery of the programme to all eligible families.

3.3 Due to timescales and the need to deliver the targets for the holiday provision, a Full Time coordinator; Grade E is necessary. This will be a cost of approximately £32,000 with on-costs.

3.4 This for a FT post which is essential to ensure that a full mapping exercise can be undertaken on current provision, build relationships with schools and develop a robust delivery plan that ensures Tameside can meet the requirements of the HAF conditions, accountability and sustainability.

3.5 In addition, the post will need to identify gaps within workforce development, put a plan in place to ensure the activities become embedded and sustainable going forward.

3.6 They will need to have existing understanding of Tameside offer and relationships with partners and school due to the timescales of delivery. Therefore we are looking to recruit from across the partnership via a secondment opportunity to enable deliverables to be met

3.7 There is currently no capacity within existing service to fulfill this role internally, to ensure we have a fully embedded offer across the partnership and ownership, it is intended that the role

is offered across the partnership for recruitment. This will ensure capacity for a FT coordinator with the experience and skills to develop the programme with partners and build upon existing provision

- 3.8 Active Tameside are already commissioned by the Council to deliver holiday activity provision for a broad range of vulnerable children. Given the short timescales given by the DFE to deliver Easter provision and because of Active Tameside's existing track record in delivery, it is proposed that via an amendment to their existing arrangements, the Local Authority will allocate £116,880 from the HAF grant for Active Tameside to build upon the previous school holiday provision, nutritional food and support offered throughout COVID for vulnerable families. This will ensure we meet all targets for the programme at Easter.
- 3.9 The HAF coordinator will work with STAR procurement to develop a preferred provider list that meets all aspects of the criteria to enable the Local Authority to purchase free places for children and young people for Summer and Christmas holidays
- 3.10 This approach will allow us to deliver an enhanced offer that will reach all eligible families in a short time frame and provide Tameside with a robust plan for Summer and Christmas. This will also allow us to work around sustainability longer term for vulnerable families
- 3.11 The coordinator will be responsible for the data collection and report requirements of the funding alongside the named responsible officer within the Local Authority

4 RISKS & MITIGATION

- 4.2 A number of risks sit around the distribution of the grant within the timeframes given:
- Sufficiency of places
 - We will be working in partnership with schools, community clubs and faith organisations to support the capacity and delivery across the Borough. Targeting identified areas following the mapping
 - All eligible families accessing the support
 - There will be a coproduction to develop varied accessible offer across the Borough; Games bags, videos, nutritional foods and holiday provision across the age span
 - Sustainability
 - As part of the project planning there will be additional 'in kind' contributions from Active Tameside, Youth services and Early help to support sustainability of delivery (approximately £250,000)
 - We are looking to develop a training and development opportunity for a number of KS4 young people to be the workforce of the future
 - Procurement
 - We will work with STAR procurement to establish a Preferred Provider list of suitable quality providers that can deliver across Tameside against the HAF criteria

5 RECOMMENDATIONS

- 5.1 As set out on the front of this report