

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

4525

Author:

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Department:

People

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Subject:

Holiday Activity Fund Programme 2022

Key Decision (decision valued at more than £1million):

Yes

Total Value:

£1,814,460 (Type: Revenue)

Decision Being Taken:

1) To accept a grant of £1,814,460 from the Department for Education (DfE) for the delivery of a Holiday Activity Fund (HAF) programme during the school holidays throughout 2022. 2) To delegate authority to the Director of Education to the release the grant funds as required, in accordance with the Council's Contract Procedure Rules.

**Reasons for the Decision(s)** In 2021, the Government funded every Local Authority in the country to deliver a HAF programme during the Easter, Summer and Christmas school holidays. The HAF programme aims to provide children eligible for Free School Meals with free holiday activities and food during the school holidays. In November 2021, the Government announced the HAF programme will be funded for a further three calendar years from 2022 and, in December 2021, the grant allocations for 2022 were sent to Local Authorities.

The Council has been allocated £1,814,460, to be spent on a holiday activity programme throughout 2022. In contrast to 2021, the Council now has approval to deliver activities during the October half-term, as the upcoming summer holiday is shorter than the traditional six-week summer break. As such, in 2022, the HAF programme in Nottingham will run for one week at Easter, three weeks in the summer, one week in October and one week at Christmas.

The project will be managed by a Project Manager and governance will be established through the Project Team that is overseen by the Education Programme Board. A stakeholder network is also in place. Now that the funding amount has been announced, planning for 2022 has commenced. It is intended to allocate grants to community groups and organisations in 2022, as in 2021. Funding awards will be approved by grant panels, with decisions made on an area-by-area basis, reflecting the number of children eligible for Free School Meals.

It is the intention to allocate funding through three different routes in 2022. A bidding process has begun to find a lead partner for the HAF programme in 2022. This partner will run a 'main programme' of activities over the main school holidays in 2022, enlisting smaller community providers and working with all of the HAF deliverers to support a cohesive programme. Funding will also be allocated to the seven Area Based Grant Leads, as in 2021, to support their school holiday delivery programmes. The final grant process will be an open bidding process for schools and community groups to apply for funding to run holiday clubs.

All decisions relating to grant funding will be made by grant panels that are representative of the city. Grants will be assessed on their ability to meet the key aims set out by the DfE for the project and their ability to support young people in the areas of greatest need. For 2022, the intention is to invest further in signposting opportunities to ensure families are aware of support available to them and a single booking system for the project is also being pursued.

**Briefing notes documents:** Grant determination letter - HAF 2022.pdf

**Other Options Considered:** To do nothing: the option to not accept the grant is rejected as turning down funding of this level would not be in the interests of support some of the most vulnerable families in the city.

**Background Papers:** None

**Published Works:** None

**Affected Wards:** Citywide

**Colleague / Councillor  
Interests:**

None

**Consultations:**

Those not consulted are not directly affected by the decision.

**Crime and Disorder  
Implications:**

None

**Equality:**

Please login to the system to view the EIA document: eia-2022-form.docx

**Decision Type:**

Leader's Key Decision

**Subject to Call In:**

Yes

**Call In Expiry date:**

14/02/2022

**Advice Sought:**

Legal, Finance, Equality and Diversity

**Legal Advice:**

**This report seeks authority to accept and allocate grant funding from the Department for Education (DfE) to fund a holiday activity programme in 2022. These proposals add to the funding previously provided by the DfE for similar activities last year.**

**It is understood the proposed programme of activities is being worked up and so this report does not contain the specific details of how the money is intended to be spent. However, it is understood that the intention is for the Council to provide grant funding for the projects when identified. If the proposals require contracts for the delivery of commissioned services rather than grant funding, such spend must be in compliance with the Council's Contract Procedure Rules.**

**The Council must ensure that it complies with any terms and conditions imposed upon it by the DfE. Grants, if awarded, are not governed by the Public Contracts Regulations 2015 and so whilst a tender process is not required, delivery partners or providers should be identified following a fair and transparent grant award process. Appropriate grant agreements should also be put in place in order to ensure any obligations from the DfE are passed down and to also ensure that appropriate monitoring, reporting, clawback and termination provisions are captured.**

**Allocation of the funding should be in compliance with the new subsidy control regime.**

**Advice provided by Dionne Claire Screamon (Solicitor) on 25/01/2022.**

**Finance Advice:**

The decision requires approval to:

1. approve £1,840,000 grant funding from the Department of Education in relation to the Holiday Activities and Food Programme 2022; and
2. delegate authority to the Director of Education to release the grant funds as required.

The maximum grant funding available to Nottingham City Council is outlined to be £1,814,460.

The purpose of the grant is for local authorities to make free places at holiday clubs in the Easter, summer, October half-term and Christmas school holidays in 2022. The grant includes a 10% provision of funding for local administration costs associated with the coordination of the Programme. The grant is subject to conditions that may result in a clawback if not met.

The guidance is clear that any expenditure should be consistent with the grant priorities. The Service is proposing to work in partnership with external providers already delivering a range of activities although the Plan is in its early stages with only indicative figures of spend available.

The advice assumes contracts for works, supplies or services are not required, and therefore, in conjunction with Contract Procedure Rule 1.3, no dispensation is required. Any change to this assumption will require approval to seek dispensation.

The recently established Board has oversight of the plan and its performance, including that allocations align with grant conditions. The Director of Education, with delegated responsibility to approve the release of funds (in line with the attached appendix), is a member of the Board.

Once the grant has been fully utilised the associated schemes will need to end, as there is no approval to continue. It is assumed that any expenditure being undertaken aligns to value for money principles.

Advice provided by Graeme Black (Commercial Business Partner) on 20/01/2022.

**Equality and Diversity Advice:**

There are no impacts to any of the protected characteristics.

Advice provided by Rosey Donovan (Equality and Employability Consultant) on 25/01/2022.

**Signatures:**

David Mellen (Leader/ PH Strategic Regeneration Communications)
SIGNED and Dated: 04/02/2022
Catherine Underwood (Corporate Director for People)
SIGNED and Dated: 04/02/2022