

**Executive Board – 22 November 2022**

<b>Subject:</b>	Holiday Activity Fund, January – December 2023
<b>Corporate Director(s)/Director(s):</b>	Catherine Underwood, Corporate Director for People
<b>Portfolio Holder(s):</b>	Cllr Cheryl Barnard, Portfolio Holder for Children, Young People and Education
<b>Report author and contact details:</b>	Declan Barker, Project Manager Declan.barker@nottinghamcity.gov.uk
<b>Other colleagues who have provided input:</b>	Jennifer Hardy, Project Manager
<b>Subject to call-in:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Criteria for Key Decision:</b>	
<b>(a)</b>	<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £750,000 or more taking account of the overall impact of the decision
<b>and/or</b>	
<b>(b)</b>	Significant impact on communities living or working in two or more wards in the City <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type of expenditure:</b>	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital If Capital, provide the date considered by Capital Board Date: N/A
<b>Total value of the decision:</b>	£2,000,000
<b>Wards affected:</b>	All
<b>Date of consultation with Portfolio Holder(s):</b>	
<b>Relevant Council Plan Key Outcome:</b>	
Clean and Connected Communities	<input type="checkbox"/>
Keeping Nottingham Working	<input type="checkbox"/>
Carbon Neutral by 2028	<input type="checkbox"/>
Safer Nottingham	<input type="checkbox"/>
Child-Friendly Nottingham	<input checked="" type="checkbox"/>
Healthy and Inclusive	<input checked="" type="checkbox"/>
Keeping Nottingham Moving	<input type="checkbox"/>
Improve the City Centre	<input type="checkbox"/>
Better Housing	<input type="checkbox"/>
Financial Stability	<input type="checkbox"/>
Serving People Well	<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>	
<p>The Holiday Activity Fund (HAF) Programme is fully funded by the Department for Education (DfE) and after a pilot period in 2021, the government announced HAF funding for all Local Authorities for three years, from 2022 until 2025.</p> <p>In 2022, Nottingham City Council’s funding allocation was £1,800,000. The HAF programme aims to support children in receipt of free school meals during the school holidays, by funding free holiday clubs and helping to combat holiday hunger. The Council, governed by the funding framework from the Department for Education, can choose how to allocate this funding and in the past has awarded it to community providers, schools and Area Based Grant Teams. The decision in this paper relates to the 2023/24 allocation of the grant.</p>	

**Does this report contain any information that is exempt from publication?**

No

**Recommendation(s):**

- 1** To accept the estimated maximum £2,000,000 grant from the DfE for 2023/24 and enter into any associated grant agreement with the DfE.
- 2** To delegate authority to the Director of Education to allocate the grant, in accordance with to the Council's Contract Procedure Rules and in accordance with the grant conditions from government.
- 3** To note forecasted budget expenditure, appendix 1.

**1. Reasons for recommendations**

- 1.1 The Holiday Activity Fund, first awarded to Nottingham City Council in 2021, aims to support children at risk of holiday hunger. The Department for Education devolve this funding to Local Authorities who are best placed to understand the needs of our citizens and distribute funds to organisations that support communities.
- 1.2 The funding amount for 2023 will not be confirmed until December 2022, so this paper estimates a maximum figure. This is to allow the HAF Project Manager and team to conduct a full bidding process for a Lead Partner and to engage community groups in time for delivery in 2023. If the figure awarded to Nottingham City Council is in excess of £2 million a further decision will be written to accept that funding.
- 1.3 It is proposed to delegate approvals relating to this grant to the Director of Education.

**2. Background (including outcomes of consultation)**

- 2.1 On 27<sup>th</sup> October 2021, the Department for Education announced the continuation of the Holiday Activity Fund for the next three financial years. Nottingham City was allocated £1.8m to support households for 2022/23. We expect to receive a similar amount for 2023/24.
- 2.2 Funding must be spent on activities during the following school holidays for a minimum of four hours a day for four days a week;
  - Easter
  - Summer
  - October
  - Christmas
- 2.3 Funding must be spent on face to face activities and food only. All provision must include at least one hour of physical activity and one meal that meets the school lunches guidance. Full details of the HAF grant

can be found on [Holiday activities and food programme 2022 - GOV.UK](https://www.gov.uk/government/news/holiday-activities-and-food-programme-2022)  
([www.gov.uk](https://www.gov.uk))

- 2.4 Signposting of other services must be provided for all families to ensure support is visible for families outside of holiday periods.
- 2.5 In Nottingham, the programme works solely with locally based community groups and is designed to support and strengthen existing community delivery. For 2022/23, Nottingham Forest Community Trust were appointed as the lead partner for the programme and allocated £902,000 to run holiday clubs across the city. Funding was also allocated to Area Based Grant Leads and multiple grass roots community organisations who already work with children in their neighbourhoods. The programme has also striven to deliver a mixture of sport and enrichment activities to ensure a broad range of activity.
- 2.6 A key element of the programme has been to support children with Special Educational Needs and Disabilities (SEND) to participate in holiday clubs, both as part of the mainstream delivery and by providing bespoke holiday clubs to meet these needs.
- 2.7 For 2022, 55 community groups were funded to deliver 1,370 sessions of activity equating to 5,480 hours of activity.
- 2.8 Part of the HAF budget is safeguarded to provide training to our deliverers and this includes Health and Safety, First Aid and Basic Food hygiene as well as training to support our providers with behaviour, SEND, attachment and trauma related practice. Whilst the HAF programme delivers for only six weeks of the year, the community providers we fund work with the most vulnerable children in Nottingham throughout the year and we hope to invest the some of the HAF grant to support and develop our community partners.
- 2.9 This paper seeks approval to accept the grant for 2023/24 now to allow sufficient time to hold a bidding process for a lead partner, as well as the bidding process for other delivery. Appendix 1 includes a breakdown of predicted spend for the 2023/24 grant but this will be signed off by the HAF Steering Group and the Director of Education.
- 2.10 Delivery is mapped across the city to ensure there are enough activities in the places of greatest need, identified by the numbers of children eligible for Free School Meals broken down by ward.
- 2.11 In 2022/23, Nottingham Trent University have been commissioned to undertake an evaluation of the programme. Throughout the financial year, they will be seeking the views of children, parents and community providers about how the programme has been run and, more importantly, about the impact it has had on children and their families. This work began in the summer holidays and will conclude after the Christmas holidays 2022. An evaluation report will be available for Executive Panel in the New Year and will form a key part in determining delivery for 2023/24.

### 3. **Other options considered in making recommendations**

- 3.1 Nottingham City Council does not have to accept this funding, but this is not an option we would consider because this support is needed for Nottingham residents.

#### 4. **Consideration of Risk**

See table 1 below.

#### 5. **Finance colleague comments (including implications and value for money/VAT)**

- 5.1 The Council was awarded £1.8m for to support households between January and December 2022. A similar amount is expected for January and December 2023, which is estimated to be up to a maximum of £2m. Nottingham City Council retains 10% of the overall funding for operating the programme. The funding is used for programme, which is used for marketing and communications and for other teams to support the programme. There is also £550k available to allow more targeted works within the city; £200k for specific projects to be allocated on a bidding system and £350k for area-based grant teams who can allocates funds for doorstep activities with deprived wards. Further detail of the 22/23 allocation is included in Appendix 1.
- 5.2 To achieve Value for Money it is necessary to prove that the decision will achieve economy, efficiency and effectiveness. The extra funds for these activities will mean there is less demand on Council finances and thus this meets the economy criterion. Effectiveness is met because the proposed distribution of monies will guarantee the money is put to use where it is required most. Due to the Education department having been awarded similar funds in the past, there is well proven infrastructure and third-party relationships which have a successful track record of delivery, which meets the Efficiency criterion.

Clare Rickett, Senior Commercial Business Partner, Children's & Education, 25/10/22

#### 6. **Legal colleague comments**

- 6.1 The DoE have provided the Council with confirmation of funding for the Holiday Activity Fund programme but not the amount of funding for the period January – December 2023 will only be notified to the Council later this year. Grant funding conditions will contain terms and conditions of funding which if not met or not adhered to could result in the clawback of the funding by the DoE from the Council. The report states that the funding will involve the Council providing grant funding. If it transpires that any of the proposals require deliver of services rather than grant funding then further authority will be required. The Council will need to ensure that any external providers engaged in the delivery of the programme abide by the conditions of grant funding (to be set out in legally binding agreements) and do not bring the Council into breach of the same. If any goods and or services are procured, this must be done in compliance with the Council's Contract Procedure Rules and public procurement regulations.

S O'Bradaigh, Senior Solicitor

TABLE ONE

ID	Description of Risk	Impact	Risk Response	Risk Level	Risk owner	Notes
1	DofE Funding Decision.	Pressure to reformulate budget if less funding is received. Effects timelines for grant awarding for 2023.	Grant application for 2023 is conducted on a forecasted perspective and with clear wording on grant award pending confirmation of funding totals from DofE.	Medium	HAF Project Manager and Interim Head of Access to Learning	HAF Project Manager to plan and start the grant application process by end of November in an effort to award by end of the year, meeting with grant panel to award by the end of the year.
2	Lack of willing SEND providers.	SEND offer doesn't serve the needs of children and families within the city and risk of overpaying average provision to fill the void.	Project manager to work with providers to conduct capacity audit and forecast who could be awarded funding to ensure a better offer is achieved.	Medium	HAF Project Manager and Interim Head of Access to Learning	Work currently taking place to ensure the infrastructure of providers is within the City to deliver the increased aims of the new funding totals.
3	New partners.	Lack of experience/capacity leading to poor performance in managed areas of the city.	Vetting process as part of application process with references and track record to be proven. Grant panel to meet to discuss all applications.	High	HAF Project Manager	Lead partners would be awarded on track record on HAF/similar delivery.
4	Lack of Applications for Lead Partner.	Loss of centralised leads within the programme and increased performance management of providers.	Highlight organisations that we think would fit and encourage applications.	High	HAF Project Manager	HAF Project Manager to work with Interim Head of Access to Learning to assess the impact if a lead partner can't be secured in a timely manner.
5	GDPR.	Reputational and financial risk.	HAF Project Manager to work with Information Compliance Team to ensure robust frameworks are in place to safeguard personal data.	High	HAF Project Manager	A move to a centralised booking system for 2023 will mean a consistent approach to data handling will be embedded across the programme.
6	Food Provision.	Participant health and reputational risk for Nottingham City Council.	HAF Project Manager to ensure through procurement that all providers are food hygiene compliant.	High	HAF Project Manager	Regular opportunities to be provided by Nottingham City Council for providers to access food hygiene training throughout the year.

**7. Other relevant comments**

N/A

**8. Crime and Disorder Implications**

8.1 None

**9. Social value considerations (If Applicable)**

9.1 None

**10. Regard to the NHS Constitution (If Applicable)**

10.1 None

**11. Equality Impact Assessment (EIA)**

11.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because this is not a new service.

**12. Data Protection Impact Assessment (DPIA)**

12.1 Has the data protection impact of the proposals in this report been assessed?

No



A DPIA is not required because this is not a new service.

**13. Carbon Impact Assessment (CIA)**

13.1 Has the carbon impact of the proposals in this report been assessed?

No



A CIA is not required because it does not have carbon implications

**14. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

14.1 None

**15. Published documents referred to in this report**

15.1 None