



<b>Cabinet Date</b>	25 <sup>th</sup> January 2023
<b>Cabinet Member</b>	Councillor Stephen Davies, Cabinet Member for Children’s Safeguarding and Early Years
<b>Key Decision</b>	Yes
<b>Purpose of Report</b>	To seek Cabinet approval for the commissioning of the Holiday Activities and Food (HAF) programme.
<b>Recommendations</b>	<p>That Cabinet:</p> <ol style="list-style-type: none"><li>1. Approves the allocation of £1,615,710 in funding received by the council from the Department for Education (“DfE”) pursuant to a Section 31 Grant Determination for the Holiday Activities and Food Programme (“HAF”) 2023 -2024 No: 31/6391 (the “HAF 2023-2024 Funding”) to the provision of the council’s HAF Programme, comprising the provision of holiday activities; food; family support; nutritional education, and such other related support as may be required, during the Spring, Summer and Winter school holiday periods as follows:<ol style="list-style-type: none"><li>1.1 £1,263,045 shall, on the basis set out in Annex One to this report, be apportioned in the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024 to providing support to children and families in each of Gloucestershire’s districts. Funding will be distributed in proportion to (a) the number of children and young people who are eligible to receive Free School Meals (“FSM”) in each district; (b) the rurality of each district and c) the number of children and young people with an Education and Health Care Plan (EHCP) in each district. Such funding will be used by council appointed organisations to meet the requirements of such HAF Programme in line with relevant funding guidance from the DfE.</li><li>1.2 £161,571 (i.e., 10% of the HAF 2023 -2024 Funding) shall be utilised, in the period 1st April 2023 to 31st March 2024, in support of the business and logistical processes that are essential for delivery of the HAF Programme. Such funding will be used by the council to ensure the effective and timely delivery of the HAF Programme across Gloucestershire.</li></ol></li></ol>

1.3 £191,094 shall be allocated, in the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, to the delivery, by council appointed organisations, of any HAF Programme deliverables that are required to address gaps and shortfalls that may exist in relation to the HAF Programme deliverables procured under Recommendation 1.1 above. Such HAF Programme deliverables shall be delivered in accordance with relevant DfE funding guidance.

Save for the HAF 2023-2024 Funding to be allocated to District Leads on the basis set out in Annex One hereto (who were awarded 3-year contracts commencing 29<sup>th</sup> July 2022 under the under the HAF Modified Framework Agreement), the opportunity for organisations to receive the funding described in this Recommendation 1 will be advertised and made available on the basis described in Recommendation 3 below under the council's HAF Modified Framework Agreement that was established in May 2022 pursuant to a Cabinet Decision dated 23<sup>rd</sup> February 2022, for the purpose of engaging public, voluntary and private sector organisations to co-ordinate the delivery of the council's HAF Programmes.

2. Approves, subject to the terms of a Grant determination letter the Council expects to receive from the DfE on or before 31<sup>st</sup> December 2023, the allocation of not more that £2,500,000 in funding applied for by the council from the Department for Education ("DfE") under a Section 31 Grant Determination for the Holiday Activities and Food Programme ("HAF") 2024 -2025 (the "HAF 2024-2025 Funding") to the provision of the HAF Programme during the spring, summer and winter school holiday periods as follows:

2.1 A sum not exceeding £1,950,000 shall, on the basis set out in the Resource Implications section of this Report below, be apportioned in the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 to providing support to children and families in each of Gloucestershire's districts. Funding will be distributed in proportion to (a) the number of children and young people who are eligible to receive Free School Meals ("FSM") in each district; (b) the rurality of each district and c) the number of children and young people with an Education and Health Care Plan (EHCP) in each district. Such funding will be used by council appointed organisations to meet the requirements of such HAF Programme in line with relevant funding guidance from the DfE.

2.2 10% (a sum not exceeding £250,000) of the HAF 2024-2025 Funding shall be utilised, in the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025, in support of the business and logistical processes that are essential for delivery of the HAF Programme. Such funding will be used by the council to ensure effective and timely delivery of the HAF Programme across Gloucestershire.

2.3 A sum not exceeding £300,000 shall be allocated, in the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025, to the delivery by council appointed

organisations of any HAF Programme deliverables that are required in order to address gaps and shortfalls that may exist in relation to the HAF Programme deliverables procured under Recommendation 2.1 above. Such HAF Programme deliverables shall be delivered in accordance with relevant DfE funding guidance.

Save for the HAF 2024-2025 Funding to be allocated to District Leads under the 3-year call-off contracts (commencing 29<sup>th</sup> July 2022) they were awarded under the under the HAF Modified Framework Agreement (such allocations having been made according to (a) the number of children and young people who are eligible to receive Free School Meals (“FSM”) in each district; and (b) the rurality of each district), the opportunity for organisations to receive the funding described in Recommendation 2.1 above will be advertised and made available under the council’s above-mentioned HAF Modified Framework Agreement on the basis described in Recommendation 3 below.

3. Delegates Authority to the Assistant Director for Integrated Children and Families Commissioning in consultation with the Cabinet Member for Children’s Safeguarding and Early Years to:

3.1 Conduct mini-competition processes under the council’s above mentioned HAF Modified Framework Agreement in respect of:

- (a) As many Call-Off Contracts as may be required for the purpose of procuring the delivery of the HAF programme described in Recommendation 1 above during the periods of the spring, summer, and winter school holidays in 2023 and then to award such Call-Off Contracts to the preferred tenderers.
- (b) As many Call-Off Contracts as may be required, subject to receipt by council of the HAF 2024-2025 Funding described in Recommendation 2 above, for the purpose of procuring the delivery of the HAF programme described in Recommendation 2.1 above during the periods of the spring, summer and winter school holidays in 2024 and then to award such Call-Off Contracts to the preferred tenderers.

If the value of any single proposed Call-Off Contract under Recommendations 3.1(a) or 3.1(b) exceeds £500,000, a separate Cabinet decision shall be sought to authorise the procurement of such Call-Off Contract to fund the provision of the HAF support in line with DfE requirements.

4. Approves the provision by the council of £200,000 in match funding for the purpose of extending the scope of the HAF Programme further than the provision of support to children and young people eligible for benefits related free school meals (FSM) by enabling other vulnerable children and young people to access activities and nutritious food who may not be entitled to benefits related free school meals (FSM) during the period 1<sup>st</sup>

	<p>April 2023 to 31<sup>st</sup> March 2025. Such match funding shall be apportioned between council appointed organisations across the six Gloucestershire districts based upon the number of children and young people and rurality of each district</p>
<p><b>Reasons for Recommendations</b></p>	<p>These recommendations offer the best option to enable the Council to commission the Holiday Activity and Food Programme in Gloucestershire.</p> <p>They will ensure that the 2023-2025 HAF Programme is commissioned within the required DFE timeframes.</p> <p>10% of the funding will provide the capacity for the management and administration of the HAF programme to support the scale and logistics of delivering the HAF Programme and to ensure efficient business processes are in place to support effective and timely delivery across Gloucestershire.</p> <p>The above-mentioned HAF Modified Framework Agreement will provide the Council, working alongside commissioned lead organisations commissioned in each district, with the flexibility to secure a wide range of local provision, based in communities across Gloucestershire, ensuring that they meet the requirements of the HAF programme.</p> <p>These recommendations will provide the Council with the flexibility to commission activities to ensure that children and young people across Gloucestershire can access enriching, fun, high quality activities, nutritious food and meet the funding requirements of the Department for Education.</p> <p>Match funding will provide the Council's HAF team with the flexibility to continue to extend and enhance the programme, ensuring that all children and young people have access to enriching activities and nutritious food throughout the period 2023 – 2025 as described in recommendation 4.</p>
<p><b>Resource Implications</b></p>	<p>The Grant funding of £1,615,710 (i.e., the HAF 2023 -2024 Funding) described in Recommendations 1 above has been allocated by the Department of Education to the council to deliver the Holiday Activity and Food Programme during the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.</p> <p>The Grant funding, subject to a Grant Determination letter received by the Council from the Department for Education (DFE) in December 2023 described in recommendation 2, to be allocated by the Department of Education to the council to deliver the Holiday Activity and Food Programme during the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.</p> <p>£1,263,045 HAF Programme funding described in Recommendation 1 is being allocated to the provision HAF programme deliverables under the Framework Agreement described in Recommendation 1 and 2 above during the Spring, Summer, and Winter school Holidays during the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.</p> <p>In line with DFE guidance, 10% of £1,615,710 (i.e., £161,571) described in Recommendation 1.2 has been allocated by the DfE to the Council to provide</p>

administrative support in relation to the HAF programme during the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 to support the scale and logistics of delivering the HAF Programme and to ensure efficient business processes are in place to support effective and timely delivery across Gloucestershire.

In line with DFE guidance, 10% of the HAF funding for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 described in Recommendation 2.2 will be allocated by the DfE to the Council, subject to a Grant Determination letter received by the Council from the Department for Education (DFE) in December 2023, to provide administrative support in relation to the HAF programme during the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

£191,094 HAF Programme funding described in Recommendation 1.3 is being allocated to ensure the council has the flexibility to fill any gaps and shortfalls in delivery that may exist in relation to the HAF deliverables procured under the proposed Modified Framework Agreement during the 2023/24 financial year.

Future allocations for the financial year, 2024/25 described in Recommendation 2 will be notified to the Council by the Department for Education in December 2023, by way of grant determinations, regarding the Holiday Activity and Food Programme. Should the Grant Determination Letter 2023 require the Council to make substantial changes to the approach to delivery set out in the above Recommendations, a further cabinet decision will be sought in respect of the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025.

£200,000 in match funding described in recommendation 4 will be allocated to the Holiday Activities and Food (HAF) Programme by the Contain Outbreak Management Fund (COMF) to extend the scope of the programme and described in recommendation 4 for the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024.

<b>Background Documents</b>	<ol style="list-style-type: none"> <li>1. Cabinet Decision 23<sup>rd</sup> June 2021, <a href="#">10 June 2021 - 24 June 2021, Cabinet (gloucestershire.gov.uk)</a></li> <li>2. Directors Decision Report <a href="#">Holiday Activities and Food Programme (HAF) 2021 – 2022 Contingency Allocation</a></li> <li>3. DFE Grant Determination letter December 2021 <a href="#">Holiday activities and food programme - GOV.UK (www.gov.uk)</a></li> <li>4. Cabinet Decision 23<sup>rd</sup> February 2022, <a href="#">Issue details - Gloucestershire's Holiday Activity and Food Programme</a></li> <li>5. Directors Decision 17<sup>th</sup> June 2022, <a href="#">Decision - Gloucestershire Holiday Activity and Food Programme Modified Framework Round One: Lot One: Six District Lead Organisations</a></li> <li>6. DFE Grant Determination letter December 2023: <a href="#">Holiday activities and food programme – GOV.UK (www.gov.uk)</a></li> </ol>
<b>Statutory Authority</b>	Localism Act 2011 – General Power of Competence
<b>Divisional Councillor(s)</b>	All
<b>Officer</b>	Name: Wendy Williams, Assistant Director for Integrated Children and Families Commissioning Tel. no: 01452 328526 Email: <a href="mailto:wendy.williams3@gloucestershire.gov.uk">wendy.williams3@gloucestershire.gov.uk</a>
<b>Timeline</b>	<p>25<sup>th</sup> January 2023 Cabinet Decision</p> <p>Closure of round 4 of the mini-competition process on the HAF Modified framework for organisations to join the HAF Modified framework – January 2023</p> <p>Terms and Conditions for new providers joining the Modified framework (as detailed in recommendation 1) awarded – January 2023</p> <p>Closure of round 5 of the mini-competition modified framework for organisations to bid for work packages for Spring 2023, Summer 2023 and Winter 2023 – 16<sup>th</sup> February</p> <p>Work packages for existing and new framework providers issued – March 2023</p> <p>Spring HAF is delivered between 3<sup>rd</sup> – 14<sup>th</sup> April Easter school holidays</p> <p>Monitoring report to DFE by end of May 2023</p> <p>Closure of round 6 of the mini-competition process on the HAF Modified framework for spring 2023, summer 2023 and winter 2023 for organisations to join the HAF Modified framework - May 2023</p>

Terms and Conditions for new providers joining the Modified framework (as detailed in recommendation 1 awarded – May/June 2023

Work packages for existing and new framework providers issued – May/June 2023

Summer HAF is delivered between 26<sup>th</sup> July – 1<sup>st</sup> September 2023

Evaluation and reporting DFE September/October 2023

Closure of round 7 of the mini-competition process on the HAF Modified framework for spring 2023, summer 2023 and winter 2023 for organisations to join the HAF Modified framework – October 2023

Terms and Conditions for new providers joining the Modified framework (as detailed in recommendation 1 awarded – October/November 2023

Work packages for existing and new framework providers issued – October/November 2023

Winter HAF is delivered between 25<sup>th</sup> December 2023 - 5<sup>th</sup> January 2024

DFE Grant determination letter sets out allocation of funding 2024 - December 2023/January 2024

Closure of round 8 of the mini-competition process on the HAF Modified framework for spring 2024, summer 2024 and winter 2024 for organisations to join the HAF Modified framework – January/February 2024

Terms and Conditions for new providers joining the Modified framework (as detailed in recommendation 2 awarded – February 2024

Work packages for existing and new framework providers issued – February 2024

HAF delivery 2024 during Spring, Summer, and Winter school holidays

Closure of rounds for organisations to join the Modified framework to be run as required to fill gaps prior to HAF delivery during each year of the programme.

## Background

- 1 The Government announced the expansion of the Holiday Activities and Food programme (HAF) in December 2020, for it to become a national programme from April 2021 to support children and young people who are eligible for Free School Meals (FSM).
- 2 This new national programme consists of six weeks of services spread out over the main school holidays, (one week during spring, four weeks during the summer and a final week during the winter school holidays). Each week shall consist of four days of activities, each lasting 4 hours, offering enriching activities, nutritional education, physical exercise as well as a healthy meal. The provision should also sign post families to other services.
- 3 The continuation of the programme for a further three years was announced in the Comprehensive Spending Review in October 2021, and the Council received the grant determination letter in December 2021 confirming the allocation of £1,594,880 for delivery of the HAF programme during 2022- 2023.

## Gloucestershire Holiday Activity and Food Programme 2021 - 2022

- 4 During 2021, Gloucestershire County Council, working with Lead Organisations and local providers in each district, successfully delivered the Holiday Activities and Food programme (HAF), utilising the £1,391,310 funding received from the DFE, and contingency allocation of £205,730 allocated to the county by the Department for Education during financial year 2021 - 2022. In Gloucestershire, this programme reduced holiday loneliness, hunger, and the loss of education. With over 140 activity providers, the programme enabled children and young people, to keep active and engaged and have access to healthy food during the school holidays. The programme reached 37% of children and young people eligible for Free School Meals during spring school holidays, 57% in the summer school holidays and 49% during the winter school holidays. The HAF team worked with 17 local delivery partners to co-produce a County Wide HAF offer which was mostly virtual due to Covid-19 restrictions for the spring holidays during 6th – 9th April 2021.
- 5 Embracing the experiences and learning from the Easter 2021 pilot, a report outlining the approach for the remainder of the HAF grant for the summer and winter holidays was approved by Cabinet in June 2021 and the Council worked with the following District Lead Organisations in each of the six Districts to develop and deliver the programme:

<b>District</b>	<b>District Lead</b>
Cheltenham	Cheltenham Borough Council
Cotswolds	Cotswold District Council and World Jungle
Forest of Dean	Forest Voluntary Action Forum
Gloucester City	The Gateway Trust, The Venture White City and Gloucester City Council
Stroud	Stroud District Council



- 6 Gloucestershire's summer 2021 Holiday Activity and Food programme was a great success, reaching 57% of children and young people eligible for Free Schools Meals. Gloucestershire HAF programme commissioned 144 providers, 18,500 activity sessions, 18,581 meals, and 3,622 food boxes. Gloucestershire HAF reached 773 children and young people with Special Educational Needs or Disabilities. Over 16 days' provision during the summer, primary school aged children attended, on average, 6 days and secondary school aged children attended, on average, 1 day.
- 7 Building on the learning from the 2021, an online application and due diligence process was implemented for providers to complete, for winter, alongside an expression of interest and application form from each District lead which set out how their proposed provision would meet DFE requirements. Due Diligence (or compliance) is a process undertaken to ensure that providers have all necessary policies, processes, and procedures to meet legislative requirements with the aim to ensure safeguarding practices and to promote the welfare of our Children and Young People. Winter HAF provision was delivered between 20<sup>th</sup> – 23<sup>rd</sup> December 2021. The monitoring report produced for the DFE and submitted at the end of January 2022 identified that 49% of children and young people eligible for FSM in the county accessed the provision during the winter holidays.
- 8 Working with District Lead Organisations and local providers has been key to success of the HAF in Gloucestershire. Throughout 2021 the Council worked with district leads and local providers to develop a suite of communications to engage families effectively, including dedicated county wide and locality specific web content, a video library, regular digital newsletters, social media, and direct communication through schools.
- 9 Following a successful pilot year in 2021 – 2022, the Council coordinated the spring HAF 2022 through an online grant application process. The spring HAF reached 36% of children and young people eligible for benefits related free school meals. These were the lowest number of providers we have had since start of project, which then also resulted in lowest attendance figures so far as Covid-19 restrictions had been lifted. During the Spring 2022 HAF, the Council commissioned 57 providers and provided 8,848 activity sessions, and 3,100 food boxes. Gloucestershire HAF programme reached 644 children and young people with Special Educational Needs or Disabilities. Over 4 days of provision during spring: 5,567 primary school aged attended and 1,284 secondary school aged children attended.
- 10 The Gloucestershire's Summer 2022 HAF was implemented through the modified framework and procurement process. Three local councils and three voluntary sector organisations secured contracts under a three-year, multi-supplier framework agreement following a competitive procurement process to co-ordinate the council's future HAF programmes under the HAF deliverables in line with the DfE requirements.
- 11 58 providers secured contracts on the framework over one or more lots in accordance with the terms of the framework agreement, prior to the summer HAF holiday (1<sup>st</sup> August to 26<sup>th</sup> August 2022). These 58 providers included 6 SEND specialist organisations across all 6 Gloucestershire districts. The summer HAF reached 60% of children and young people eligible for benefits related free school meals. During the

Summer 2022 HAF, the Council commissioned 58 providers and provided 28,610 activity sessions and 7,512 food boxes. Gloucestershire's HAF programme reached 2,313 children and young people with Special Educational Needs or Disabilities. Over 16 days of provision during the summer: 10,073 primary school aged attended and 3,099 secondary school aged children attended.

- 12 This report sets out the proposed approach to deliver the HAF programme in financial years 2023/24 and 2024/25 subject to the receipt of the Grant Determination Letter December/January 2023 - 2024.

## Options

### Option 1: Do nothing – do not run the Holiday Activity and Food Programme in 2023 – 2024 / 2024 – 2025

- 13 The County has been allocated the funding by the Department for Education for 2023 - 2024 and had considerable success over the last two years (2021/22 and 2022/23) working with six District lead organisations and over 140 mainly local providers.
- 14 The programme enabled, children and young people to keep active and engaged and have access to healthy food, during the school holidays. In 2021 reaching, 37% of children and young people eligible for Free School Meals during spring, 57% during the summer and 49% during the winter school holidays. In 2022, reaching 36% of children and young people eligible for free school meals during the spring, 60% during the summer school holidays.
- 15 To do nothing would leave vulnerable children and families without access to enriching activities, physical exercise, and healthy food during the school holidays.
- 16 Funding would be returned to the Department of Education as it is ring fenced for the delivery of the HAF programme only.
- 17 This option is not recommended.

### Option 2: To deliver the programme through an Expression of Interest and Grants programme and allocates 10% of the budget to cover the administration of the programme.

- 18 This approach was used to develop and deliver the HAF programme in Gloucestershire during 2021, as approved by Cabinet 23rd June 2021. Whilst successful in achieving the programme aims, this process was limiting for organisations as they had to apply again, for delivery for each holiday. Reverting to this process could mean applying up to three times a year. For commissioners this approach limited flexibility, for example if providers were unable to deliver or if provision needed to be expanded/developed at pace. The Council has therefore used the learning from the approach to develop the preferred option and to ensure continuity of provision for FSM children and young people and their families across the county.
- 19 This option is not recommended.

Option 3: That Cabinet approves or (as appropriate) delegates authority to the Assistant Director for Integrated Children and Families Commissioning in consultation with the Cabinet Member for Children’s Safeguarding and Early Years to implement the proposals set out in the above Recommendations.

- 20 This is the best option to enable the Council to commission the Holiday Activity and Food Programme in Gloucestershire and meet DFE requirements. There are two main benefits to this proposal
- The HAF Modified Framework Agreement is already established with 58 providers appointed to it, including six district lead organisations based in communities across Gloucestershire.
  - The Council has demonstrated that the said framework agreement provides the flexibility to fund activities to meet the requirements of the HAF Programme.
- 21 This proposal is for the council to continue using the HAF Modified Framework Agreement to “call-off” HAF related activities for the lifetime of the HAF programme as detailed within the spending review.
- 22 Providers will submit their applications for the modified framework just once annually. Due Diligence will be undertaken on annual basis or as required for example to ensure that insurances or DBS checks are current and up to date.
- 23 The framework is modified therefore allowing new providers to join over the period throughout its existence.
- 24 This option will provide the Council with the flexibility to commission activities to ensure that children and young people across Gloucestershire can access enriching, fun, high quality activities, nutritious food and meet the funding requirements of the Department for Education.
- 25 Approved funding for the financial year 2024 – 2025 will provide the Council and council appointed district leads with the capacity for the management and administration of the HAF programme.
- 26 This approach meets both the immediate and long term needs to deliver the HAF Programme therefore this is option is recommended.

## **Risks**

- 27 The Council undertook extensive market engagement which resulted in 58 providers being appointed to the HAF Modified Framework Agreement in round 1 of the mini-competition process on the HAF Modified framework for summer 2022 and winter 2022 including 6 district leads. To revert to a Grants application process would mean additional administrative burden to providers and the HAF team. There is also a risk in respect of any grant award may contravene UK subsidy control regime requirements.
- 28 There is a risk that if the Council cannot provide match funding for the HAF programme 2023 – 2025, other vulnerable children and young people who are not eligible for free school meals may experience loneliness and hunger. They may also not be encouraged to keep active, engaged or have access to healthy food through the school

holidays. Match funding enables the HAF team to ensure other vulnerable children and young people have access to activities that will help with self-confidence and sense of happiness, whilst also improving mood and behaviour at home.

- 29 There is a risk that the Department for Education may not provide funding in financial year 2024 - 2025. However, the DFE indicates that funding will continue until 2025 as set out in the comprehensive spending review in October 2021. Should the Council not receive funding for financial year 2024 – 2025 from the DFE, to mitigate this risk and the programme will no longer continue and the modified framework would close.

### **Financial implications**

- 30 The grant funding £1,615,710 for the HAF delivery in 2023 - 2024 has been ring fenced by the Department for Education and allocated to the Council as set out in the SECTION 31 Grant determination letter for the Holiday Activities and Food Programme (HAF) 2023 -2024 (No: 31/6391).
- 31 The grant funding, subject to a Grant Determination letter received by the Council from the Department for Education (DFE) in December 2023 will be ring fenced by the Department for Education and allocated to the Council to be set out in the SECTION 31 Grant determination letter in December 2023 for the Holiday Activities and Food Programme (HAF) 2024 -2025.

### **Climate change implications**

- 32 Throughout the commissioning process consideration will be given as to the impact of the provision and to the considerations that need to be undertaken regarding the provision being affected by climate change.
- 33 The DFE has provided guidance for local authorities regarding reducing the environmental impact of the programme, for example reducing plastic and food waste during the delivery of the HAF Programme.
- 34 Deliverers of the HAF programme should:
- Seek out local food providers, and where possible, make the provision of food as sustainable as possible (e.g., utilising seasonal options, keep the food miles as low as possible).
  - Keep the usage of single use plastics to an absolute minimum, if used at all. If this cannot be avoided, the single use plastics should be recycled appropriately.
  - Encourage active or public transport modes where possible.
- 35 Required contract reporting should include sustainability aspects such as;
- Details of sustainable measures in the programme delivery, including;
    - Food miles
    - Single use plastics (usage and treatment)
    - Carbon footprint (where possible) and how active or public transport modes are encouraged
  - Details of the organisation's own environmental policy

## **Equality implications**

Has an Equalities Impact Assessment (EIA) been completed? Yes

## **Data Protection Impact Assessment (DPIA) implications**

36 A DPIA has been created for the CRM Database and work is underway with IMS to address risks to personal data. Privacy notices have been completed for both the database and website.

## **Social value implications**

37 Provision of Holiday Activities and Food, for children and young people eligible for Free School Meals, increases the opportunities to be active, access nutritious food, and enriching activities, increasing wellbeing and quality of life.

38 During the course of the council's procurement process in respect of the modified HAF framework agreement the council invited tenderers to explain how they would deliver increased social value as part of their bid submission. The summer 2022 HAF programme provided many volunteering and employment opportunities for local parents and carers across the county with some leading to permanent employment.

39 The Council has introduced a Theory of change model that is able to adapt to the needs of each of the six districts, recognising that there will be different interests and priorities across Gloucestershire. Theory of Change is a process to think through, scrutinise and articulate how to more effectively achieve ideas, aims and outcomes to strengthen the project through more considered decision making and stronger teams as people are brought together. The aim is to find out what matters to children, young people, families and District Leads about the HAF programme in Gloucestershire, to develop a theory of change model that informs a strategy which will continue to grow throughout the life of the HAF programme.

## **Consultation feedback**

40 No formal public consultation has been completed; however, feedback has been sought from parents and carers following the Spring, Summer, and Winter delivery of the programme. District lead organisations and providers have also completed feedback alongside children and young people who have attended the programme. This has been used to shape the development and delivery of the programme and annex two contains the HAF 2022 Gloucestershire Evaluation report summary.

## **Officer recommendations**

41 That the Cabinet approves Option Three as set out in the recommendations to this report.

## **Performance management/follow-up**

42 The Gloucestershire HAF project will be overseen by the Assistant Director for Integrated Children and Families Commissioning. Expenditure against the grant will be

monitored and reported to a Steering Group that will meet quarterly to review provision, identify approaches to fill gaps in provision and ensure that the programme dovetails with other initiatives for children and families in the county.

- 43 The DfE has issued new guidance, including further information to help Local Authorities to ensure that the provision meets the framework standards. The council will continue to ensure that provision commissioned is of high quality, embeds safeguarding good practise and ensures that the voices of children and young people are listened to and used to shape provision for the future.
- 44 Monitoring and evaluation reports and Statement of Expenditure will be provided in line with Department for Education requirements.

## Annex One

### LOT 1 – District Leads

In 2022, three local councils and three voluntary sector organisations secured contracts under a three-year, multi-supplier framework agreement (ie, the HAF Modified Framework Agreement) following a competitive procurement process to co-ordinate the council’s future HAF programmes under the HAF deliverables in line with the DfE requirements.

Lot 1 District Leads funding allocations are calculated on a percentage of the district’s allocation based on the number of FSM children and a rural premium, where appropriate, for each holiday period.

<b>District Allocation 2023 based on % of FSM children and rurality premium</b>	<b>Total Spring 2023 allocation per District</b>	<b>Total Summer 2023 allocation per District</b>	<b>Total Winter 2023 Allocation per District</b>	<b>District Lead Organisation</b>
Cheltenham	£6,263.91	£25,055.66	£6,263.91	Cheltenham Borough council
Cotswolds	£2,783.96	£11,135.85	£2,783.96	The Venture White City
Forest of Dean	£5,057.44	£20,229.77	£5,057.44	Cotswolds District council
Gloucester	£12,894.90	£51,579.60	£12,894.90	Young Gloucestershire
Stroud	£5,388.99	£21,555.97	£5,388.99	Stroud District Council
Tewkesbury	£4,736.42	£18,945.68	£4,736.42	Forest Voluntary Action Forum
<b>Totals</b>	<b>£37,125.62</b>	<b>£148,502.53</b>	<b>£37,125.62</b>	

## LOT 2 – Providers

Lot 2 is calculated on a percentage of the remaining district allocation (minus lot 1 and lot 3) based on number of FSM children and rural premium, where appropriate, for each holiday period.

<b>District Allocation 2023 based on % of FSM children and rurality percentage</b>	<b>Total Spring 2023 allocation per District</b>	<b>Total Summer 2023 allocation per District</b>	<b>Total Winter 2023 Allocation per District</b>
Cheltenham	£27,048.63	£108,194.52	£27,048.63
Cotswolds	£19,924.40	£79,697.60	£19,924.40
Forest of Dean	£25,321.22	£101,284.88	£25,321.22
Gloucester	£33,705.71	£134,822.82	£33,705.71
Stroud	£25,792.21	£103,168.83	£25,792.21
Tewkesbury	£25,589.71	£102,358.83	£25,589.71
<b>Total</b>	<b>£157,381.88</b>	<b>£629,527.48</b>	<b>£157,381.88</b>

## LOT 3 – SEND Specialist Providers

Lot 3 is based on a total budget of £96,000 and calculated on 25% of children and young people with an EHCP in each district for each holiday period.

<b>District Allocation 2023 ECHP Target 25%</b>	<b>Total Spring 2023 allocation per District</b>	<b>Total Summer 2023 allocation per District</b>	<b>Total Winter 2023 Allocation per District</b>
Cheltenham	£3,000.00	£12,000.00	£3,000.00
Cotswolds	£1,500.00	£6,000.00	£1,500.00
Forest of Dean	£2,250.00	£9,000.00	£2,250.00
Gloucester	£5,500.00	£22,000.00	£5,500.00
Stroud	£2,500.00	£10,000.00	£2,500.00
Tewkesbury	£1,250.00	£5,000.00	£1,250.00
<b>Total</b>	<b>£16,000.00</b>	<b>£64,000.00</b>	<b>£16,000.00</b>