

Memorandum of Understanding

The Secretary of State for Education has determined under Section 31 of the Local Government Act 2003 that a grant of £83,800 should be paid to the Grant Recipient. Grant Determination Reference: 31/3233 (revenue funding).

The Treasury has consented to payment of this grant.

Purpose of the MOU

The purpose of the MOU is to formalise the working relationship and expectations relating to the payment of £83,800 from the Department to the Grant Recipient for the project(s) outlined in Annex A.

The Parties enter into the MOU intending to honour all their obligations. However, the MOU is not intended to be legally binding and no legal obligations or legal rights shall arise between the Parties from the provisions of the MOU.

A. Definitions

1. In this funding agreement, except where the context otherwise requires:

- 'DfE' means the Department for Education.
- 'Grant Recipient' means Oldham LA.
- The 'Delivery Support Fund' refers to the bid round for local authorities, which launched on 17th November and closed on 15th December 2017. Funding has been made available for work that directly benefits 30 hours delivery and will create (directly or indirectly) 30 hours places for the 2018 summer term.
- 'IT and System Enhancements' refers to the funding which the Grant Recipient has been awarded outside of the Delivery Support Fund bid round for work that will enable them to implement a common set of requirements for their IT system.
- The 'Project(s)' refers to the individual aspects of work which the Grant Recipient has been successful in receiving funding for across the Delivery Support Fund; and IT and System Enhancements funding streams.

B. About the Grant

2. The Secretary of State for Education has determined that the grant is paid based on the understanding that:

- a) The grant has been awarded to the Grant Recipient for the project(s) outlined in Annex A. The grant only covers revenue expenditure relating to:
 - The Grant Recipients successful bid for the Delivery Support Fund, as outlined in Annex A.
 - The IT and System Enhancements funding that has been awarded to the Grant Recipient outside of the Delivery Support Fund bid round, as outlined in

Annex A. This funding was determined following the assessment of the Grant Recipients additional bid for IT and systems enhancement work.

- b) The project(s) outlined in Annex A will directly benefit the delivery of 30 hours free childcare. This will create (directly or indirectly) 30 hours places for the 2018 summer term, and ensure sustainability for the second year of 30 hours delivery.
- c) The Grant Recipient must not use the grant for purposes other than for the project(s) outlined in Annex A. The following principles must be adhered to at all times when using the grant:
- **Communications and Marketing:** Funding that has been awarded to the Grant Recipient for communications activity must be focused on improving the quality of information provided to working parents to help them understand: what they are entitled to, and how to access and apply for 30 hours. All communications activity should be targeted and educational for parents. Where possible, the Grant Recipient should include the Childcare Choices brand in their communications activity to ensure parents are primarily signposted to the Childcare Choices website, to access further information about the government's childcare offers that are available to them.
 - **Supporting childminders to deliver 30 hours:** Funding that has been awarded to the Grant Recipient for supporting childminders must be specifically focused on enabling them to offer 30 hours. It must not be used for general training for childminders. The Grant Recipient must also ensure that any funding awarded to support start-up costs for new childminders is, under no circumstances, allocated to a new childminder that is already in receipt or has applied for a grant from the Childcare Business Grant Scheme.
 - **Sustaining providers:** Funding that has been awarded to the Grant Recipient must not be used to fund any work that would allow it to temporarily increase funding rates paid from the Grant Recipient to the early years provider.
- d) Where applicable, the project(s) that the Grant Recipient has been awarded funding for as part of its successful bid(s) should be delivered according to the project plan presented in the bid(s), and have an impact on delivery of 30 hours in the 2018 summer term.
- e) Grant Recipients will need to capture and share evidence on the impact of the grant with Childcare Works when requested. The Grant Recipient will be expected to complete and return surveys issued by the DfE and Childcare Works, including DfE's termly headcount survey.
- f) As part of the monitoring of the grant, the Grant Recipient will be expected to provide an update on the progress of their project(s) on a regular basis, through their ongoing engagement with Childcare Works and DfE. This will include:
- Progress on how the grant is supporting 30 hours delivery, including confirmation that key milestones have been met and information on any issues that have been encountered.
 - An update on how the grant is enabling the Grant Recipient to address the challenges they face in delivering 30 hours.

- Information on how the grant is addressing sufficiency challenges for the 2018 summer term. Where appropriate, the Grant Recipient will be asked to provide data on the number of places that have been created (directly or indirectly) as a result of the funded activity.
 - If and where appropriate, the Grant Recipient must be available to meet representatives of DfE, Childcare Works and, as necessary, other interested parties, including other Grant Recipients, to review the progress both on individual projects and collectively across the Delivery Support Fund to share best practice and support 30 hours delivery. This will include, but is not limited to, providing case studies to the DfE on their project(s), and attending local and national learning events to share updates.
 - The Grant Recipient may request that certain information may be withheld from meetings that include other parties in addition to DfE on the grounds of commercial sensitivity. All reasonable requests will be agreed by DfE.
 - The Grant Recipient will also receive technical support from Atkins Limited for its IT and Systems Enhancements funding.
- g) The Grant Recipient will also be asked to submit a short report in autumn 2018 which will request evidence that the Grant Recipient has met the project success criteria. The progress reports will be commissioned by the DfE in autumn 2018. All progress reports are to be returned to the DfE (30HrsDelivery.SUPPORTFUND@education.gov.uk) by the 30th November 2018. The progress report will request:
- Clear examples and evidence to demonstrate how the grant has enabled the Grant Recipient to overcome the challenges and barriers to successfully delivering 30 hours in the 2018 summer term that it identified in its bid(s).
 - Data on the number of places that have been created (directly or indirectly) for the 2018 summer term as a result of the funded activity.
 - If the impact of the Grant Recipient's grant extends beyond the 2018 summer term, they will be asked to provide clear examples and evidence to demonstrate how they will build upon the progress made in the 2018 summer term and further support 30 hours delivery in the 2018 autumn term.
 - Where possible, the Grant Recipient will be asked to provide clarity and examples of how the grant has enabled them to ensure the sustainability of the second year of 30 hours delivery.
- h) The Grant Recipient must keep a record of expenditure funded partly or wholly by the grant, and all income generated by the project(s), and retain all accounting records relating to that expenditure and income for a period of at least six years after the end of grant funding. Accounting records must include purchase orders, original invoices, receipts, accounts and deeds, whether in writing or electronic form. The Grant Recipient must make these available at any reasonable time for inspection by officials from DfE or their representatives or by the Comptroller and Auditor General or his representatives.

- i) If the Grant Recipient has any grounds for suspecting financial irregularity in the use of any grant paid under this funding agreement, they must notify DfE immediately, explain what steps are being taken to investigate the suspicion, and keep DfE informed about the progress of the investigation. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than the purposes of the project(s).
- j) If and when appropriate, the Grant Recipient must give appropriate publicity to the project(s) by drawing attention to the benefits and opportunities it affords. In acknowledging the Government's contribution, the Grant Recipient must comply with any guidance on publicity provided by DfE.
- k) Subject to commercial confidentiality (see 'f' above), any information, knowledge, system or process gathered, developed, or created in operating the project(s) may be disseminated by DfE to all persons or bodies who have responsibility for similar project(s) under the Delivery Support Fund. The Grant Recipient agrees that such persons may share and use freely all such information, knowledge, system or process for their own purposes.

C. Amount of Grant

3. Payment to the Grant Recipient will be made in March 2018. The amount of grant payable will be £83,800.

4. The Grant Recipient is expected to spend all of the grant by 31st August 2018. The only exception to this is where the Grant Recipient set out a strong case in its bid to the Delivery Support Fund as to why the grant would need to extend beyond this date.

D. Eligibility criteria

5. Payment of grant cannot be offered unless the Grant Recipient is a local authority in England who had bid for money via the Delivery Support Fund.

E. Acceptance of grant offer and agreement of the Memorandum of Understanding

6. The Grant Recipient accepts this offer of funding, agrees to the Memorandum of Understanding, and confirms that the Grant Recipient meets the eligibility criteria in Section D.

Annex A

The Delivery Support Fund bid round

The project(s) that have been successful and Oldham LA has been awarded funding for to support 2018 summer term delivery as part of the Delivery Support Fund bid round are:

- 1) A programme of targeted 1:1 support for schools - £18,750
- 2) Tailored package of 1:1 support for practitioners (SEND) - £30,000
- 3) Transition of schools to the early year's electronic funding system - £12,900

IT and system enhancements

The project(s) that have been successful and Oldham LA has been awarded funding for to support IT and system enhancements outside of the Delivery Support bid round are:

- 1) Servelec: Parent 30 Hours Portal, provider training and FIS Online Adjustment - £22,150