

**Oldham Borough Council
Record of Decision**



1. **TITLE:** Holiday Activities and Food HAF Booking System

2. **SERVICE AREA:** Communities

3. **PURPOSE OF DECISION**

The HAF programme is funded via grant from the Department for Education. Eligibility of the programme is means tested. The current system for ensuring that eligible children access the programme is no longer fit for use.

We would like to purchase a subscription for the HAF SEND and Wraparound Booking and Data Solution available from Eequ Limited. This is a booking system designed specifically for this purpose. The system is used by 19 Local Authorities. Whilst there are other systems available, none would be compatible with the current programme in Oldham. Based on cost comparison and labour time implications we believe the Eequ software would provide greater value for money than the current system.

4. **DECISION MADE BY:** Director of Communities

5. **DECISION:**

RESOLVED - To authorise a call-off contract to be awarded and entered into with EEUQ Limited under Lot 2 (Cloud Software) of the Crown Commercial Service G-Cloud 14 Framework Agreement (RM1557.14) for the supply of a HAF SEND and Wraparound Booking and Data Solution on an annual basis for up to 24 months with a 1-year extension if required

6. **REASON FOR DECISION**

Option 1 - Continuation of the current system. This has proven to be ineffective. The current process is to receive data from Revenues and Benefits around eligible children, we then trim and prepare the data along with a letter template. This is then sent to a printer (Civia) who generate between 14K-16K individual letters, which are posted to the individual addresses. Many letters are returned due to incorrect or outdated address information. Each letter contains an individual "HAF code". This code must be provided to the HAF activity organiser upon booking, to demonstrate eligibility for the provision. Many activity organisers do not actually take the code from the booker, potentially resulting in the resources being used in breach of our agreement with the DfE. Often families discard the letters and so email the council to obtain their code anyway. This is time consuming.

Option 2 - Purchase of other system that can be used for booking HAF places, however they have different features than this one and would not be effective in Oldham, for example, the Evoucher system relies on schools disseminating vouchers to their eligible students, not all schools engage with the programme and the result would be many children missing out.

7. **ALTERNATIVE OPTIONS CONSIDERED** None

8. **INTERESTS AND NATURE OF INTERESTS DECLARED** None
9. **PRINCIPAL GROUPS CONSULTED:** Not applicable
10. **DOCUMENT CONSIDERED:** DDR Holiday Activities and Food HAF Booking System
OfficerRecordofDecisionNonKey.docx (1).docx