

Delegated Officer Report

Decision Maker	Katrina Stephens – Director of Public Health
Date of Decision	July 2021
Subject:	Recruitment of Programme Administrator for the Holiday Activities and Food Programme
Report Author:	Neil Consterdine Assistant Director, Youth, Leisure and Communities
Ward (s):	All

Reason for the decision: Holiday Activities and Food (HAF) Programme requires Senior Programme Admin Support to ensure effective delivery and in accordance with the grant agreement.

Summary: The purpose of the report is to request Cabinet Member approval to recruit a fixed term HAF Senior Programme Admin Support as part of the councils COVID 19 response. See appendix 1 JD/PS. The report sets out requirements of the programme and the need for this post.

The Department for Education (DfE) has made funds available to every local authority in England to coordinate free holiday club/activity provision, including healthy food and enriching activities, for children on benefits-related free school meals for the Easter, summer and Christmas holidays in 2021. Oldham Council has been awarded £1.5m from the DfE to deliver the Holiday Activities and Food programme (HAF) this year.

Our ambition is to ensure eligible children and young people across Oldham have access to a diverse range of exciting holiday clubs and

activities, offering a blend of borough-wide and more locally based activities.

What are the alternative option(s) to be considered? Please give the reason(s) for recommendation(s):

Option 1 To recruit a fixed term HAF Senior Programme Admin Support as part of the councils COVID 19 response. This will assist in supporting the rapid delivery of the HAF programme to our most disadvantaged children who are eligible for Free School Meals.

Option 2 Not to recruit a fixed term HAF Senior Programme Admin Support as part of the councils COVID 19 response. This will put at risk the delivered of this programme in accordance with the grant agreement as Oldham Council has been unable to identify adequate internal resource.

Recommendation(s):

Option 1 To recruit a fixed term HAF Senior Programme Admin Support as part of the councils COVID 19 response. This will assist in supporting the rapid delivery of the HAF programme to our most disadvantaged children who are eligible and receiving Free School Meals.

Implications:

*What are the **financial** implications?*

The Grant allocated to Oldham is £1.355 million. The grant allocation has been updated to make additional funding of £210,950 available through contingency arrangements. The total maximum allocation is £1.566 million

As set out in the grant determination letter the council is able to spend up to 10% of the total amount on administrative costs associated with setting up and running the HAF programme and ensuring sufficient staffing,

The proposal is to employ one staff member at grade 4 for 9 months July 2021 - March 2022. The cost of this would be £23,775.

As this is a short-term contract, and assuming that the post holder is recruited from outside the organisation, there will be no entitlement to a redundancy payment.

(Liz Caygill)

What are the **procurement** implications?

Not applicable

What are the **legal** implications?

Providing there is funding in place and HR advice is sort in relation to the fixed term contract which is anticipated to be period on not exceed 2 years, there are no further comments from legal. It is assumed the appropriate recruiting policies will be followed.
Radhika Aggarwal - Principal Employment Solicitor

What are the **Human Resources** implications?

A Fixed Term appointment will not have any HR implications as long as the position is recruited to in line with the council's recruitment process OR is offered as a secondment to an existing employee. If the latter is chosen, then a backfill for their post will be required on a temporary basis.
Claire Ingle - Senior Strategic HR Lead

Equality and Diversity Impact Assessment attached or not required because (please give reason)

What are the **property** implications?

Not applicable

Risks:
Co-operative agenda

The allocation of this funding is consistent with the Council's co-operative themes of community leadership, co-production and early help.

Has the relevant Legal Officer confirmed that the recommendations within this report are lawful and comply with the Council's Constitution?

Yes/No

Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget?


Yes/No

Are any of the recommendations within this report contrary to the Policy Framework of the Council?


Yes/No

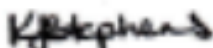
List of Background Papers under Section 100D of the Local Government Act 1972:

Title	Available from
None	

Report Author Sign-off:	
Neil Consterdine Assistant Director, Youth, Leisure and Communities	
Date:	26 July 2021

Appendices to the report are set out below

Appendix number or letter	Description
Appendix 1	HAF Programme Coordinator JD/PS  Grade 4 Profile D HAF Senior Business /



Signed: (Director of Public Health)

Date: 26/07/2021

Update Holiday Activities and Food Programme

1. Background

In November 2020, the Department for Education announced £220m would be available for Holiday Activities and Food, with £1.35m to be provided to Oldham Council to cover Easter, Summer and Christmas holidays.

School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap - with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and are more likely to experience social isolation.

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people. It also shows they work best when they provide consistent and easily accessible enrichment activities, when they offer more than just breakfast or lunch, and when they involve children (and parents) in food preparation.

The grant funding is to cover the provision of free holiday places, including healthy food and enriching activities, for children who receive benefits-related free school meals and the coordination of the programme locally. It will be optional for eligible children to attend this provision if they wish.

The aim is that through this programme children who attend will:

- a) To eat more healthily over the school holidays;
- b) To be more active during the school holidays;
- c) To take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider education attainment;
- d) To be safe and not to be socially isolated;
- e) To have greater knowledge of health nutrition; and
- f) To be more engaged with school and other local services

2. Current Position

Due to the short period ahead of Easter, we decided to put on a light programme using existing process and use the exercise as a test and learn. We spent around £77k and used 15 providers with a mix of larger providers and smaller community groups.

For the Summer provision, we are aiming to put together a more holistic offer. We have set up a working group drawing on expertise from around the council and the sector. We are currently in the process of finalising Grant offers to over 30 providers which will allow us to offer holiday activities to approximately 30% of our eligible school children. Over the next weeks the priority is to ensure that the places on offer are booked by eligible children.

Capacity in this working group has remained a challenge despite several attempts to secure extra resource. Due to the scale and value of this activity compared to previous years and the monitoring and data collection which is detailed in the Grant determination letter, it is now apparent that ample capacity is not available inside the council to ensure the programme delivers effectively, in line with the grant guidelines and following council processes, therefore we are proposing to source resource externally in the form of Senior Programme Admin Support.

Outline Programme Plan

Programme Phase	3-May-21	10-May-21	17-May-21	24-May-21	31-May-21	7-Jun-21	14-Jun-21	21-Jun-21	28-Jun-21	5-Jul-21	12-Jul-21	19-Jul-21	26-Jul-21	2-Aug-21	9-Aug-21	16-Aug-21	23-Aug-21	30-Aug-21	6-Sep-21	13-Sep-21	20-Sep-21	27-Sep-21	4-Oct-21
Summer programme start up																							
Expressions of interest																							
Funding arrangements for providers finalised																							
Booking and monitoring take up levels																							
Monitor the running of activity sessions																							
Data collection and evaluations																							
Winter programme starts																							