

Cheltenham Borough Council
Delegated decision by the Cabinet Member Safety and
Communities
Holiday Activities and Food Programme

Accountable member	Cabinet Member Safety and Communities
Accountable officer	Strategy and Engagement Manager
Ward(s) affected	All
Key/Significant Decision	No
Executive summary	<p>In June 2021, Gloucestershire County Council agreed that it wished to allocate a sum of £131,743 to Cheltenham Borough Council for the purposes of creating a programme of summer holiday activities and food provision for children who receive benefits-related free school meals.]</p> <p>Known as HAF, the programme has to be of sufficient scale to cater for c.1300 children on free school meals and be available for four weeks 1st – 26th August 2021 for up to four days a week and four hours a day.</p> <p>This report recommends the allocation and distribution of the grant.</p>
Recommendations	<p>The Cabinet member agrees that the Authority;</p> <ol style="list-style-type: none"> 1. Recommends to Gloucestershire County Council that the HAF funding be allocated as set out in paragraph 3.1 of this report; and 2. That the Authority administers payment of the HAF on behalf of Gloucestershire County Council.

Financial implications	<p>There are no financial implications for the Council of this decision. The holiday activities and food funding, totalling £131,743 has been invoiced from Gloucestershire County Council and unallocated funds will be re-paid at the end of the project</p> <p>The funds sit on GBD001. Purchase orders for the providers will now be generated.</p> <p>Contact officer: Martin Yates Business Partner Accountant Business Support Services Martin.Yates@publicagroup.uk 01242 264115</p>
Legal implications	<p>It is worthwhile noting that although Cheltenham Borough Council is holding the funding, the agreement will be between Gloucestershire County Council and the provider. GCC are also carrying out due diligence with the providers to ensure the provision is provided safely.</p> <p>Contact officer: , @tewkesbury.gov.uk, 01242</p>
HR implications (including learning and organisational development)	<p>There are no HR implications identified with this decision</p> <p>Contact officer: , @cheltenham.gov.uk, 01242</p>
Key risks	
Corporate and community plan Implications	<p>The allocation of the funding will help support communities made vulnerable by the Covid-19 pandemic</p>
Environmental and climate change implications	<p>None identified</p>
Property/Asset Implications	<p>There are no property implications associated with this decision</p> <p>Contact officer: Dominic.Stead@cheltenham.gov.uk</p>

1. Background

- 1.1 The holiday activities and food (HAF) provision is funding from the Department for Education for upper tier local authorities to coordinate free holiday provision, including healthy food and enriching activities for children who receive benefits-related free school meals.
- 1.2 Gloucestershire County Council was allocated £1,546,870 in order to deliver the Holiday Activity and Food Programme during the period of March 2021 – March 2022
- 1.3 The County Council's cabinet on 23 June 2021 agreed to allocate £990,893 across the six districts based on the number of children and young people registered Free School Meals.
- 1.4 Cheltenham's allocation is as follows:

Cheltenham	Amount
Children and young people eligible for FSM	£106,712.08
ADMIN costs (10%)	£13,174.33
Children and young people who are vulnerable but not registered for FSM	£11,856.90
TOTAL	£131,743

The distribution of children on free school meals is as follows:

Ward	Nos on FSM	Ward	Nos on FSM
Hesters Way	464	Pittville	66
Oakley	361	Benhall and The Reddings	65
Springbank	356	Prestbury	52
St Mark's	297	Charlton Kings	48
St Paul's	230	Leckhampton	36
St Peter's	221	All Saints	33
Swindon Village	145	Charlton Park	27
Warden Hill	111	Lansdown	24
Battledown	93	Park	23
Up Hatherley	81	College	12

- 1.5 Cheltenham Borough Council was asked to submit a costed expression of interest to set out our proposed approach to develop and deliver a HAF programme that would be of a sufficient scale to cater for c.1300 children on free school meals and be available for four weeks 1st – 26th August 2021 for up to four days a week and four hours a day.
- 1.6 The programme needs to deliver broad outcomes for children:
 - to be more active during the holidays
 - to access healthy, nutritious food the holidays and have knowledge of health and nutrition
 - to have fun and to take part in activities that help to develop resilience and wellbeing
 - to be safe and not to be socially isolated

1.7 Whilst ensuring the provision is fully accessible and inclusive, ie:

- Reaches diverse communities in their area, through co-production with families provides culturally relevant activities
- Reaches vulnerable families those who don't access services and activities
- Either provides a hot nutritious meal or engages a meal provider to do so
- Reaches and is accessible for those children and young people with disabilities or special educational needs
- Supports families who are not confident or able to book activities on line

1.8 Following on from the county council's cabinet decision, the expectation is for the programme to go live and be ready for bookings in early July.

2. Developing the Cheltenham programme

2.1 The council had already developed good working relationships with a number of community partners and these relationships were used to develop the HAF programme. Collectively we agreed our ethos for the programme:

2.2 Provision needs to be inclusive for all children due to the risks of creating provision that was exclusively for children on free school meals

2.3 Provision needs to embody our No Child Left Behind community agreement – working hand in hand with families, understanding effects of poverty and trauma and being compassionate & strengths-based

2.4 Provision needs to be partnership-based – building on the network of local community providers and the strength of our relationships eg through No Child Left Behind and our community food network

2.5 Provision needs to be community-based enabling families to build longer-term relationships with local providers and therefore more sustainable in the longer run.

3. Reasons for recommendations

3.1 The proposed funding allocation plan is as follows:

Name of provider	activity /food provision details	How much HAF funding would you require	Total cost
Family Space	4 indoor sessions of craft and messy play with lunch. 4 outdoor sessions of outdoor activity and learning about nature and the local environment.	£5 per child for food. £600 for Tuesday sessions., £1600 for Thursday sessions. £15 per hour for 2x staff costs. 4 hours per session. £960; plus over costs Total: £3800	3800
Move More	Move More coaches (x2) will deliver a variety of sport and physical activities, encouraging the young people to be active, learn new skills and try new things.	Move More: £4,000 The Wiggly Worm: £755 #FeedCheltenham (x30 meals x£5.00 x 4 days): £600 #FeedCheltenham (additional food provision for siblings who do not attend the sessions): £300	5655
Move More	Move More coaches (x2) will deliver a variety of sport and physical activities, encouraging the young people to be active, learn new skills and try new things.	Move More: £6,000, Facility hire, based on current rates charged by schools we deliver camps at £75 per day x 12 = £900	6900
Hesters Way Partnership	The Summer Parks Sports Project (SPSP) will provide free holiday sports coaching	Staff expenses (please specify) - 4080	5500

Name of provider	activity /food provision details	How much HAF funding would you require	Total cost
	activities, youth engagement and healthy snacks for children aged between 8 and 16 years located in MUGAs at Oasis Centre, Springfield Park and King George V playing fields.	Equipment or materials (please specify) - 150 Event costs (please specify) - 720 advertising - 200 Management Costs (please specify) - 400 TOTALS - £5,550	
Inspire to Aspire	We are looking at providing football coaching and circus skills across the four weeks along with our own resilience and wellbeing lessons on healthy lifestyles, emotions, self esteem and other topics.	£2000 Admin, management, on call safeguarding £4000 Football Coaches and Circus Skills Teachers £4000 Staffing Costs £2000 Materials and activities. £12,000 total	12000
Lakeside community project	To provide token via school to families who have FSM children Ticket cost £14 to provide and includes: £10 to spend in Morrison's Café and take advantage of 'kids eat free after 3pm' Kit to take away to make your own Family Pizza at home, value £2 less 30p disc = £1.70 Fruit, (ideally strawberries if still cheap enough in August,) plus cream, value about £2.30 lot. Ticket given out by schools, and would be dated to spread demand between 4 Mondays and 4 Thursdays in August	360 family meals * + takeaway kits x £14 = £5040 Allow £460 for miscellaneous cost Less £500 contribution from Lakeside community project funds	5000
Springbank	We are planning to provide 4 days of open access provision a week throughout the school summer holidays. These activities will be arts and crafts, sports/competition/team building based and food based/cooking activities and will take place in and around Springfields Park	2 x youth workers - £2,400 Management and safeguarding - £1,600 Project Setup Costs - £1,000 Lunches - £2,300 Activities - £1,200 = 8,500	8500
The Cornerstone Centre	Holiday @ Home week of staycation holiday including crafts, cultural learning, sports and quizzes for 70 people, all centred around lunch cooked from around the world by local volunteers sharing aspects of their own culture. We hope to have Indian, Malaysian, Canadian, English and South African cuisines and activities.	£1,000 to cover the whole week: £700 – food £100 – sports activities £200 - Craft Materials and Promotion	1000
Cheltenham Trust	The Trust will provide vouchers for eligible FSM families to take part in family swim sessions at Leisure-at Cheltenham	2 Adults and 2 kids @ £15.00 = £3,000 1 Adult and 2 kids @ £10.50 = £3,150 = 6150	6,150
Feed Cheltenham	#FeedCheltenham meals cooked by Sober Parrot - 2500 meals distributed through distributed through the Food Pantries and HAF activities. Enough for each free school child to have 2.	10,000	10000
	Standard Food Parcels made up and given out through food pantries. Enough for each free school family to have 1 per holiday provision This is to encourage families to return on subsequent weeks in the holidays and therefore connect with the organisation and the activities/ support on offer there	Total cost: £6.00 per child (based on milk, bread, chicken, cheese and marg) x 1300 children £7800	7800

Name of provider	activity /food provision details	How much HAF funding would you require	Total cost
	Each pantry to get share of £20,000 proportionally split between them to go into food items to be delivered out to families attending the pantry alongside a drive for food donations. Sum based on 10 food pantries / banks at £500 per week for 4 weeks.	20000	20000
	Money to be put into local partner cafes such as Sober Parrot, Springbank, Cornerstone to provide 1 hot meal voucher for children on arrival at the café to be eaten in. Simple activity pack to be produced to accompany this meal	£5/ meal for family for one visit £500 for Food related activities to accompany café meals	7000
	FeedCheltenham administration	Admin costs	1335
Total			100,640

3.2 It is worthwhile noting that although Cheltenham borough Council is holding the funding, the agreement will be between Gloucestershire County Council and the provider. GCC are also carrying out due diligence with the providers to ensure the provision is provided safely. As part of this work, GCC are checking the following:

- DBS/Safeguarding Policy
- Health & Safety Policy
- Food Hygiene Certificates
- Public Liability / Employers Liability and Professional Indemnity Insurances
- Equality & Diversity Policy
- GDPR Policy
- Business Continuity Plan

4. How the HAF programme fits into our wider commitments to children and young people

4.1 Summer of Play

4.2 The council has now signed up to the Summer of Play, a national campaign to give children the space, time, and freedom to play this summer as the Covid-19 restrictions are eased. This is in recognition of the council's over-arching commitments to No Child Left Behind and to our Heads up campaign about promoting wellbeing

4.3 The pledge covers three areas:

- Fun - To support children to have fun and express themselves through play.
- Friends - To support children to have opportunities to play with friends and peers.
- Freedom - To support children to have space, time, and opportunities for free play.

4.4 Alongside encouraging children to play more over the summer, the council will also extend the focus of our summer of play to include adults as well as children as there are clear benefits for everyone to have a bit of fun and this then makes it more inclusive for people.

4.5 Along with developing our HAF programme, we will also be supporting the summer of play through the following:

- Promoting the use of our parks, play areas and green open spaces for play
- Planning and promoting a programme called Move More Miles. Through Heads Up Cheltenham, we are promoting a scheme that will encourage families to get physically active over the summer, either through walking, cycling or running.
- Promoting play activities (eg summer clubs, community events) happening throughout the

borough via our NCLB website

4.6 Detached youth work

4.7 Alongside the summer of play, the council has worked with Cheltenham Borough Homes, NHS Gloucestershire Clinical Commissioning Group and the parish councils of Charlton Kings and Up Hatherley to commission additional detached youth work in Cheltenham. This forms part of our commitment to collective investment through No Child Left Behind, to help all young people to thrive.

4.8 The partners involved recognised the negative impact on the lives of young people and on the wider community of the limited availability of universal youth provision, so pooled funding to commission Inspire to Aspire to deliver a 12 month programme of youth work that will be available borough wide, but with a direct benefit to young people in Charlton Kings, Up Hatherley, Oakley, the Moors and the town centre.

4.9 It is pleasing that our youth work provider Inspire to Aspire are also involved in delivering the HAF programme enabling them to get on the ground and start to develop positive relationships with a broad cohort of young people.

4.10 The HAF programme, summer of play and your commitment to youth work demonstrate this council's commitment to support local children and young people and embody the commitment we made when we signed the No Child Left Behind community agreement.

5. Alternative options considered

5.1 None, due to the restrictions on how the funding could be spent, the council was limited to working with a range of partners that could reach the target groups.

6. How this initiative contributes to the corporate plan

6.1 The allocation of the HAF funding will help many children and families that have been made vulnerable by the Covid-19 pandemic.

7. Consultation and feedback

7.1 The scheme was shaped with input from a range of community partners via the community food network.

8. Performance management –monitoring and review

8.1 Each delivery partner committed to supplying monitoring information and this was collated and returned to the County council.

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Appendices	1. Risk Assessment
Background information	None

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	Potential cost over-run	Richard Gibson	12.7.21	3	2	6	Reduce	Only pass money over to third parties up to the maximum that has been pre-allocated	30.9.21	Richard Gibson	

Explanatory notes

Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

Control - Either: Reduce / Accept / Transfer to 3rd party / Close