

Report of	Meeting	Date
Director (Communities) (Introduced by Executive Member (Early Intervention))	Executive Cabinet	Thursday, 18 th January 2024

Updated Holiday Activity and Food (HAF) Delivery Approach 2024-25

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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Purpose of the Report

1. To seek approval to deliver the Holiday Activity and Food (HAF) programme by retaining the management fee to fund dedicated resource within the Communities team.
2. To commission HAF delivery partners by employing a tiered grant funding approach.

Recommendations to Executive Cabinet

3. To approve the recruitment of a fixed-term HAF Coordinator within the Communities team to coordinate the programme. This post is subject to final grant funding being confirmed but will be funded from the 10% management fee within the grant.
4. To approve the approach to commissioning HAF delivery partners through a tiered grant fund approach.

Reasons for recommendations

5. Including HAF delivery within the Communities team presents opportunity to build additional value into the programme for the benefit of residents.

Other options considered and rejected

6. To procure a contractor to manage the delivery of the HAF programme does not present best value for residents.

Corporate priorities

7. The report relates to the following corporate priority:

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

- 8. Approval was gained by Executive Cabinet on the 12th of October 2023 to commence a high value procurement exercise for a contract to manage delivery of the HAF programme from 2024-25 and for up to 3 years, subject to additional funds being secured. This approach would see the management fee (10% of the total grant amount estimated to be £24k) transferred to the successful bidder to reinvest in the recruitment of a HAF Coordinator.
- 9. Considerable work has been undertaken within the Communities and Housing service to develop a cohesive and connected approach, in recognition of the multifaceted and interlinked nature of how many residents and communities experience challenges and vulnerabilities. The Communities and Housing service are currently undergoing a service review, to ensure the service can continue to work towards a comprehensive, holistic and effective approach to supporting Chorley’s residents, communities and the VCFSE sector.

Revised approach

- 10. The HAF programme provides a tangible link with families who experience a spectrum of economic disadvantages, presenting an opportunity to explore how partnership working and existing networks, services and support pathways can be employed to best support these families. This can be achieved most effectively by embedding HAF programme delivery within the Communities and Housing service, and doing so aligns most robustly with the vision for the Communities and Housing service.
- 11. This report seeks approval to deviate from the proposal approved by Executive Cabinet to outsource the management and coordination of HAF programme delivery, and instead retain the management fee to fund dedicated resource within the Communities team by recruiting a HAF Coordinator to deliver the HAF programme in full.
- 12. The remaining 90% of the grant will be managed through a grant fund, which will be delivered in two-tiers. The higher tier will provide stability to the programme, engaging well established organisations to secure core delivery across the year through a high value grant, funding delivery across the 3 delivery periods (Easter, Summer and Christmas) for organisations able to demonstrate the capacity to collectively provide a minimum of 50% of HAF spaces across the funding period.
- 13. The lower tier of the fund seeks to include grassroots, community embedded activity whilst managing risk to the programme through a lower value grant fund that will be available prior to each of the 3 HAF delivery periods, and will only fund one delivery period. There will be no minimum capacity of HAF spaces required to apply for this tier of funding, with the primary objective being to afford the programme the flexibility and responsiveness for a comprehensive offer across the borough, targeting specific neighbourhoods where needed, and able to meet a wide variety of needs.
- 14. The approach proposed to Executive Cabinet in October will remain in place to be delivered by the Communities Team, which highlighted some identified opportunities to develop the programme, and have been included below:

Measure	Benefit
Developing the booking system	Develop a commitment to safeguarding spaces for eligible children (FSM eligible, vulnerabilities, SEND) and allow the programme to be communicated confidently across the schools' network (and explore other engagement opportunities)
Invest in recruitment of a Chorley HAF Programme Coordinator	Coordination costs will not be absorbed into existing staffing costs to ensure an appropriate level of resource is allocated to programme delivery.
Better links to wider support	HAF provides a tangible link to families that could benefit from additional support through a broad range of support pathways. Partnerships could be developed (supported by Chorley Council) to create opportunities for parents to explore and engage with these support pathways.
Community embedded delivery structure	Work in partnership with local charities, CICs, social enterprises and businesses to deliver a programme that is well embedded in the communities it services and benefits the wider local economy.
Demonstrate prior knowledge	Make use of prior knowledge of local young people and families networks, partnerships, provision and education settings to mobilise delivery of the programme in an agile manner and provide the best experience for Chorley residents.
Green delivery	The food element particularly of the HAF programme generates a lot of plastic waste. Consider alternative solutions to provide the food element of the programme in a more sustainable and responsible way.
Volunteering and Time Credits	Embedding volunteering and time credits into the programme provides opportunity for young people and their families who may be experiencing multiple vulnerabilities to benefit from the virtuous cycle of volunteering, and the health and wellbeing improving opportunities that earning time credits can provide.

Climate change and air quality

Please delete below as appropriate (for further advice please contact the relevant officer)

15. The work noted in this report has an overall positive impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
16. In particular the report impacts on the following activities:
 - a. waste and the use of single use plastics
17. The following mitigation measures have been undertaken to limit the environmental impact: a commitment to improving the food element of the programme to reduce single use plastics.

Equality and diversity

18. Managing The HAF programme internally provides opportunity to make best use of established networks and support systems delivered by, integrated with, or working alongside the Council.

19. The grant fund is designed to facilitate a programme that can be tailored to meet a wide range of prevailing and emerging need within the community.

Risk

20. The proposed approach to commissioning presents a low risk to the council, is transparent, and affords opportunity for a broad spectrum of delivery partners to bid for a HAF grant. This approach also provides good value to residents, avoiding a costly procurement exercise and making best use of council resource to enhance the programme.

Comments of the Statutory Finance Officer

21. The HAF grant allocation is still not confirmed but it is anticipated it will continue into 24/25 at similar levels to those seen in previous years. Should this be the case the recruitment of the part-time, fixed term post will be at no additional cost to the Council. The recruitment will not commence until this is confirmed.

Comments of the Monitoring Officer

22. There are no in principle issues with what is proposed here. We will need to be mindful of the provisions of the Contract Procedure Rules throughout.

Background documents

Holiday Activity and Food Programme Delivery 2024-25, Executive Cabinet, October 2023

Report Author:	Email:	Telephone:	Date:
Laura Hendi (Senior Community Engagement Officer)	Laura.Hendi@chorley.gov.uk		

This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.