

London Borough of Hammersmith and Fulham Record of Cabinet Member Decision

The call-in period has ended and the decision below can be implemented.

- ❖ Draft Decision List published on: 21/01/2022
- ❖ Confirmed Decision List published on: 26/10/2022

1. **TITLE: Coordination of the Holiday Activity and Food Programme from 2023 - Procurement Strategy**

2. **DECISION MADE BY:** Cabinet Member for Children and Education

3. **DECISION:**

That approval of this procurement strategy be given to procure a contract for the Coordination of the Holiday Activity and Food program for a duration of 2 + 1 years with a forecast spend of £551,000 per annum, bringing a total value after extension of £1,653,000.

4. **REASON FOR DECISION:**

The DfE Holiday Activities and Food (HAF) Programme is designed to provide healthy food and enriching activities during holidays to children who receive benefits-related free school meals and other vulnerable children. Helping them to eat more healthily, be more active, be safe and not socially isolated and to improve their knowledge on health and nutrition.

5. **ALTERNATIVE OPTIONS CONSIDERED:**

Option 1: In-house coordination

There is no current capacity to run this and therefore would likely require recruitment. It also does not harness any knowledge, expertise and relationships that exist within the market.

Option 2: Open tender for an external coordinator with funding for provision held by council (as-is)

This was the approach taken by the council for delivery the calendar years 2021 and 2022, with the council retaining the budget for delivery of provision and marketing. Each school holiday the coordinator would run a grant award process and the council would award grant funding to providers through the coordinator.

This allowed for formal scrutiny of the budget in the first years of delivery, however by separating provision funding from the contract it negatively affected the ability to hold the provider fully to account and delayed delivery timescales making it more difficult to respond dynamically to changes. It also increased officer administration time to review and award grants each holiday. Under this

option, the coordination tender would be worth up to £52,000 per annum.

Option 3: Open tender for an external coordinator and funding distributor (recommended)

Under this option the contract would include funding both coordination and for the delivery of provision funded by HAF (up to £551,000 annually)

Up to £52,000 of contract costs (Element 1) would be allocated to administration, with delivery funding (Element 2) still required to predominantly be allocated to other local organisations.

This option retains key contract controls, with the council overseeing all stages of the process and having a final say on how funding for provision is distributed and for what activities. Marketing will also still be developed with and signed off by the council. However the administrative tasks for funding distribution will be undertaken by the bidder, reducing pressure on the local authority.

This approach allows for continued, robust accountability of the provider, as well greatly improving efficiency of delivery, giving more time to develop, adjust and promote holiday provision.

It also supports opportunities to innovate further and have a stronger plan for continuous improvement, looking at systems to enhance delivery for residents, such as looking at opportunities for additional funding, developing skills and capacity of the market, providing booking systems, events and other family engagement opportunities and other ways to support council outcomes for children.

6. CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED:

None.

Date of Decision
21 October 2022