

Item No.	Classification: Open	Date: 9 October 2023	Decision Taker: Cabinet Member for Homes, Communities and Finance
Report title:		Winter of Food and Fun 2023 holiday programme grant recommendations	
Ward(s) or groups affected:		All	
From:		Strategic Director of Children and Adult Services	

RECOMMENDATIONS

1. That the cabinet member for homes, communities and finance approve the use of £203,124 for 25 providers identified for the Winter of Food and Fun Holiday Programme as part of the Holiday Activities and Food programme for 2023. The recommendations are set out in Appendix 1.
2. That the cabinet member for homes, communities and finance approve the use of the remaining £21,500 of the winter grants budget to support providers to make places available for children with Special Educational Needs and Disabilities.

BACKGROUND INFORMATION

3. The Department for Education has provided grant funding to all English local authorities, including Southwark, to deliver a Holiday Activities and Food (HAF) programme during Easter, summer, and Christmas holiday periods from 2021 to 2024. The programme is designed to deliver healthy food and enriching activities to local school-aged children eligible for free school meals (FSM). The Southwark holiday programme is known locally as the Food and Fun programme.
4. Southwark Council has been allocated £1,550,610 of grant funding from the DfE to cover the cost of coordinating and delivering the HAF programme over Easter, summer and winter school holidays in the 2023 calendar year. Alongside this funding, £24,000 has been received from Travis Perkins to boost the council's funding for this programme. In total £1,574,610 worth of funding is available for Southwark's 2023 HAF programme.
5. For the Easter and summer 2023 programmes, £1,296,175 was spent. For winter, the HAF team have budgeted £278,049 to cover the provision of 7,825 places over the holiday period.

6. The programme's objectives are for eligible children to:
 - Eat more healthily
 - Be more active during school holidays
 - Take part in engaging and enriching activities
 - Feel safe and not isolated
 - Have greater knowledge of healthy lifestyles and nutrition
 - Be more engaged with school and other support services
 - Have greater knowledge and awareness of holiday club provision

7. The Department for Education also requires that:
 - Provision is inclusive and accessible
 - Provision is offered to all FSM children in the local authority
 - Ideally provision is offered four hours a day, four days a week, for four weeks in the summer and for one week at Easter and Christmas

KEY ISSUES FOR CONSIDERATION

The approved provider list overview

8. The approved provider list (APL) was set up earlier this year in response to the needs of funded partners in order to improve their experience of delivering this programme including providing specialist training opportunities and more tailored support. This list also enables funding awards to be communicated further in advance of the school holidays. This will give organisations a longer lead in time to develop, plan and advertise their holiday club offer in order to maximize the impact of the programme on target communities.

9. 37 organisations joined the APL in 2023 and were quality assured as part of the application process. Being a member of the APL does not guarantee that an organisation's services will be commissioned, however they have gone through a level of due diligence that they will not need to repeat ahead of future funding bids related to the HAF programme. Organisations wishing to join the APL for the 2024 programme will need to submit a complete application by January 2024.

Winter of Food and Fun grants: assessment and funding recommendations

10. The final funding round of the Southwark 2023 HAF programme is for the winter holidays. The application process for winter funding was shared amongst the APL members.

Criteria

11. The grant criteria are designed to ensure all providers meet the required standards of both Southwark Council and the Department for Education.

12. Organisations applying for winter grant funding are required to meet all the following general and specific criteria.

General criteria

- Organisations eligible for funding include registered charities, voluntary, community or faith organisations, companies limited by guarantee, Community Interest Companies, Social enterprises, Schools, and Parent Teacher Friends Associations. All organisations are required to run a not-for-profit HAF programme.
- Organisations cannot be funded by another local authority to run HAF provision at the same location they are applying for funding from Southwark council for
- Based in and/or providing services within the London Borough of Southwark
- Operate from fit for purpose premises and show evidence of ability to adapt services to meet the needs of their clients
- Have quality assurance measures in place

Specific criteria

- The programme will be free of charge for eligible families
- Providers must include the following in their programmes every day:
 - Food and nutrition skills aimed at improving knowledge and awareness of healthy eating
 - Structured physical activity for at least 60 minutes each day
 - Enriching activities which offer children the opportunities to develop new skills or knowledge or have different experiences
- Hubs must be able to provide at least one meal a day and all food provided, inclusive of snacks, must meet school food standards.
- Providers must be running or linked to an Ofsted-registered child provision if children of 8 years or below are attending (where their parents/carers are not on the premises) for:
 - More than 2 hours per session
 - More than 14 days a year
 - Unless their programme is exempt if the club is registered as an activity-based setting offering no more than two types of activities

Cross-programme criteria

13. The following criteria have been applied when considering funding applications to ensure the Winter of Food and Fun programme as a whole is inclusive and caters to the level of need in the borough:
- The winter programme as a whole has sufficient geographical spread across the borough with a focus on areas of higher need in terms of food insecurity and mapped against the Income Deprivation Affecting Children Index (IDACI). The geographical spread of applicants was checked using Google Maps to ensure all wards within the borough had adequate holiday provision to minimise cold spots.

- The winter programme as a whole caters to the full age range stipulated by the Department for Education (4-16 year old school children). A particular focus has been placed on 12-16 year olds as previous holiday periods have shown a lack of sufficient provision for and/or engagement with this age group.
 - There is sufficient provision available to support eligible children and young people with SEND requirements.
 - Delivery is in line with the “gold standard” model as stipulated by the DfE i.e. hubs can deliver provision a minimum of 4 hours a day, 4 days a week for 1 week during the winter holiday period.
14. The base grant funding level for the winter programme is £24 per child per day. This has been set based on feedback from previous holiday programmes in Southwark, other local authorities, meal suppliers the team have worked with, the underspend from Easter and summer and the budget available for winter. This grant covers a variety of costs associated with the programme including resources for enriching activities, equipment for physical activities, staffing and administrative costs, nutritional education and healthy meals for participants.
15. The applications received for the summer programme from approved providers are summarised in the table below:

Total number of applications	25 providers for 45 holiday programmes
Applications that meet the criteria and have been recommended for funding	44
Applications that haven't been recommended for funding	1
Hubs that are able to provide SEND provision	43
Approximate total number of individual children who will be supported over winter as estimated by holiday club providers and previous delivery	1,852
Total number of holiday club places for children being recommended	7,825
Total amount of grant funding allocated	£224,624

16. Officers have assessed applications based on the criteria stipulated above and as outlined in the background papers. Applications need to meet all the required general and specific criteria to be considered for funding. Applications were then assessed as a group to ensure cross-programme criteria were also satisfied. Providers were asked to provide details of the number of days they can operate over the winter period and how many places they can provide per day. This information was then used to calculate how many places each hub could make available over the holidays.

17. Due to the number of applications and volume of funding requested, the council are unable to fund all places applied for. To ensure the allocation of funding amongst organisations was fair, the following rules were applied:
 - All individual programmes have been recommended funding for a maximum of 6 days over the holiday period which is more than the DfE's minimum of 4 days.
 - All individual programmes were capped at 150 places per day per location
 - Programmes and locations that have previously taken part in Southwark's Food and Fun programme were capped to the number of participants per day that attended previously as evidenced during quality assurance visits to recent programmes and in the monitoring and attendance data from previous programme cycles
18. One winter bid from an approved provider for a new location was not recommended for funding, in order to prevent competition between Southwark's Food and Fun holiday clubs. This location is geographically close to other established Food and Fun programmes which offer similar activities.
19. Based on the feedback received from holiday clubs during previous programme cycles, it was important to increase the base funding level at £24 per child per day in order to help providers run a cost-effective programme bearing in mind the cost of living crisis. Applying the above cut offs and rules enables the council to fund as many eligible providers as possible for up to six days of provision, which maximises the number of individual eligible beneficiaries the programme can reach over the winter period.
20. The attached recommended allocations in Appendix 1 recommend that all 25 approved providers that applied for winter funding are awarded funding because they have met the required criteria. Funding these providers enables the council to best meet the cross-programme criteria, and the total amount of grant allocation falls within the total allocated budget for winter.
21. 25 providers across 43 programmes have confirmed that they can make places available for children with SEND needs. The holiday programme team have allocated the remaining grants budget for winter (£21,500) to provide additional funding and support for those who provide places for children with SEND needs, which is an uplift of the budget spent on SEND provision over winter 2022.
22. Once the grant recommendations have been approved and communicated to successful holiday clubs, they will be invited to apply for funding to support children with SEND needs. Applicants will be required to detail:

- the number of individual children they're planning to support
 - Whether the children attend mainstream or specialist schools, alongside a list of the specialist schools
 - the level of SEND needs their programme can cater for, for example physical access for young people in wheelchairs or providing 1 to 1 or 1 to 2 support for children with more complex needs
 - the benefits their programme will offer children with SEND
 - what the funding will be used for, for example to hire specialist staff with appropriate experience and qualification or specialist equipment such as sensory activities or software to help with engagement
23. This budget will be awarded based on the applications made, and previous programme delivery. Programme registration and attendance data and evidence of SEND-specific expenditure is required for providers to receive the full awarded grant, which is an addition to the base grant funding awarded per child. This funding will be used to support SEND children to access the programme by enabling providers to pay for support workers and specialist equipment. The HAF team will verify the details of children eligible for additional SEND funding with the relevant team in Southwark Council.
24. The 25 providers and 44 programmes recommended for funding are well distributed across the borough according to areas of high need and cater to all eligible age groups.
25. Full details of the recommended allocations for grant funding can be found in Appendix 1.
26. To ensure the programme meets the Department for Education standards, Southwark Council will also be directly procuring the following:
- [Take and Make Boxes](#) through Kitchen Social, distributed to children each week. These are healthy recipe-kit boxes that support families to cook nutritious meals together at home, supported with physical recipe cards and online videos.
 - Deliveries of fresh fruit from an East Street Market trader to support our providers in offering healthy snacks as part of their programmes.
27. The holiday programme team regularly consults approved providers to ensure programme enhancements funded by the council remain relevant and meet the needs of funded clubs and programme participants. Some holiday clubs have requested supplementary grant funding instead of Take & Make recipe boxes so they can use the funds to create their own equivalent cooking activity or other nutritional education activities. Appendix 1 details the organisations which have requested supplementary grant funding instead of the recipe boxes.

Conditions of grant funding

28. Organisations awarded grant funding are subject to monitoring through the council's Conditions of Grant Funding (COGF). Schedules to these cover the key areas of: governance and employment; finance; employment practices and monitoring and information. In addition to a requirement to comply with these conditions, organisations are subject to an annual monitoring visit, and the monitoring framework includes a monitoring checklist, which assesses each of the areas covered within the COGF as well as service delivery.
29. Where any significant issues are identified during monitoring which could give rise to a breach in the COGF, the council will write to the relevant organisation and set out what action needs to be taken. In such cases they will be advised that the funding continuation is subject to their taking the necessary remedial action to address concerns. Failure to do so may result in the council taking the appropriate action to terminate the funding by way of a further report.

Policy framework implications

30. The Food and Fun holiday programme directly contributes to Southwark Council's Fairer Future Commitments of tackling health inequalities and ensuring all children have the best start in life by providing children who are eligible for benefits-related free school meals with nutritious meals and a safe and enriching environment during the school holidays^{1,2}.

Community, equalities (including socio-economic) and health impacts

Community impact statement

31. The Food and Fun holiday programme intends to provide targeted support to children, young people and families vulnerable to food insecurity to access nutritious food and enriching activities over the school holidays in 2023.
32. The 2019 Survey for Londoners highlighted the stark issue of food insecurity in Southwark. 23.5% of people over 16 years and 25.8% of children surveyed were food insecure, equating to approximately 75,000 of residents over 16 years and over 15,000 Southwark children³. Food insecurity for both adults and children is worse in Southwark than the London average (21% for adults and 17.5% for children)³.
33. In 2019, there were clear inequalities that existed within those struggling with food insecurity in Southwark. People of Black ethnicities, people

¹ [Southwark Council. 2020. Southwark's Borough Plan 2020-2022. Council Plan Refresh.](#)

² [Southwark Council. 2022. The Southwark Plan 2019-2036.](#)

³ [Southwark Council. 2022. JSNA Annual Report 2022, Southwark's Joint Strategic Needs Assessment.](#)

living in social housing, families with dependent children, unemployed or low paid adults, and those in debt were identified as priority groups more vulnerable to food insecurity³.

34. The pandemic has further exacerbated the issue of food insecurity across the country. The Food Foundation's survey series on the impact of coronavirus on children's food has continually demonstrated that families with children have suffered significantly. Their most recent data published in March 2021 highlighted that 41% of households with children on free school meals reported experiencing food insecurity in the last six months, equating to four million people including 2.3 million children⁴. Black and mixed ethnicity households with children continue to experience higher levels of food insecurity than their white counterparts³.
35. The school holidays can be a pressure point for some families because of increased costs (such as food and childcare) and reduced household incomes. For some children, this can lead to a holiday experience gap – with children from low income families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health; and more likely to experience social isolation. The impact of the pandemic and the cost of living crisis is likely to have increased the need for this provision, with more families experiencing reduced household incomes and increased food insecurity.
36. The Food and Fun programme intends to benefit a cohort of Southwark's most vulnerable children and young people, contributing to the reduction of health inequalities over the long term. A joint Equalities and Health Impact Assessment was completed for the holiday programme and can be found in Appendix 2. This assessment demonstrates that the holiday programme shows no potential for discrimination and the holiday programme team have taken all appropriate opportunities to advance equality of opportunity and foster good relations between people with different protected characteristics.

Equalities (including socio-economic) impact statement

37. The joint Equalities and Health Impact Assessment found in Appendix 2 was undertaken in order to assess the need for the provision to be delivered as part of the Food and Fun holiday programme and the cohort of children and families who would be most likely to benefit from it. The holiday programme is anticipated to have positive impacts for all children, young people and families that it reaches.
38. Despite the programme being universally advertised to all children eligible for benefits-related free school meals, as illustrated in the joint Equalities and Health Impact Assessment, particular groups are more likely to experience food insecurity and health inequalities than others. For

⁴ [Food Foundation. 2021. The Impact of Covid-19 on Household Food Security.](#)

example, children and young people with Special Educational Needs and Disability (SEND) needs are more likely to be eligible for free school meals and thus be at a greater risk of food insecurity than other students. Alongside this, in 2019 a higher proportion of black residents were vulnerable to food insecurity compared to white residents.

39. The Food and Fun programme specifically targets families vulnerable to food insecurity in Southwark through funding hubs across the borough with a focus on areas with higher levels of deprivation as well as programmes that deliver SEND provision across all eligible age groups. These areas of high socio-economic disadvantage also have a higher concentration of black residents. It's anticipated that the programme will continue to have a positive impact on this community as evidence suggests a higher proportion of children and young people of black ethnicity will be eligible for the programme and the programme locations have been mapped to ensure they are in areas of high deprivation. The Holiday Programme team works with the wider Public Health team to advertise the programme directly to asylum seeker and refugee families based in temporary accommodation who may not otherwise be reached by this programme.
40. To ensure the holiday programme is an attractive offer to the diversity of prospective participants, a variety of holiday clubs have been recommended for funding including sports programmes, religious groups and camps offering dance, arts and crafts. All holiday clubs are supported to serve food that is culturally varied and takes into consideration religious preferences.

Health impact statement

41. As described in the joint Equalities and Health Impact Assessment, the Food and Fun holiday programme is anticipated to have positive health impacts for all children, young people and families that it reaches. Providing nutritional education to participants and their families and recipe boxes to children that attend the programme helps improve the food security of Southwark residents by supplying a meal for 4 people per box to be enjoyed at home. The recipes in these boxes are healthy, low cost and simple to make to encourage families to cook healthy meals easily beyond the scope of the programme which will ultimately improve their health and wellbeing.

Climate change implications

42. To reduce the impact the delivery of the programme has on the environment and climate change, the Take and Make recipe boxes and fresh fruit will be delivered in bulk to the holiday clubs rather than across multiple days. The Holiday Programme team will be looking to ensure that delivery vehicles used to deliver any food to the holiday hubs are low or zero emission.
43. The Take and Make Recipe Boxes contain exclusively vegetarian recipes,

which supports the children and families attending the Food and Fun holiday programme to learn to cook, taste and enjoy meat-free meals. Holiday clubs cooking their own meals for the programme are also trained on how to create a more environmentally sustainable menu with more plant-based options. This will contribute to a shift in mind-sets around vegetarian and vegan meals, which may encourage families to eat meat-free options more often. This has benefits for sustainability as meat consumption contributes significantly to the climate emergency.

44. Kitchen Social (the Take and Make recipe box supplier) incorporate education around sustainability into the recipe videos and added information about sustainability into their recipe cards including information on increasing specific food groups to make a meal more planet-friendly and tips on how to reduce food waste. This helps encourage conversations around eating an environmentally sustainable diet, which ties into the training new and existing holiday clubs receive about adjusting the food served during the programme to benefit the environment.

Social value considerations

45. The Public Services (Social Value) Act 2012 requires that the council considers, before commencing a procurement process, how wider social, economic and environmental benefits that may improve the well-being of the local area can be secured. The details of how social value will be incorporated within the tender are set out in the following paragraphs.

Economic considerations

46. The application for joining the Approved Providers List (APL) for the Food and Fun holiday programme was advertised widely, including amongst local VCS organisations, schools, faith groups and childcare providers. As detailed in the Guide for Applicants in the background documents, as part of the APL application scoring process, points were awarded to grass roots organisations founded in areas where target beneficiaries are based. By supporting local organisations, this programme will help boost Southwark's economy as local residents with local knowledge and lived experiences are funded to run the holiday programmes.
47. The holiday programme team have worked with local food businesses to create a list of approved meals suppliers to signpost holiday clubs without cooking facilities to so that they can supply meals that meet school food standards. The fresh fruit supplier for the holiday programme is an East Street Market Trader who lives and employs locally. This collaboration with local businesses supports the local economy and improves cohesion within the local community.

Social considerations

48. The application process has been shared widely as detailed in paragraph 47. This has led to a variety of organisations to apply for funding, largely across the voluntary and community sector. Organisations were selected to join the Approved Providers List based on the strength of the applications received. Grant recommendations for each approved provider were based on the satisfaction of the cross-programme criteria and previous delivery.

Environmental/sustainability considerations

49. As detailed in paragraphs 43 – 49, the council are committed to encouraging environmental sustainability through the holiday programme.

Plans for the monitoring and management of the awarded organisations

50. The organisations receiving grant funding will be monitored and managed by the holiday provision programme officer.
51. Grant funding is recommended based on how many places per day an organisation has requested funding for and previous attendance levels evidenced during quality assurance visits to recent programmes and in the monitoring and attendance data from previous programme cycles.
52. Each holiday club will be subject to a quality assurance visit to assess compliancy with the programme and to support providers with any issues identified. They must also submit monitoring and evaluation data in order for the holiday programme to assess trends with the borough-wide programme to inform future commissioning strategies.

Staffing implications

53. Public Health staff have been managing the grants programme.
54. Please see financial implications section for impact on financial resources.

Financial implications

55. Southwark Council has been allocated £1,550,610 of grant funding from the DfE to cover the cost of coordinating and delivering the HAF programme over Easter, summer and winter school holidays in the 2023 calendar year. The majority of this funding will be directly awarded as grant funding to local holiday provision providers to deliver the programme. This grant funding will be paid in two instalments. The first instalment of £1,240,488 will be received in the 2023/2024 financial year and the second instalment up to £310,122 will be received in the 2024/2025 financial year, dependent on delivery plans and reports submitted to the Department for Education. This is a slightly higher level of funding than what was allocated to Southwark Council for the 2022

programme. Alongside this, £24,000 from Travis Perkins has been allocated to the programme as mentioned in paragraph 4.

56. The £224,624 that has been budgeted for the base and SEND grant funding and the Nutritional education supplement grants comes out of the £278,049 total budgeted for the winter programme. £6,804 has been budgeted to procure Take and Make boxes and £3,766 has been budgeted to procure fresh fruit, which will be provided to children who attend the programme each day. A maximum of £39,475 has been allocated for coordination, training, contingency planning and promotion costs. £3,380 has been allocated to fund a culture and wellbeing offer where holiday providers will access free tickets from local cultural organisations across the borough to enhance their programmes.

Legal implications

57. Please see concurrent from the Assistant Chief Executive – Governance and Assurance.

Consultation

58. Continuously throughout Southwark's Food and Fun programme which began in Summer 2020, the HAF team have engaged with various stakeholders to understand their experience of the holiday programme and to identify areas for improvement for the future.
59. Stakeholders consulted included holiday club providers, pre-prepared meals suppliers, children and families, the holiday provision coordinators, other local authorities running HAF programmes and the Southwark Holiday Provision Network, which comprises both providers and staff from relevant council departments who are involved in supporting holiday provision.
60. Feedback and insights gained from previous programmes have directly influenced planning for the 2023 programme. The Holiday Provision Network continues to meet and will be consulted throughout the year.
61. There is a cross council working group that shapes and informs the HAF programme development which includes Public Health, Education, Children's services, Youth services, Leisure and Communications. Funded holiday providers are also invited to share the impact of this programme on their communities and the challenges faced by their organisations and service users so that the programme team can be receptive to these needs when planning future holiday cycles.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Assistant Chief Executive – Governance and Assurance

62. This report seeks approval to allocate funding to 25 providers identified for the Winter of Food and Fun Holiday Programme as part of the Holiday Activities and Food (HAF) programme for 2023. The funding has been allocated by the Department for Education (DfE) and is to be made available for winter grants, including funding for SEND provision.
63. The report notes that a quality assured approved provider list (APL) was established earlier this year and paragraphs 11 to 13 set out the DfE and council criteria that applicant organisations from the APL are required to satisfy and the factors that have been taken into account in order to ensure that the local allocation is fair and reasonable, both in its inclusivity and geographical reach. The report also confirms that a robust and transparent process for inviting and evaluating applications for funding has been followed and that this has been informed both by a consultation exercise and by the joint Equalities and Health Impact Assessment which has been undertaken in order to assess the need for the provision to be delivered in this programme and the cohort of children and families who would be most likely to benefit from the programme.
64. The report also notes that recipients of the grant awards will be required to observe and comply with the council's conditions of grant funding and will be monitored in order to ensure appropriate service delivery and value.
65. The decision to approve the recommendations in this report is one which is expressly reserved to the cabinet member under Part 3D of the council constitution.

Strategic Director of Finance

66. The strategic director of finance notes the estimated value of this programme as per the recommendations set out in this report, totaling £224,624.
67. The strategic director of finance also notes the financial implications of this report which suggests Southwark Council has been allocated £1,550,610 of grant funding from the DfE to cover the cost of coordinating and delivering the HAF programme over Easter, summer and winter school holidays in the 2023 calendar year.
68. Alongside the grant as per paragraph 67, £24,000 from Travis Perkins has been allocated to the programme.
69. There is sufficient budget within the allocated available resources to fund the overall programme.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Department for Education. Section 31 Grant Determination for the Holiday Activities and Food Programme 2023: No 31/6391	Children and Adult Services, Public Health Directorate, 160 Tooley Street, London, SE1 2QH	Charlotte Pollins Charlotte.Pollins@southwark.gov.uk
Link: www.gov.uk/government/publications/holiday-activities-and-food-programme		
Department for Education. Holiday Activities Food programme Guidance 2023	Children and Adult Services, Public Health Directorate, 160 Tooley Street, London, SE1 2QH	Charlotte Pollins Charlotte.Pollins@southwark.gov.uk
Link: https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023		
Southwark Council. Guide for Applicants, Southwark's Food and Fun Approved Provider List	Children and Adult Services, Public Health Directorate, 160 Tooley Street, London, SE1 2QH	Charlotte Pollins Charlotte.Pollins@southwark.gov.uk
Link: https://www.southwark.gov.uk/assets/attach/167169/Guide-for-Approved-Providers-List-Applicants.pdf		
Southwark Council. Southwark's Food and Fun approved provider application form questions and scoring guide	Children and Adult Services, Public Health Directorate, 160 Tooley Street, London, SE1 2QH	Charlotte Pollins Charlotte.Pollins@southwark.gov.uk
Link: https://www.southwark.gov.uk/schools-and-education/extra-curricular-activities/food-and-fun-programme-fund		

APPENDICES

No.	Title
Appendix 1	Winter of Food and Fun 2023 recommended grant allocations
Appendix 2	Joint Equality and Health Analysis- Food and Fun Holiday Programme 2022 – 2024

AUDIT TRAIL

Lead Officer	David Quirke-Thornton, Strategic Director of Children and Adult Services	
Report Author	Charlotte Pollins, Holiday Provision Programme Officer, Public Health	
Version	Final	
Dated	8 August 2023	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive – Governance and Assurance	Yes	Yes
Strategic Director of Finance	Yes	Yes
Cabinet Member	Yes	No
Date final report sent to Constitutional Team		6 October 2023