**Holiday Activity and Food Programme (HAF) 2022**

**Overall Programme Management Partner (OPM): Lot 1 specification**

|  |  |  |
| --- | --- | --- |
| **Section** | **Content** | **Page** |
| 1. | Introduction | 1 |
| 2. | Background   * Free School Meal data 2022 * Targets 2022 * Benchmarking costs | 1 |
| 3. | Scope of Service | 3 |
| 4. | Outcomes | 4 |
| 5. | Service requirements   * Programme management * Programme design and development * Management of delivery and coordination * Stakeholder management/engagement * Quality Assurance and Standards * Resources management: targeting and maximising limited resources | 5 |

**1. Introduction**

Birmingham City Council is seeking to appoint suitably qualified and experienced provider(s) to develop, co-ordinate and manage the delivery of the Holiday Activity and Food (HAF) programme for children and young people, in line with Department of Education and Council’s requirements.

The Council has split the management of this large-scale programme into the following two lots. The Council will be happy to award this contract to either two providers (one provider per lot) or one provider to deliver both lots, depending on the option that is Most Economically Advantageous for the council. Providers who wish to bid to manage the entire programme will need to demonstrate value for money/savings through economies of scale.

**Lot 1: Overall Programme Management Partner (OPM)**

This Organisation will have overall responsibility for the successful coordination and management of the programme delivery and standards. They will be responsible for commissioning the supply of activity provision to meet the Council’s requirements. They will work closely with the Council and the wider HAF partnership to shape the programme to meet the DfE and Council’s requirements and local needs.

**Lot 2: Programme Management of Food and Standards (FPM)**

This Organisation will have overall responsibility for the successful coordination and management of food required for the programme. The OPM will be responsible for managing the FPM to ensure that all programme attendees receive at least one meal a day that meets food safety and School Food Standards. The OPM will need to work closely with the FPM to review the food offer available via the Activity Providers, following each grants round and plan for the provision of meals through the central food supply. FPM will be required to commission the local food provider(s) and logistically manage the distribution of the central food supply. The details of these requirements are set out the corresponding service specification for Lot 2.

**2. Background**

Research has shown that the school holidays can be pressure points for some families. For some children and young people this can lead to a holiday experience gap, with children and young people from low-income households being:

* less likely to access organised out-of-school activities
* more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health
* more likely to experience social isolation

Our HAF programme is a response to this issue, with evidence showing that free holiday clubs can have a positive impact on children and young people. These clubs work best when they:

* provide consistent and easily accessible enrichment activities
* cover more than just breakfast or lunch
* involve children and young people (and parents) in food preparation
* use local partnerships and connections, particularly with the voluntary and community organisation sector

In 2021, the local HAF programme supported thousands of children and their families throughout the Easter, Summer and Christmas school holidays. See background information in Appendix 1 for details.

The Department of Education (DfE) confirmed that Birmingham City Council would receive a grant of £8 million to continue the delivery of the Holiday Activity and Food (HAF) programme in financial year 2022-23 but also pledged to fund the programme through to 2025.

More detail about the DfE requirements can be found here - [HAF 2022 Guidance](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021)

**Free School Meal data 2022**

In January 2022, there were 70,530 children and young people entitled for benefit related FSM in the city.

The following table sets out the number of children and young people on FSM in each locality. It is evident that the prevalence of children on FSM is fairly evenly distributed with higher levels concentration in Ladywood and Hodge Hill. The subsequent table illustrates the distribution of this cohort in primary and secondary schools across the city. This is important to note when considering the level of sufficiency required for different age groups in each locality.

Table 1 of Birmingham’s localities and free school meal populations ranked from

highest to lowest

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ranking highest** | **Locality** | **Primary aged young people** | **Secondary**  **aged young people** | **Locality total** |
| **1** | Ladywood | 6693 | 4232 | 10925 |
| **2** | Hodge Hill | 6705 | 3905 | 10610 |
| **3** | Northfield | 4697 | 2981 | 7678 |
| **4** | Erdington | 4758 | 2880 | 7638 |
| **5** | Yardley | 4763 | 2628 | 7391 |
| **6** | Hall Green | 3909 | 2995 | 6904 |
| **7** | Perry Barr | 3971 | 2588 | 6559 |
| **8** | Edgbaston | 2988 | 1812 | 4800 |
| **9** | Selly Oak | 2878 | 1788 | 4666 |
| **10** | Sutton Coldfield | 953 | 571 | 1524 |
|  | Out of Birmingham | 1015 | 820 | 1835 |
|  |  |  | **Total** | **70530** |

This data is being used as the baseline for setting targets for 2022/23. An annual profiling exercise has been undertaken to meet the DfE reporting requirements. Based on the grant allocation for 2022/22 and activity levels in 202, the following targets have been agreed.

**Targets 2022**

The table below sets out the programme targets for 2022/23. It estimates the number of unique children to be targeted and the level of sufficiency required each period. There is an assumption that the majority of the food requirements will be met by the Activity Providers.

Therefore, it is estimated that 25%, 40% and 20% of all meals may be required for each holiday period, respectively. Although the targets for the number places required for Easter and Christmas are the same, there is an assumption that more meals will be required via the central food supply during Easter because there will be more outdoor activities taking place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Holiday Period** | **No. of unique children** | **No. of places required** | **Percentage of meals required through the central food supply** | **Number of meals required** |
| **Easter** | 20,000 | 60,000 | 25% | 15,000 |
| **Summer** | 37,300 | 224,000 | 40% | 89,600 |
| **Winter** | 20,000 | 60,000 | 20% | 12,000 |

Please note that the food requirement will be variable and will need to be closely monitored each period to ensure that sufficient food is available through the programme

**Benchmarking costs**

**Activity provision:** £11-14 per child per day without food – based on a child attending 4 hours a day

**Food provision**: £3 - 5 per child per day including snacks – based on a child attending 4 hours a day

**3. Scope of Service**

This holiday provision is for school aged children from reception to year 11 (inclusive) who receive benefits-related free school meals.

Local authorities have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who the local authority believe could benefit from HAF provision.

This may include, for example:

* children assessed by the local authority as being in need, at risk or vulnerable
* young carers
* looked-after children or previously looked after children
* children with an EHC (education, health and care) plan
* children who have low attendance rates at school or who are at risk of exclusion
* children living in areas of high deprivation or from low-income households who are not in receipt of free school meals
* children in transition phases between nursery and primary school or primary and secondary school

Due the number of families experiencing these difficulties in the city, the Council will be targeting 15% of its funding at children with heightened vulnerabilities, as set out above.

**The core offer:**

* **Face to Face**

The DfE requires local authorities to offer the equivalent of 6 weeks’ holiday provision to

eligible children. The Organisation should ensure that children participating in the

programme should have access to the following provision for each school holiday period:

Easter and Christmas Programme:

The equivalent of at least 4 days of face-to-face provision, consisting of a minimum of at least 4 hours of provision per day.

Summer Programme:

The equivalent of at least 4 weeks of face-to-face provision, which cover a minimum of

16 days. For most children, each day during summer should consist of at least 4 hours of

provision.

* **Activity Packs**

On a referral basis a limited number of activity/ food packs should be made available to children and young people to complete at home. This will be targeted to eligible young people using data agreed with the Council.

* **Online/Virtual offer**

A suite of virtual/online activities should be available for families to complete at home,

in line with the programme’s outcomes.

**4. Outcomes**

As a result of this programme, we want children who attend this provision to:

1. eat healthily over the school holidays with access to a meal each day (hot preferred). No child should go hungry
2. be active during the school holidays
3. take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment
4. be safe and not to be socially isolated
5. have a greater knowledge of health and nutrition
6. be more engaged with school and other local services

We also want to ensure that the families who participate in this programme:

1. develop their understanding of nutrition and food budgeting
2. are signposted towards other information and support, for example, health, employment, and education

**5. Service requirements**

**Detailed Requirements for lot 1: Overall Programme Management of HAF programme**

|  |  |
| --- | --- |
| **Service components** | **Requirement** |
| **Programme Management** | |
| Strategic Programme Management | The Organisation should have a demonstrable track record of delivering a similar programme with a similar scale and complexity as the Birmingham HAF programme. They should also be able to demonstrate knowledge and understanding of the diverse needs and challenges of the city.  The Organisation should have relevant experience in last 3 years and be able to evidence of the impact from evaluation and references.  The organisation will be required to agree strategic annual plans, setting the delivery targets and budget profile for each holiday period. This will need to reflect both DfE and local priorities and targets. |
| Overall programme and Project Management responsibility for service delivery during holidays | The Organisation will have overall responsibility for scoping, planning, scheduling, coordination and delivery of the programme, in line with the DfE and the Council requirements for children and young people. Use strong programme and project management techniques to deliver the programme. |
| Creating and maintaining strong financial controls | The Organisation will establish and maintain an overall cost-based model for the delivery of the programme each holiday period. This should include supporting the Council to achieve cost-effective provision, and forecast and profile the budget.  The organisation should have associated financial controls in place, ensuring that reporting and governance arrangements are in line with the Council’s and DfE grant requirements. They should demonstrate value for money and maximise resources throughout the life of the contract.  The organisation will produce and maintain a central register of all of the providers funded through the HAF programme. This should show how much funding they received and what the funding was for. This information should be available to the Council and DfE on request. |
| Reporting and Monitoring | **Data collecting requirements**  The Organisation will be required to collate and compile the Programme Delivery Reports in line with DfE and Council requirements. The Organisation will also be required to facilitate any visits or inspections required by the DfE or the Council.  The Organisation must liaise with the FPM and other delivery partners to compile the reports. These reports must be available to the Council a week before the submission date, to allow the Council and the Organisation sufficient time review and agree the information before it is submitted to the DfE.  Birmingham City Council has been randomly selected to take part in data collection in Summer 2022 as part of the DfE’s on-going evaluation of the Holiday Activities and Food programme.  Information on the legal basis for this request can be found in the HAF grant determination letter. See Appendix 2    The data should include the following for FSM-eligible children and those who pay to attend:   * Date of birth * Full name * Gender * Free School Meal (FSM) status * Home postcode * School name and LA area * Unique pupil ID (where possible) * Whether classed as vulnerable (if FSM status is unknown) * The total number of days they attended any HAF provision   The Organisation will need to consider how best to collect information on attendees. For example, you may want to incorporate additional questions into your booking system to collect some of the information listed above.    This data will need to be collected over the summer holidays and submitted to DfE by the end of September 2022.    The Department will provide further guidance on the data collection process. The Organisation and the Commissioner will agree the best way to collect this data.  The organisation will be required to provide additional data relating to those with vulnerabilities who are not in receipt of FSM. Please note that 15% of the budget can be spent on non-FSM children. For example, the data will need to include information on the following:   * SEND * Children in Care * Other vulnerable groups   **Reporting to the council**  Ensure that the Council is fully briefed on the programme deliverables, achievements, risks and issues.  The Organisation must submit weekly highlight reports which must include:   * Overall Progress & Status: * Performance Dashboard: * Budget (inc. Profile): * Programme Co-ordination (inc. Governance): * Sufficiency & Mapping: * Grants Management: * Workforce Development: * Marketing & Communications: * Research & Evaluation (including user feedback): * Social Value: * Risk Management: * BCC Risk |

|  |  |
| --- | --- |
| **Programme design and development** | |
| Main Programme design and development | Design and develop a comprehensive programme in line with the DfE requirements as set out in the [HAF 2022 Guidance](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021).  The Organisation should work closely with key stakeholders to develop and deliver an intelligence led programme. |
| Distribution of funds for the supply of provision | The Organisation will be required to distribute funding to local Activity Providers for the provision and holiday activity and food, that meet the programme’s requirements.  This service should be delivered by an organisation that has previous experience of managing high value and complex grants management services. They should be capable of issuing grants to the following sectors:   * voluntary and community sector * commercial sector * schools and out of school providers * public sector providers (including the Council)   The organisation will manage the entire grant payment process. They should have an efficient electronic web-based system for the distribution of funds to grant recipients, ensuring effective probity/control for administration of public funds, and fraud risk management.  They should use a grant management software system. This should provide the following:   * A web-based application process that accepts supporting documentation and confirms applicants’ eligibility against agreed criteria. The application should have an option to support applicants with difficulties using web-based applications. * An end to end grant management process which ensures that funding is awarded to providers that demonstrate they can reach the target audience. * Accepts applications from the following sectors: schools, commercial (with a modest turnover and social objectives) and the voluntary sector. * To reconcile payment back to the council and report on grant costs.   The organisation is required to ensure that applicants meet the agreed eligibility and assessment criteria, in line with the DfE and the Council’s requirements. The criteria will include but is not limited to; quality of provision, safeguarding policy and procedures, health and safety, school food standards, food safety and appropriate insurances cover. Grant requests should represent value for money and maximise local resources and assets.  The organisation will support providers, especially small grassroots organisations, to access funding for activity clubs and healthy food by taking an engaging and supportive approach. Applications can be for activity and food combined or separately.  If the OPM is directly managing the grants, they will need to ensure that evaluators have no influence on the outcome and declare any conflicts of interests.  Grant recommendations should be made to the Lead Commissioner in the form of a written report and should be based on agreed criteria and aligned with demand and capacity mapping. This report should be ready for consideration at least 4 weeks ahead of the school holiday period.  The organisation should have associated financial controls in place, ensuring that reporting and governance arrangements are in line with the Council’s and DfE grant requirements. The organisations should have an efficient mechanism in place to pay providers as specified within their grant agreement: 80% in advance of delivery and the remaining 20% on successful completion of their project.  The organisation will need to work closely with Commissioners, stakeholders and the community to develop and implement an electronic grant management system. They will also need to engage the HAF partnership in the grant evaluation/assessment process. |
| Booking system | Implement and maintain an online booking system to manage advance booking registrations of children and young people on to the programmes activities which will need to meet the scale and demand of the city.  The booking system should:     * Accept eligibility codes issued by the programme. * Be easy to use by parents and providers, with help and support offered if needed. * Be compatible with mobile phones or tablets. * Allow advance bookings and provide e-mail confirmation * Allow attendants details to be recorded * Capture SEND and any other pertinent requirements to be agreed with Lead Commissioner. * Set appropriate level of access for all users.   All information must be stored in the UK in line with the Councils polices please see contracts terms and conditions.  The organisation should support families who don’t have digital access. |
| Website | Design a website for the programme with the following information:   * General information about the programme for parents and providers * Information for parents on how to book and register onto the programme * Information for local providers on how to access funding or support the programme * To develop a suite of online activities that families can complete at home, in line with the programme’s outcomes. * Links to useful information on food activities and nutritional advice * Public information about how to make a compliment, complain or raise a safeguarding concern. * Signposting, information advice and guidance networks for families who need additional support. Links to be provided to local service available through the Early Help Network.   The Organisation will need to work closely with the Council to ensure that the Council’s website is updated 8 weeks ahead of each holiday period with information and links to the HAF webpage and social media. |
| **Management of delivery and coordination** | |
| Delivery | The Organisation will be required to coordinate a blend of different types of activity providers, during the three main school holiday periods, to meet the diverse needs and interests of children in the city.  They will need to encourage local providers to create and develop creative and innovative opportunities for children and young people.  To ensure that the sufficiency targets are met in each locality across the city.  Act as a point of contact for the programme and ensure operational support is given across localities to providers.  Ensure a Business Continuity Plan is in place for delivering in unforeseeable circumstances.  To consider the environmental impact of the programme’s delivery. |
| Overall Programme:- Demand and Capacity | Undertake a demand and capacity mapping exercise to determine the level of provision required in each locality.  The Organisation should work closely with the FPM to ensure that the food requirements of the programme are met. |
| Targeting | The programme is targeted at children on FSM. The Organisation will agree with the Commissioner each year, the proportion of this cohort that will be targeted each year.  The Organisation should target resources at localities with high prevalence of children on FSM to ensure sufficiency of provision in these areas. No child should have to travel more than 2 miles to provision.  To ensure that all provision is accessible and inclusive to all young people.  To ensure there is an offer from activity providers for young people with complex SEND.  15% of the HAF grant can be used to support non-FSM children and young people with vulnerabilities, see section 3 for details. The Organisation will agree with the Commissioner which groups will be offered support each year. This will need to be carefully monitored to ensure that the uptake does not exceed target.  Ensure that the programme meets the needs of the diverse population of Birmingham.  To working closely with the Council to identify FSM cohort and to verify the attendance data at the end of each holiday period. |
| **Stakeholder management/engagement** | |
| Creating and maintain strong stakeholder management and communications | To create an effective plan setting out how you will engage and communicate to key stakeholders. The Council considers the follows to be key partners and stakeholders (but not limited to):   * The Council * The Birmingham Children’s Trust * Public Health * Leisure Services * Parents/children and young people * Schools and education sector * Youth service sector * Voluntary and community sector * Commercial providers * Food suppliers   The Organisation will be required to work with established groups and networks and where necessary set up task and finish groups to resolve any operational issues, as they arise. |
| Marketing, PR and Communication | The Organisation should market and promote the programme ensuring all eligible families and children, and their schools are informed of activities in their local area in advance.  Working with the Council to ensure that its communication channels are used to reach local residents.  The Organisation will be responsible for all marketing and design material. All material should be in easy to read/ understand and be accessible to all.  To create programme branding and identity which is appropriate for the target audience.  The Organisation must ensure that activity providers use the programme branding and the Council’s logo in all publicity and press materials. They must also indicate that the programme is funded by the Department for Education. All DfE and Council social media tags are used i.e. #HAF2022. |
| **Quality Assurance and Standards** | |
| Creating and maintaining strong governance arrangements | Establish and maintain a governance model which allows robust reporting and sign-off processes to ensure all key decisions are recorded and auditable. A governance framework shall be prepared as part of the tender response and will be refined during mobilisation.    As a minimum, the framework should include a Steering Group, an Operational Delivery Group and a Safety Advisory Group which include a range of stakeholders from the Council and external stakeholders.  To develop guidance, policies and procedures for the programme. This may involve working with departments in the Council. This should be co-produced with partners, including the Council |
| DfE programme standards | A robust system of quality assurance should be put in place to enable providers to meet the DfE standards.  All provision funded by the local authority through the HAF programme must meet the DfE framework of standards [HAF 2022 Guidance](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021) and meet the following core aims and objectives:   * **Healthy meals**: holiday clubs must provide at least one healthy meal a day and must meet the School Food Standards throughout the day. * **Enriching activities**: holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. Clubs must also provide physical activities which meet the Physical Activity Guidelines on a daily basis. * **Nutritional education:** holiday clubs must improve children’s knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food. * **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. |
| Policies and procedures | The Organisation will assure the Council that it has the necessary policies and procedures in place to deliver a safe programme.  It must also assure the Council providers, sub-contractors in receipt of funding have sufficient insurance and the necessary policies and procedures in place. This includes the following policies and procedures:   * Safeguarding * Health and safety, * relating to accessibility and inclusiveness * Where necessary, providers must also be compliant with the DfE requirements for working with children.   Ensure that each organisation, where appropriate has appointed a Designated Safeguarding Lead to address concerns and issues.  The organisation should keep up to date with guidance and ensure all providers receive guidance documents as well as updates from all bodies to include the DfE and Council. The organisation must ensure that all providers receive and follow the following guidance on the standard in the documents in the links below:  **DFE Guidance**  [HAF Guidance 2022](https://www.gov.uk/government/publications/holiday-activities-and-food-programme)  [Working together to safeguard children Statutory Guidance 2015 (updated 2020)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)  [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings Guidance 2020](https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings)  [Standards for school food in England Guidance 2015 (updated 2021)](https://www.gov.uk/government/publications/standards-for-school-food-in-england)  [Physical activity guidelines 2019 (updated 2022)](https://www.gov.uk/government/collections/physical-activity-guidelines)  **Council Guidance 2022**  [BCC running a food business and register a food business](https://www.birmingham.gov.uk/info/50025/running_a_food_business/766/register_a_food_business)  [BCC DBS third party policy statement](https://www.birmingham.gov.uk/downloads/file/18381/dbs_third_party_policy_statement) |
| Training and support | The organisation will be required to scope and deliver a comprehensive training programme for all Activity Providers.  The training programme can be delivered virtually or face-to-face. It must include the following mandatory training (but not be limited to):   * Safeguarding * Health and Safety * Mental health training * First Aid * GDPR training * Risk management   To work closely with the PMF to incorporate the mandatory training for food.  The Organisation is to proactively promote the training programme to all providers  To ensure training programme is delivered in flexible and accessible way.  To keep a record of attendance of training for monitoring purposes.  On-going support and information should be available to providers. |
| Evaluation | The organisation will be required to compile an annual evaluation report, in line with Council and DfE requirements.  Co-produce on-going evaluation with the PMF. This should include:   * Children and young people's satisfaction surveys * Summative evaluations from Activity Provider * Comments and feedback from other stakeholders, such as parents, schools and delivery partners. |
| **Resources management: targeting and maximising limited resources** | |
| Match funding and in-kind support | Seek to leverage alternative provision and support within the existing network that will complement the delivery of the programme, for example the Birmingham Commonwealth Games or sponsorships. |
| Volunteering | Encourage volunteering opportunities for young people through this contract or through the Activity Providers or other delivery partners. |
| Paid places | To encourage providers to offer paid places for children who are not eligible for FSM. |
| Other opportunities | The Organisation is invited to consider opportunities for maximising limited resources. |