

CABINET

DATE	2 nd April 2025
REPORT OF	Councillor Margaret Cracknell Portfolio Holder for Children and Education
RESPONSIBLE OFFICER	Ann Marie Matson, Director of Children's Services
SUBJECT	Department for Education's Holiday Activities and Food Grant
STATUS	Open
FORWARD PLAN REF NO.	CB 04/25/01

CONTRIBUTION TO OUR AIMS

The provision of high-quality holiday activities and healthy food (HAF) clubs in North East Lincolnshire directly supports the Council's aims, Stronger Economy and Stronger Community. These are key to ensure residents, especially children, young people, and families in the Borough, experience sustainable communities, whilst enjoying the health and wellbeing benefits, physical activities, food education and signposting to other services that the holiday clubs offer.

EXECUTIVE SUMMARY

The report seeks approval and acceptance of the ring-fenced Department for Education (DfE) Holiday Activities and Food (HAF) grant of £782,200 in order for the Council to co-ordinate the delivery of free holiday clubs for children in receipt of benefits-related free school meals.

RECOMMENDATIONS

It is recommended that Cabinet:

1. Approves the acceptance of the DfE Holiday Activities and Food (HAF) grant of £782,200.
2. Authorises the Director of Children's Services in consultation with the Portfolio Holder for Children and Education to ensure that all necessary actions are carried out in order to co-ordinate and implement the HAF programme.
3. Authorises the Assistant Director Law and Governance. (Monitoring Officer) to complete all requisite legal documentation arising.
4. Instructs the Director of Children's Services in consultation with the Portfolio Holder for Children and Education to bring a further report to Cabinet in 6 months' time updating Cabinet on outcomes achieved for this and previous years programmes.

REASONS FOR DECISION

This decision enables the Council to deliver the Holiday Activities and Food (HAF)

programme across the borough and engage with key partners to co-ordinate planning via a steering group.

The decision enables the Council to award funding to eligible organisations in North East Lincolnshire to provide free holiday activities and food clubs for children eligible for, and in receipt of, benefits-related free school meals.

The decision enables the Council to work with Finance colleagues to monitor the indicative budget, and to provide regular updates to the DfE and the Portfolio Holder for Children, Education and Skills as required.

Without this decision, the Council would not be able to deliver the HAF programme in the Easter, summer and Christmas holidays, and children eligible for free school meals would be likely to have negative holiday experiences. Furthermore, many families in the borough would remain in food poverty.

1. BACKGROUND AND ISSUES

- 1.1 On 8 November 2020, the Government announced that the Holiday Activities and Food (HAF) programme, which has provided healthy food and enriching activities to a small proportion of disadvantaged children since 2018, will be expanded across the whole of England. The programme will cover the Easter, summer, and Christmas holidays in 2025 and Government is making available £220m to local authorities for the programme. HAF will be available to children in every local authority in England.
- 1.2 Grant funding is being provided to local authorities, and in February 2025 the Council received the grant notification letter from the DfE confirming its HAF funding allocation of £782,200.
- 1.3 This funding is provided to co-ordinate free holiday provision, including healthy food, enriching activities, daily physical activities, cookery demonstrations and nutritional education for children who receive benefits-related free school meals. Their families will also be offered food education and benefit from signposting and referrals to other services. It is optional for eligible children to attend this provision. This gives the Council and its partners the opportunity to provide holiday activities at Easter, Summer, and Christmas. Offering physical and craft-based activities including fresh meals served throughout the day and food education for the children, young people and families of North East Lincolnshire.
- 1.4 The grant funding is informed by the numbers of children eligible for free school meals in North East Lincolnshire and the overall levels of participation experienced in the DfE's previous programmes. The funding covers both the provision of the HAF programme and the costs of co-ordination of the programme locally.
- 1.5 The aim of the programme is to make free places available to children eligible for free school meals for the equivalent of at least four hours a day, four days a week, and for six weeks of the year. This would cover four weeks in the summer and 4 days of provision in the Easter and Christmas holidays.

- 1.6 The DfE has placed each local authority within a regional grouping and North East Lincolnshire is grouped with Humber and South Yorkshire Authorities. The DfE team is to hold regular regional meetings and local authorities are also supported by Childcare Works, an organisation appointed to oversee the programme for three years (This has now been extended through to March 2026). These meetings are to facilitate more detailed discussion about the HAF programme, for HAF leads to meet each other, to share any emerging ideas and good practice, and to talk about what progress is being made in the run up to Christmas, Easter and summer.
- 1.7 North East Lincolnshire Council has a strong history of providing programmes of co-ordinated summer holiday activities across the public and voluntary/ community sector, and the over-arching context of this work has always been about supporting families and enabling children to have fun. School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes (such as loss of free school meals, reduced working hours etc). There is a growing body of evidence of a holiday experience gap, with children from disadvantaged 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 Council ran a successful HAF programme in 2024, with no covid restrictions in place, reaching over 2500 children and families.
- 1.8 The size of the Council's funding allocation for HAF 2025/26 will require the planning and delivery of 3 holiday programmes at an increased scale to previous years. Further detail relating to the criteria for expenditure has been received with the grant determination letter, and there is more information to come from the DfE's appointed national support partner – Childcare Works. In order to ensure the Council delivers a successful programme; a steering group regularly meets with key partners and services.
- 1.9 Grant payments will be made by the DfE over 2 intervals. We have yet to be notified of the payment dates.
- 1.10 The primary focus of the DfE HAF programme will be on school-aged children eligible for benefits-related free school meals, local authorities must ensure that the offer of free holiday club provision is available for all children eligible for free school meals in their Local Authority area. This does not mean they are all required to attend as the provision is voluntary. There is also some flexibility relating to other children and families with need. The Council's programme is required to demonstrate that we are offering the programme comprehensively across the full geographical area and fully meeting demand from free school meal eligible children in the authority. If these requirements are in place, the Council can use up to 15% of the programme funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are considered by the local authority as vulnerable or in need of this provision. For example, this may include children assessed as being in need, looked-after children, children with an EHC plan, children assessed as otherwise vulnerable, or children living in areas of high deprivation.

- 1.11 In accordance with the programme criteria, a HAF co-ordinator has been appointed. The coordinator is located within Children's Services, and this will ensure strong linkage to wider family support, schools, children's centres, youth services and children's social care, and will enable clear strategic direction from officers who have experience in the delivery of holiday activity programmes.
- 1.12 Stakeholder engagement events will be arranged when required, we will continue to engage over 60 schools, colleges and other providers across the authority. These briefings will provide an overview of the HAF programme, feedback from providers of the programme in 2024, and particularly focus partners' attention on planning for future holidays.
- 1.13 It is anticipated that the 2025/26 programme will be just as successful and expand even further, delivering events and activities face-to-face with a mix of the following:
- activities provided through our libraries, parks and open spaces, museums, visitor attraction centres, leisure centres and swimming pools.
 - clubs strategically placed on school sites could be opened up in partnership with local organisations such as our professional sports clubs to deliver summer camps.
 - a strong activity offer across our VCS network and community-based facilities will be available.
 - all activities will be supported by a quality food offer working in partnership with school meals providers.
 - a robust marketing and communication plan to ensure families and young people are fully aware of what is on offer and how to engage; and
 - support for organisations to meet the DfE's minimum standards regarding healthy food and physical activities, safeguarding, insurance, and health and safety.

2. RISKS AND OPPORTUNITIES

- 2.1 The Council has been awarded a grant of £782,200 to co-ordinate the delivery of the HAF programme. Should the Council be unable to adhere to all of the conditions as set out in the Grant Determination Letter, the Council risks being required to return the funding to the DfE (in all or in part) resulting in a loss to the Council.
- 2.2 There are significant reputational risks should the Council decide not to accept the DfE HAF funding. Failure to deliver the HAF programme would further exacerbate the problem of food poverty faced by many families and could significantly impact the health and wellbeing of children and young people during holiday periods. The Council also risks further reputational damage with local partners and stakeholders such as schools, academies, sports clubs and other community users and partners, if the HAF programme is not delivered.

3. OTHER OPTIONS CONSIDERED

Do nothing. This option has not been recommended as it would exacerbate food poverty experienced by many families in the authority.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

- 4.1 There are potential positive and negative reputational implications for the Council resulting from the decision to approve and accept the HAF grant and deliver the programme.
- 4.2 A communications action plan will be developed and agreed with the Council's communication service which will cover the following issues should the approval be given: external stakeholder communications; partner agency/ organisation communications; parent/ carer communications; technical reporting and information requirements. The developed communication action plan will also explain the communications channels to be utilised for each issue.

5. FINANCIAL CONSIDERATIONS

- 5.1 The costs associated with co-ordination and delivery of the HAF programme will not exceed the total amount awarded to the authority as set out in the Grant Determination Letter. The HAF co-ordinator will work closely with the Council's Finance officers to monitor the grant spend and will produce a statement of expenditure/ statement of grant usage after each phase of the programme's delivery.
- 5.2 The Council is permitted to utilise £78220 of the total grant awarded for administration and co-ordination of the HAF programme.
- 5.3 More detailed costs will be available following the tender processes in March, June and October 2025, when organisations are required to submit their HAF club proposals.
- 5.4 The HAF grant must be ring-fenced and only used for the purposes as set out in the Grant Determination Letter. Any under-spend of the grant is subject to claw-back by the DfE.

6. CHILDREN AND YOUNG PEOPLE IMPLICATIONS

Children and young people across all geographical areas of the local authority who are aged 5 to 16 years and who are in receipt of benefits related free school meals will be eligible to take part in the HAF programme. 15% of the grant funding may be used to provide free or subsidised provision for children not in receipt of free school meals but who are considered as vulnerable, e.g. those with an EHCP, those who have a social worker, and those who are looked after.

7. CLIMATE CHANGE NATURE RECOVERY AND ENVIRONMENTAL IMPLICATIONS

There are no climate change and environmental implications for the

Council resulting from the decision to approve and accept the HAF grant and deliver the programme.

8. CONSULTATION WITH SCRUTINY

Consultations with scrutiny panels regarding the HAF grant and delivery of the HAF programme last took place on 22nd September 2022.

9. FINANCIAL IMPLICATIONS

- 9.1 On 31st January 2025 the Council was notified it had been awarded an indicative maximum amount of £782,200 for delivery of the Holiday Activities and Food programme. This was confirmed on 14th February 2025 by the DfE and publication of the grant determination and guidance documents.
- 9.2 The grant is expected to be used to fund the above programme and will only become payable once certain milestones are met. These milestones are to be measured through a series of monitoring reports which the Council will need to submit to the DfE. Should the grant not be spent on the purposes for which it is awarded or will not be fully spent then the grant conditions allows for it to be clawed back or any underspend to be returned
- 9.3 Under the terms of the grant, £782,200 is permitted to be used to fund the resourcing of the activities. This will allow the Council to fund additional staffing on a fixed term basis to co-ordinate the programme.
- 9.4 The programme will be fully grant funded with no requirement for core council budget.

10. LEGAL IMPLICATIONS

- 10.1 Immediate legal implications arising will be around the terms and conditions of the external grant funding and the completion of funding agreements and ancillary documentation. Legal Services will support this process, ensuring the interests of the Council are protected.
- 10.2 As individual projects arise throughout the delivery phase Legal Services will continue to support colleagues.
- 10.3 The delegations sought are appropriate to an exercise of this nature.

11. HUMAN RESOURCES IMPLICATIONS

There are no direct HR implications contained within this report

12. WARD IMPLICATIONS

All wards potentially would be affected by the decision to accept the HAF grant, as children eligible for free school meals reside across the whole geographical area of the authority. More ward-specific implications may come to light once the mapping of demand exercise

for the HAF clubs has taken place.

13. BACKGROUND PAPERS

Appendix A -Grant determination letter.

Holiday activities and food guidance 2024 link:

[Holiday activities and food programme 2024 - GOV.UK](#)

14. CONTACT OFFICER(S)

Wendy Jackson Head of Attainment and Progress 07741534579

Rebecca Wilson Education Project Lead – HAF Coordinator 07747767067

COUNCILLOR MARGARET CRACKNELL
PORTFOLIO HOLDER FOR CHILDREN AND EDUCATION

NO RESTRICTIONS

14 February 2025

**Section 31 Grant Determination for the Holiday Activities and Food Programme
2025/26: No 31/7645**

This Determination is made between:

- (1) The Secretary of State for Education and
- (2) The upper tier local authorities listed in Annex A.

The Secretary of State determines, as set out in Annex A, the authorities to which the grant is to be paid and the amount of grant to be paid.

Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the conditions in Annex B.

The Senior Responsible Owners for this grant, Hannah Streatfeild and Emily Whitehead, will require your nominated responsible officer to confirm at the end of each financial year that the funding has been properly expended.

Purpose of the Grant

The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas school holidays in 2025. This will be made available to children in the local authority area who are eligible for and receive benefits-related free school meals. The core aims and objectives of the programme are outlined in Annex B.

Before making this determination in relation to the upper tier local authorities in England, the Secretary of State obtained the consent of HM Treasury.

For all enquiries about the Holiday Activities and Food Programme, please contact HAF.Programme@education.gov.uk.

Signed by authority of the Secretary of State for Education

A handwritten signature in black ink, appearing to be 'HPS' or similar, written in a cursive style.

Hannah Streatfeild/Emily Whitehead

Deputy Directors Wraparound, Holiday Activities and Food (HAF) and Breakfast Clubs

14 February 2025

<http://www.education.gov.uk/>

Annex A: Maximum indicative allocations for local authorities

LA	LA Name	Total allocation (rounded)
201	City of London	£25,000
202	Camden	£813,610
203	Greenwich	£1,258,270
204	Hackney	£1,306,650
205	Hammersmith and Fulham	£542,570
206	Islington	£978,770
207	Kensington and Chelsea	£448,050
208	Lambeth	£1,271,180
209	Lewisham	£1,058,860
210	Southwark	£1,470,590
211	Tower Hamlets	£1,634,130
212	Wandsworth	£860,060
213	Westminster	£765,840
301	Barking and Dagenham	£1,174,620
302	Barnet	£1,215,690
303	Bexley	£798,570
304	Brent	£1,012,110
305	Bromley	£811,980
306	Croydon	£1,668,380
307	Ealing	£1,385,930
308	Enfield	£1,626,300
309	Haringey	£937,710
310	Harrow	£665,120
311	Havering	£845,320
312	Hillingdon	£1,094,230
313	Hounslow	£1,009,770
314	Kingston upon Thames	£384,200
315	Merton	£672,430
316	Newham	£2,049,110
317	Redbridge	£931,000
318	Richmond upon Thames	£396,680
319	Sutton	£631,780
320	Waltham Forest	£1,036,500
330	Birmingham	£7,971,230
331	Coventry	£1,604,150
332	Dudley	£1,265,790
333	Sandwell	£2,118,230
334	Solihull	£962,410

335	Walsall	£1,788,310
336	Wolverhampton	£1,940,870
340	Knowsley	£889,230
341	Liverpool	£2,504,150
342	St. Helens	£753,240

343	Sefton	£1,033,150
344	Wirral	£1,448,130
350	Bolton	£1,434,510
351	Bury	£697,130
352	Manchester	£4,152,200
353	Oldham	£1,500,880
354	Rochdale	£1,217,620
355	Salford	£1,375,560
356	Stockport	£898,880
357	Tameside	£1,240,280
358	Trafford	£695,810
359	Wigan	£1,361,430
370	Barnsley	£1,021,760
371	Doncaster	£1,382,170
372	Rotherham	£1,254,610
373	Sheffield	£2,689,530
380	Bradford	£2,868,520
381	Calderdale	£894,820
382	Kirklees	£1,791,160
383	Leeds	£3,413,390
384	Wakefield	£1,416,320
390	Gateshead	£808,730
391	Newcastle upon Tyne	£1,657,710
392	North Tyneside	£828,140
393	South Tyneside	£757,400
394	Sunderland	£1,272,300
420	Isles Of Scilly	£10,000
800	Bath and North East Somerset	£467,180
801	Bristol City of	£1,824,800
802	North Somerset	£516,980
803	South Gloucestershire	£623,140
805	Hartlepool	£573,640
806	Middlesbrough	£1,047,070
807	Redcar and Cleveland	£667,250
808	Stockton-on-Tees	£883,540
810	Kingston upon Hull City of	£1,437,050
811	East Riding of Yorkshire	£907,420
812	North East Lincolnshire	£782,200

813	North Lincolnshire	£722,130
815	North Yorkshire	£1,420,280
816	York	£425,040
821	Luton	£1,060,490
822	Bedford	£645,700
823	Central Bedfordshire	£655,870
825	Buckinghamshire	£1,279,720
826	Milton Keynes	£1,156,330
830	Derbyshire	£2,926,860
831	Derby	£1,464,800
838	Dorset	£932,930
839	Bournemouth, Christchurch and Poole Council	£1,025,520

840	Durham	£2,293,040
841	Darlington	£462,930
845	East Sussex	£1,655,270
846	Brighton and Hove	£766,960
850	Hampshire	£3,599,700
851	Portsmouth	£971,550
852	Southampton	£1,217,920
855	Leicestershire	£1,650,590
856	Leicester	£1,619,900
857	Rutland	£95,600
860	Staffordshire	£2,461,560
861	Stoke-on-Trent	£1,575,890
865	Wiltshire	£1,127,260
866	Swindon	£749,270
867	Bracknell Forest	£253,440
868	Windsor and Maidenhead	£335,600
869	West Berkshire	£405,270
870	Reading	£508,850
871	Slough	£645,400
872	Wokingham	£313,700
873	Cambridgeshire	£1,936,190
874	Peterborough	£1,171,780
876	Halton	£738,600
877	Warrington	£746,120
878	Devon	£1,969,230
879	Plymouth	£1,010,480
880	Torbay	£521,040
881	Essex	£4,326,710
882	Southend-on-Sea	£708,310
883	Thurrock	£733,210
884	Herefordshire	£460,620

885	Worcestershire	£1,631,180
886	Kent	£5,828,100
887	Medway	£1,198,100
888	Lancashire	£4,278,130
889	Blackburn with Darwen	£704,350
890	Blackpool	£839,530
891	Nottinghamshire	£2,783,040
892	Nottingham	£1,796,540
893	Shropshire	£729,050
894	Telford and Wrekin	£876,830
895	Cheshire East	£908,330
896	Cheshire West and Chester	£1,011,600
908	Cornwall	£1,675,390
916	Gloucestershire	£1,655,070
919	Hertfordshire	£2,976,460
921	Isle of Wight	£413,120
925	Lincolnshire	£2,841,580
926	Norfolk	£2,759,560
929	Northumberland	£1,010,380
931	Oxfordshire	£1,557,800
933	Somerset	£1,521,010
935	Suffolk	£2,245,170
936	Surrey	£2,308,590
937	Warwickshire	£1,881,310
938	West Sussex	£1,846,750
940	North Northamptonshire	£1,132,550
941	West Northamptonshire	£1,114,350
942	Cumberland	£834,140
943	Westmorland & Furness	£463,300
	Total	£205,000,000

ANNEX B

1. In this Annex: “the Programme” means the use by the Authority of as much of the grant money identified in Annex A as it deems necessary to meet the aims and objectives outlined in paragraphs 4-8;

“the Department” means the Department for Education;

“the Authority” means any local authority listed in Annex A;

“the Secretary of State” means the Secretary of State for Education;
2. The grant is only paid to the Authority to support eligible expenditure (see paragraphs 4 to 8 below).
3. The Authority must have regard to and follow any guidance issued by the Department, including the guidance available on gov.uk: [Holiday Activities and Food Programme](#)

Eligible expenditure

4. Eligible expenditure means payments made, or committed to, by the Authority or any person acting on behalf of the Authority, under the Programme.
5. The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas holidays 2025 to children in their local authority who receive benefits-related free school meals.
6. The holiday club places should normally be available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covers four weeks in the summer, plus a week’s worth of provision in each of the Easter and Christmas holidays. Local authorities have flexibility about how they spend this grant and deliver this provision to best serve the needs of the children and families in their areas, but provision should remain in line with the framework of standards set out in our programme guidance. Further information for local authorities is available on gov.uk: [Holiday Activities and Food Programme](#)
7. All provision funded by the local authority through the HAF programme must meet our framework of standards (as set out in our published guidance) and meet the following core aims and objectives:
 - **Healthy meals:** holiday clubs must provide at least one healthy meal a day which must meet the [School Food Standards](#).
 - **Enrichment 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.

- **Increasing understanding and awareness of healthy eating:** holiday clubs must work to improve children's knowledge and awareness of healthy eating.
 - **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. This can include advice on how to source, prepare and cook nutritious and low-cost food alongside increasing awareness of healthy eating.
 - **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
8. The free holiday club places must be targeted at children who are in receipt of benefits-related free school meals.
 9. The Authority can spend up to a maximum of 10% of its expenditure on its administration costs for the local coordination of the Programme. At least 90% of the expenditure must be spent on the provision of free holiday club places for eligible children. The Department recognises that administration costs may represent a higher proportion of expenditure for smaller local authorities and will therefore notify smaller authorities in writing of the maximum they can spend on local administration costs.
 10. The Authority can use up to a maximum of 15% of their HAF funding allocation to provide free or subsidised 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. The Authority should ensure that these places are aligned to their local priorities.
 11. Subject to The Authority being able to provide a HAF programme that **offers** at least 1 week of provision at Easter, 4 weeks in the Summer and 1 week at Christmas that is in line with the guidance set out in "*The Core Offer*" and "*Flexibility in the Christmas School Holidays*" sections of the HAF programme published guidance:
 - a. If, after the delivery of their Summer programme and taking into account their projected Christmas delivery, The Authority will have unallocated or unspent funding from their 25-26 HAF funding allocation, then;
 - b. The Authority can seek approval from The Department, for permission to fund additional provision during the October and/or February half term holiday periods.
 - c. The Authority must meet the criteria set by The Department and The Department reserves the right to reject any requests from local authorities.
 12. The Authority must have in place a nominated HAF coordinator who takes responsibility within the Authority for the delivery of the HAF programme. This will be alongside a sufficient number of staff who are dedicated to working on HAF all year round. The level of resource in the Authority should be proportionate to the level of

funding received. Each HAF coordinator must engage with the support offer provided by the Department as set out in the 'administrative costs' section of the HAF guidance.

13. The Authority will produce and maintain a central register of all the providers they fund through their HAF programme and make this available to the Department upon request. This register should include the venue name, address, contact details and named key contacts along with an overview of the dates, times and the nature of activities during holiday periods. The register should be provided to DfE by 28th June 2025.
14. The Authority will also establish a robust system for inspecting and assuring every HAF provider that receives funding through the HAF programme at least once each year and ensuring that the providers they work with adhere to the standards set out at paragraph 7 and in our programme guidance.
15. The Authority can use funding from their grant allocation in order to pay for travel for official department events i.e. HAF awards. This must be agreed in writing with the department prior to booking.

UK Government Branding

16. The Grant Recipient shall at all times during and following the end of the Funding Period:
 - i. comply with requirements of the Branding Manual in relation to the Funded Activities;
 - ii. cease use of the Funded by UK Government logo on demand if directed to do so by the Authority;
 - iii. adhere to the UK Government Branding Policy Guidance available at 2022-06-01-UKG-Branding-Grants-Policy-Guidance-v1.0.pdf (civilservice.gov.uk).
17. Branding Manual means the HM Government of the United Kingdom of Great Britain and Northern Ireland Branding Manual Funded by UK Government first published by the Cabinet Office in November 2022, and is available at <https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/>, including any subsequent updates from time to time.

Payment and reporting arrangements

18. After each holiday delivery period, the Authority will provide the Department with a data return that will set out what the cost of the programme has been for the financial year to date.
19. In advance of each holiday delivery period, the Department will inform the Authority of the date for the submission of this data return in advance of each holiday delivery period and will provide them with a template for the submission. The template will also set out what information and data the Authority is required to report on. This will include but is not limited to:
 - i. the overall number of unique children who participated in the programme.

- ii. the overall number of unique children in receipt of FSM who participated in your programme.
- iii. the number and proportion of children who are in the primary school age range, the secondary school age range, and any children outside of those age ranges who attended the programme.
- iv. the number of children with SEND or additional needs who have participated in your programme.

20. The Authority must ensure that the data and information it collects, and the data and information collected by the holiday clubs it funds, will be collected in strict adherence to the [General Data Protection Regulation \(GDPR\)](#).

21. The Authority must provide an annual report on their HAF programme to the Department by 30th June 2025. The report will cover several different areas, as set out in the “Annual Report” section of the programme guidance and will be published on their HAF website or webpages.

22. The above reports will be provided in accordance with guidance issued by the Department and will include data on children attending clubs in each local authority area.

23. The Authority will work with the Department and with any support organisation appointed to work on behalf of the Department in relation to the monitoring and delivery of the Programme.

24. The Authority must have a HAF website or dedicated pages on the Authority’s website for their HAF programme. It should include:

- i. Information about what the programme is and who it is targeted at.
- ii. The Authority’s annual reports for the HAF programme.
- iii. Up to date information on what HAF provision is available in the Authority’s area for every holiday period including links to booking systems or portals where appropriate.
- iv. Information about the standards that the providers they work with are expected to adhere to in delivering the programme.

Data Collection

25. The Authority will comply with the collection of data that the Department requires and is set out in the accompanying HAF programme guidance. This will include, but is not restricted to:

- i. The cost of the Authority’s programme
- ii. How many children have participated in the Authority’s programme including, but not restricted to:
 - a. The overall number of unique children who participated in the Authority’s programme.
 - b. The overall number of unique children in receipt of FSM who participated in the Authority’s programme.

- c. The number and proportion of children who are in the: primary school age range; the secondary school age range; and any children outside of those age ranges who attended the Authority's programme.
26. The Department may require the Authority to undertake additional data collection during the Authority's programme to cross match the data with the Department's National Pupil Database, which contains a variety of information on pupil characteristics, education and family set-up. Annex C of this grant determination letter, sets out the Department's standard GDPR clauses and how personal data will be collected, processed and stored by local authorities. Please note that this Annex applies only to those local authorities who participate in this additional data collection.
27. The Department may publish data on participation and expenditure, including breakdowns of this data at local authority level.
28. If selected for this additional data collection, the Authority is expected to comply with the collection of data and the Department will notify the Authority by 29th February 2025 whether the Authority has been selected.

Financial procedures and reporting

29. If the Authority has not spent and will not spend its maximum allocation, the Department will recoup any funding which has not been spent.
30. If the Authority has not spent and does not plan to spend the Authority's funding allocation, the Department will seek to recover the unspent funding from the Authority.
31. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.
32. The overall annual payment will not exceed the maximum allocation listed for each Authority in Annex A.
33. The Authority will not overspend on the HAF Programme, over and above their maximum funding allocation, without the prior written approval of the Department. Unauthorised overspends will not be reimbursed by the Department. Any identified overpayment of funds will be returned to the Department for Education as soon as identified.
34. The Authority's nominated responsible officer must confirm, through the submission of an annual Certificate of Expenditure, at the end of each financial year that the funding has been properly expended.
35. The Authority must maintain a sound system of internal financial controls. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes "financial irregularity"

includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

Records

36. The Authority must maintain reliable, accessible and up to date accounting records with an adequate audit trail for all expenditure funded by grant monies under this Determination.
37. The Authority and any person acting on behalf of the Authority must allow:
- i. the Comptroller and Auditor General or appointed representatives, or
 - ii. the Secretary of State or appointed representatives, free access at all reasonable times to all documents (including computerised documents and data) and other information as are connected to the grant payable under this Determination, or to the purposes for which grant was used, subject to the provisions set out in paragraphs 37 to 41.
38. The documents, data and information referred to in paragraphs 36 to 37 are such which the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of 'spot checking' administrative costs or significant amounts paid under the Scheme or a financial audit of any department or other public body or for carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. The Authority must provide such further explanations as are reasonably required for these purposes.
39. Paragraphs 36 to 37 do not constitute a requirement for the examination, certification or inspection of the accounts of the Authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The Secretary of State and Comptroller and Auditor General will seek access in a measured manner to minimise any burden on the Authority and will avoid duplication of effort by seeking and sharing information with local auditors.

Recovery of Grant

40. If the Authority fails to comply with any of these conditions, or if any overpayment is made under this grant or any amount is paid in error, or if any of the events set out in paragraph 41 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.
41. The events referred to in paragraph 40 are:

- i. the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,
- ii. any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State, iii. it appears to the Secretary of State that other circumstances have arisen, or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,
- iv. the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Period in accordance with the definitions and conditions in this Determination, or
- v. the Authority fails to provide the delivery plans, reports or certificate of expenditure specified in this Grant Determination and its Annexes.

UK government branding requirements

42. UK government publicity and branding requirements must be followed for all UK government funded projects. This includes the HAF programme. The requirements cover several areas including logo use, production of plaques, print and digital materials, and also co-branding. For more information visit:

https://gcs.civilservice.gov.uk/wpcontent/uploads/2022/12/Branding_Funded_By_UKG-.pdf.

Annex C - Generic Standard GDPR Clauses for Local Authorities selected by the Department for additional data collection

Processing, Personal Data and Data Subjects

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

The contact details of the Controller's Data Protection Officer are:

Emma Wharram Deputy Director - Departmental Data Protection Officer

Email: dataprotection.office@education.gov.uk

Address: Department for Education, 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

1. The contact details of the Processor's Data Protection Officer will be supplied to the Controller by 21st February 2025.
2. The Processor shall comply with any further written instructions with respect to processing by the Controller.
3. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller (the Department for Education) and the Local Authority (List of Local Authorities is at Annex C of this agreement) is the Processor in accordance with Clause 50.1.
Subject matter of the processing	The processing is needed: a. in order to ensure that the Processor can effectively deliver the grant to provide a service to members of the public. b. for the Controller to understand how the grant is being spent and its impacts.
Duration of the processing	1 April 2025 to 31 March 2026
Nature and purposes of the processing	The local authority coordinator and their providers (Data Processors) will process personal data to enable the Department for Education (Data Controller) to assess the extent to which they have met the aims and objectives of the grant. A minimum amount of personal data is collected to enable the 14 Department to ensure that public money is being spent effectively to achieve the policy programmes. The

	<p>Controller requires the Processor to make all reasonable endeavours to collect personal data on all children attending the programme. The data will be collected to allow the Controller to assess whether or not the Processor is meeting the aims and objectives of the programme.</p> <p>The data is required for the Controller (DfE) to fulfil its remit – to ensure that public money is being used to achieve the desired outcome – and supply of the data is therefore a requirement of participation on the programme being funded by the Controller.</p> <p>The Controller requires the Processor to collect data from all attendees of HAF Programme funded through the HAF Programme consisting of:</p> <ul style="list-style-type: none"> • Full Name • Date of Birth • Unique Pupil Number (UPN) if known • Free School Meal (FSM) status • Home Postcode • School name and LA area • Whether classed as vulnerable (if FSM status is unknown) • The total number of days they attended HAF provision.
Type of Personal Data	<p>Personal data: Name / Date of Birth / Unique Pupil Number / Postcode / Contact Details.</p> <p>Sensitive data: Free School Meals status, vulnerable classification</p>
Categories of Data Subject	<ul style="list-style-type: none"> • Attendees of the HAF programme. • Leaders and staff members at HAF clubs • Local authority personnel working on the HAF Programme
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p>Local authority coordinators to arrange for all data they hold to be securely destroyed once the annual report for the HAF Programme has been returned to the department; by 31st July 2026.</p>