

March 2024

Section 31 Grant Determination for the Holiday Activities and Food Programme 2024: No 31/7082

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 2024. 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

Hannah Streatfeild/Emily Whitehead

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

February 2024

<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	£850,830
203	Greenwich	£1,253,950
204	Hackney	£1,331,730
205	Hammersmith and Fulham	£553,310
206	Islington	£998,270
207	Kensington and Chelsea	£448,760
208	Lambeth	£1,334,050
209	Lewisham	£1,052,130
210	Southwark	£1,477,490
211	Tower Hamlets	£1,694,600
212	Wandsworth	£879,180
213	Westminster	£760,930
301	Barking and Dagenham	£1,220,970
302	Barnet	£1,205,890
303	Bexley	£824,270
304	Brent	£994,060
305	Bromley	£835,440
306	Croydon	£1,733,070
307	Ealing	£1,364,930
308	Enfield	£1,626,620
309	Haringey	£961,490
310	Harrow	£679,360
311	Havering	£846,610
312	Hillingdon	£1,105,980
313	Hounslow	£1,029,890
314	Kingston upon Thames	£390,130
315	Merton	£686,730
316	Newham	£2,047,240
317	Redbridge	£929,140
318	Richmond upon Thames	£397,220
319	Sutton	£652,060
320	Waltham Forest	£1,063,830
330	Birmingham	£7,947,290
331	Coventry	£1,587,840
332	Dudley	£1,268,080
333	Sandwell	£2,031,010
334	Solihull	£989,210
335	Walsall	£1,806,210
336	Wolverhampton	£1,912,020
340	Knowsley	£901,840
341	Liverpool	£2,544,580
342	St. Helens	£744,810
343	Sefton	£1,024,090

344	Wirral	£1,464,110
350	Bolton	£1,435,750
351	Bury	£703,390
352	Manchester	£4,117,980
353	Oldham	£1,494,980
354	Rochdale	£1,221,280
355	Salford	£1,381,270
356	Stockport	£897,310
357	Tameside	£1,199,570
358	Trafford	£687,160
359	Wigan	£1,347,120
370	Barnsley	£1,057,820
371	Doncaster	£1,375,790
372	Rotherham	£1,233,510
373	Sheffield	£2,712,580
380	Bradford	£2,907,550
381	Calderdale	£921,650
382	Kirklees	£1,810,000
383	Leeds	£3,449,690
384	Wakefield	£1,363,980
390	Gateshead	£813,840
391	Newcastle upon Tyne	£1,681,420
392	North Tyneside	£826,690
393	South Tyneside	£756,500
394	Sunderland	£1,297,690
420	Isles Of Scilly	£10,000
800	Bath and North East Somerset	£470,710
801	Bristol City of	£1,829,500
802	North Somerset	£518,230
803	South Gloucestershire	£620,340
805	Hartlepool	£582,610
806	Middlesbrough	£1,060,030
807	Redcar and Cleveland	£669,340
808	Stockton-on-Tees	£902,890
810	Kingston upon Hull City of	£1,451,880
811	East Riding of Yorkshire	£936,200
812	North East Lincolnshire	£775,790
813	North Lincolnshire	£723,830
815	North Yorkshire	£1,410,570
816	York	£417,430
821	Luton	£1,076,790
822	Bedford	£633,720
823	Central Bedfordshire	£641,200
825	Buckinghamshire	£1,243,730
826	Milton Keynes	£1,111,040
830	Derbyshire	£2,934,850
831	Derby	£1,423,950
838	Dorset	£954,750
839	Bournemouth, Christchurch and Poole Council	£1,039,380
840	Durham	£2,311,670

841	Darlington	£469,170
845	East Sussex	£1,673,200
846	Brighton and Hove	£761,040
850	Hampshire	£3,530,740
851	Portsmouth	£966,340
852	Southampton	£1,205,050
855	Leicestershire	£1,606,380
856	Leicester	£1,611,230
857	Rutland	£97,360
860	Staffordshire	£2,417,590
861	Stoke-on-Trent	£1,560,330
865	Wiltshire	£1,128,750
866	Swindon	£778,320
867	Bracknell Forest	£258,830
868	Windsor and Maidenhead	£326,130
869	West Berkshire	£401,150
870	Reading	£520,720
871	Slough	£640,050
872	Wokingham	£310,890
873	Cambridgeshire	£1,927,940
874	Peterborough	£1,142,870
876	Halton	£753,970
877	Warrington	£745,860
878	Devon	£1,946,380
879	Plymouth	£1,030,730
880	Torbay	£537,200
881	Essex	£4,297,250
882	Southend-on-Sea	£719,720
883	Thurrock	£726,990
884	Herefordshire	£461,990
885	Worcestershire	£1,649,170
886	Kent	£5,604,960
887	Medway	£1,162,050
888	Lancashire	£4,273,960
889	Blackburn with Darwen	£719,720
890	Blackpool	£854,410
891	Nottinghamshire	£2,745,040
892	Nottingham	£1,824,860
893	Shropshire	£734,060
894	Telford and Wrekin	£869,380
895	Cheshire East	£906,480
896	Cheshire West and Chester	£1,034,840
908	Cornwall	£1,674,360
916	Gloucestershire	£1,650,020
919	Hertfordshire	£2,936,010
921	Isle of Wight	£427,210
925	Lincolnshire	£2,776,760
926	Norfolk	£2,772,340
929	Northumberland	£1,026,520
931	Oxfordshire	£1,546,630

933	Somerset	£1,544,620
935	Suffolk	£2,233,780
936	Surrey	£2,311,030
937	Warwickshire	£1,851,630
938	West Sussex	£1,862,380
940	North Northamptonshire	£1,115,260
941	West Northamptonshire	£1,110,520
942	Cumberland	£842,820
943	Westmorland & Furness	£463,810
	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 2024 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. 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.
 12. 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 2024.
 13. 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.
 14. 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

15. 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](https://civilservice.gov.uk/guidance/marketing/branding-guidelines/) (civilservice.gov.uk).
16. 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://qcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/>, including any subsequent updates from time to time.

Payment and reporting arrangements

17. 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.
18. 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.
19. 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 \(GDPR\)](#).
20. 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.
21. 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.

22. 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.
23. 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

24. 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.
25. 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.
26. The Department may publish data on participation and expenditure, including breakdowns of this data at local authority level.
27. 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 2024 whether the Authority has been selected.

Financial procedures and reporting

28. If the Authority has not spent and will not spend its maximum allocation, the Department will recoup any funding which has not been spent.
29. 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.
30. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.
31. The overall annual payment will not exceed the maximum allocation listed for each Authority in Annex A.
32. 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.
33. 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.
34. 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

35. 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.
36. 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 in paragraph 37.
37. The documents, data and information referred to in paragraphs 34 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.

38. Paragraphs 34 to 36 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

39. 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 39 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.

40. The events referred to in paragraph 38 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.

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 2024.
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	September 2024 – July 2027
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

	<p>Department to ensure that public money is being spent effectively to achieve the policy programmes.</p> <p>The Controller requires the Processor to make all reasonable endeavours to collect personal data on all children attending the programme.</p> <p>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.
<p>Type of Personal Data</p>	<p>Personal data: Name; Date of Birth; Unique Pupil Number; Postcode; Contact Details. Sensitive data: Free School Meals status, vulnerable classification</p>
<p>Categories of Data Subject</p>	<ul style="list-style-type: none"> • Attendees of the HAF Programme. • Local authority stakeholders working on the HAF Programme
<p>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>	<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 2025.</p>