

Item No.	Classification: Open	Date: 30/11/2021	Decision Maker: Consultant in Public Health – Place and Health Improvement
Report title:		Gateway 3 Variation Decision for variations valued up to £150,000 (Goods & Services) or £500,000 (Works) Holiday Activities and Food Programme Coordinator	
Ward(s) or groups affected:		Borough-wide	
From:		Head of Programme - Place	

RECOMMENDATION(S)

1. That the Consultant in Public Health – Place and Health Improvement approves the variation of the Holiday Activities and Food (HAF) Programme Coordinator contract to Impact Union

Check if applicable

- | | |
|--|-------------------------------------|
| To extend the term of the contract for a period of three months | <input checked="" type="checkbox"/> |
| To increase the volume usage of the contract: To increase the maximum number of working days for the whole contract from 80 days to 105 days | <input checked="" type="checkbox"/> |
| To exercise an option: enter details. | <input type="checkbox"/> |
| To change the identity of the contractor: enter details. | <input type="checkbox"/> |
| Other: enter details. | <input type="checkbox"/> |
| The relevant cabinet member has been consulted and supports the variation (over £100k) | <input type="checkbox"/> |
| Approval for this variation is being sought retrospectively under CSO 6.7 and this report has been submitted to DCRB | <input type="checkbox"/> |

The value of the proposed variation is estimated to be £7.5K.

BACKGROUND INFORMATION

2. Background information is set out in the attached Gateway 2 report dated 10/03/2021

Is the actual spend to date substantially different from the original estimated contract value?	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If YES please specify details and reasons: [Click here to enter text.](#)

KEY ISSUES FOR CONSIDERATION

3. Reasons for variation

Detail of the events that led to the need for a variation	<p>In January 2021, the Department for Education (DfE) announced funding for all English local authorities to deliver a local HAF programme during 2021. There was initially no confirmation that the programme would run past this year. In order to develop and scale up Southwark's holiday programme at pace in time for Easter 2021 deliver, Southwark Public Health contracted Impact Union to provide a freelance HAF programme coordinator to provide project management support until the end of January 2022.</p> <p>The Government has now confirmed that continued funding will be provided to all English local authorities through the Department for Education (DfE) to ensure the HAF programme continues to run for at least the next three years (2022 – 2024). Southwark Public Health are in the process of creating two new fixed term posts to manage the holiday programme over the next three years. However, due to internal human resources capacity, these posts will not go out to recruitment until January 2022 at the earliest. We therefore do not</p>
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	anticipate that the post holders will start until end of March 2022 at the earliest. The contract variation with Impact Union is necessary to ensure the team has capacity to continue to manage and develop the holiday programme in preparation for Easter 2022.
Reasons why a variation is needed now	Through conversations with Public Health SMT and colleagues in HR, it has become clear that recruitment for the two new holiday programme posts will not begin until January 2022 at the earliest. This is due to capacity within HR and recruitment and is out of the control of Southwark Public Health. A contract variation is needed now to ensure that Southwark Public Health have capacity in the interim to develop and deliver a safe holiday programme in Easter 2022 that continues to meet the high standards achieved this year.
Performance of the contractor to date	Impact Union have provided excellent support this year and there have been no performance issues to date.
Future proposals for the service, including details and timetable for any re-procurement	There will be no re-procurement once the contract ends. Instead, there will be recruitment to two new fixed term posts (Holiday Provision Programme Officer and Holiday Provision Programme Coordinator) that will be employed by Southwark Council for three years.
Alternative options considered	<p>Do nothing – This is not an option as the holiday programme is priority programme supporting children eligible for Free School Meals (FSM) during the school holidays and a commitment in the Council Plan. Southwark Public Health do not have capacity to run the programme within existing permanent staff.</p> <p>Recruit Southwark employed staff to new posts – This option is in progress but will not be complete</p>

	before the end of the current contract with Impact Union.
Any risks linked to the variation	No risks identified

Non Key decisions

4. This report deals with a [non key decision](#)



Contract management and monitoring

5. The contract will continue to be monitored and managed by: Head of Programme - Place

The council's contract register publishes the details of all contracts over £5,000 in value to meet the obligations of the Local Government Transparency Code. The Report Author must ensure that all appropriate details of this procurement are added to the contract register via the eProcurement System.

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

Community impact statement

6. Southwark's Food and Fun holiday programme (funded through DfE's HAF fund) has a clear positive impact on the local eligible children and families served via our holiday clubs.
7. Without the contract variation, there is a risk that the Easter 2022 holiday programme will not be as high quality or have the same reach as Easter 2021 due to reduced capacity to manage and delivery the programme.
8. Extending the contract with Impact Union will ensure full capacity to deliver an outstanding Easter programme whilst Southwark Public Health recruits to two new posts to take this programme forward over the next three years.

Equalities (including socio-economic) impact statement

9. The [Public Sector Equality Duty](#) has been considered and no additional consultation is required



Health impact statement

10. There are no health impacts associated with this contract variation.

Climate change implications

11. No implications for climate change have been identified.

Sustainability considerations

12. The Public Services (Social Value) Act 2012 requires the council to consider a number of issues including how what is proposed to be procured may improve the economic, social and environmental well-being of the local area for higher value contracts. The council is committed to these principles for all contracts and relevant issues were identified in the attached Gateway 2 report.

Financial implications

12. The total value of the contract, including any previous variations is £31.5K. The value of this variation can be resourced from the HAF budget provided by a grant from DfE.

Consultation

13. No consultation undertaken.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

The original contract value is under the relevant EU threshold for supplies and services or under £2million for works contracts and no supplementary advice is required. ☒

OR

The original contract value is over the relevant EU threshold for supplies and services or over £2million for works contracts and supplementary advice is required from: ☐

Head of Procurement: insert concurrent

Head of Law and Governance: insert concurrent


Strategic Director of Finance and Governance: insert concurrent

Director of Exchequer (housing contracts only): insert concurrent

Director of Education (school contracts only): insert concurrent

FOR DELEGATED APPROVAL

Under the powers delegated to me in accordance with the Council's Contract Standing Orders, I authorise action in accordance with the recommendation(s) contained in the above report.

Signature  Date...01/12/2021

Designation Consultant in Public Health

BACKGROUND DOCUMENTS

Background Documents	Held At	Contact
Gateway 2	Public Health, Environment and Leisure	Nikita Sinclair, 07842616673
Gateway 2 report dated 10/03/2021		

AUDIT TRAIL

Lead Officer	Jin Lim, Consultant in Public Health – Place and Health Improvement
Report Author	Nikita Sinclair, Public Health Policy Officer for Healthy Places
Version	Final
Dated	01/12/2021
Key Decision?	No