



Glasgow City Council

City Administration Committee

Report by Councillor Richard Bell, Depute Leader of the Council, City Treasurer and City Convener for Financial Inclusion

Contact: Tracey Bowers Ext: 77286

Item 1

23rd May 2024

Glasgow's Holiday Programme – Summer 2024 - Spring 2025

Purpose of Report:

To provide recommendations for funding to organisations to deliver Glasgow's Holiday Programme during Summer and October 2024 and Spring 2025.

Recommendations:

Committee is invited to:

- Note the report;
- Approve the recommendations for funding from Glasgow's Holiday Programme for Summer and October 2024 and Spring 2025 in Appendix 1;
- Note the number of projects delivering to service users from each Ward in Appendix 2;
- Note the organisations not recommended for funding in Appendix 3;
- Note the monitoring information from the Summer and October 2023 in Appendix 4; and
- Agree in terms of Standing Order No. 30 (7), that these decisions will not be subject to the call-in process for the reasons set out in paragraph 1.3.
-

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes ☐ No ☐ consulted: Yes ☐ No ☐

1. Introduction

- 1.1 The Council has allocated a budget of £2,000,00 for Glasgow's Holiday Programme for 2024/25.
- 1.2 This report seeks approval of funding recommendations in relation to the delivery of Glasgow's Holiday Programme (formerly referred to as the Children's Holiday Food and Activity Programme) during the summer and October 2024 and spring 2025 school holiday periods by third sector organisations.
- 1.3 Committee approval is sought to suspend the call-in procedure under Council Standing Order 30 (7). Suspension of the call-in procedure will enable organisations to begin to make the necessary arrangements for project delivery including publicising the Summer Programme and to provide adequate time to process the grant awards.

2. Background

- 2.1 Glasgow's Holiday Programme provides funding to organisations to deliver a programme of engagement, activities and nutritious food to Glasgow's nursery, primary and secondary pupils (ages 0-18 years) during school holiday periods. It is intended that the programme complements existing activities by third sector organisations and that the majority of allocated funding goes towards food costs.

3. Review of the Programme

- 3.1 As previously reported to Committee, a working group comprising officers from the Council's Early Years and Child Poverty teams, the Grants and Monitoring team and third sector representative colleagues from GCVS had been established to lead on a review of the holiday programme.
- 3.2 As part of the review process, 129 stakeholder organisations identified by the working group were invited to an on-line Engagement Session on 5 December 2023. This was facilitated by officers from both the Grants and Monitoring team and GCVS. 47 organisations attended the session and contributed views on what was working well and also offered valuable ideas and thoughts on how the programme could be improved.
- 3.3 As a follow-on from the session, a survey questionnaire was issued to the wider stakeholder group to capture as comprehensive a range of feedback on the programme as possible, including from those organisations unable to attend the on-line session. The survey was completed by 32 organisations, 15 of the respondents had attended the on-line session. Overall, the engagement process captured **feedback from 64 stakeholder organisations**.
- 3.4 The engagement process sought views and comments on the following aspects of the programme:

- The indicative timetable
 - Application process
 - Monitoring
 - Project visits
 - Criteria and design
 - Information sharing
- 3.5 There was **positive support for the programme** and all providers welcomed the funding that the programme brings. Feedback from the engagement and consultation process gave a clear indication on aspects of the programme that could be developed for the 2024/25 programme. As a result of this positive feedback the programme has been developed as follows:
- 3.6 The **timetable** provided a 3-week application window, avoiding the spring break, allowing the recommendations to be submitted earlier to Committee on 23 May 2024.
- 3.7 There was a strong message of support for the **application process** to continue with the survey tool and for one single application covering all holiday periods in 2024/25.
- 3.8 The **monitoring** information collected in 2024/25 will be simplified whilst still gathering appropriate information to report on the success of the Fund. In response to the feedback from stakeholders, headline monitoring information was provided within the application guidance note to allow organisations to see in advance what information will be required should they be successful in their application.
- 3.9 Providers welcomed the re-instatement of **project visits**. During 2023/24, 48 projects were visited by officers from the Grants and Monitoring team. A commitment has been made to continue with project visits, and to ensure that all projects funded in 2024/25 will receive at least one visit during their 2024/25 programme.
- 3.10 There was a strong message from providers to provide more flexibility on the **criteria and design** of the programme. To facilitate this, the individual caps were removed from most of the criteria and replaced with suggested levels, with an opportunity to justify the cost level being requested within the application form. The staff cost cap was increased to £13 per hour which would allow staff to be paid at the Real Living Wage which increased to £12 per hour in April 2024. This cap would also allow flexibility to pay lead workers fairly at a slightly higher rate. An additional section was added to the application form to capture additional staff costs to meet the required level for children with Additional Support Needs (ASN).
- 3.11 The feedback suggested that some providers struggled to meet the previous requirement to spend a minimum of 55% of awarded funds on food and ancillary costs. This was reduced to a suggested level of 45% with an opportunity for applicants to explain reasons if it was lower. The suggested

level for individual meal costs remained the same. The guidance was also strengthened to avoid the routine provision of food parcels (implemented during COVID), with exception in limited cases, for example relating to the avoidance of food waste or child specific reasons.

The suggested level to meet ancillary costs was increased to £2.50 per child per meal in recognition of increased gas/electricity costs to prepare the food.

Providers were encouraged to reduce transport costs by supporting young people to apply for the Free Bus Pass for Under 22's. The suggested level for fuel costs for providers using their own mini-bus was increased to £35 per day in recognition of the increased costs for fuel.

- 3.12 There was a clear willingness from providers to come together to share learning and new ideas, improve referral/signposting to other organisations and explore sharing equipment/facilities/premises. The Grants and Monitoring team will organise an **Information sharing event** to bring together all holiday providers for information sharing purposes.

4. All Age Childcare System

- 4.1 Members will be aware that the Scottish Government has indicated a commitment to develop an All Age Childcare system.
- 4.2 An oversight group has been established comprising officers from the Council's Early Learning and Childcare and Grants and Monitoring teams as well as colleagues from GCVS and Inspiring Scotland. This group is currently undertaking a co-design project to influence what services priority families need to thrive all year round, including during school holidays. This is being undertaken in the 3 Early Adopter Areas – Drumchapel/Annie'sland, East Centre and Southside Central. GCVS is facilitating the consultation, involving local organisations taking a lead to consult with local families in these wards.
- 4.3 The group also intends to engage with a further 5 Wards within the city and align these with the Child Poverty Pathfinder priorities.
- 4.4 The current timetable indicates that following the consultation period, the co-design and co-production of the service will be reported to the Scottish Government and the Council in January 2025.
- 4.5 The Grants and Monitoring team will continue to support this group and consider how best any emerging 'all-age' framework might complement the Council's Holiday Programme.

5. Assessment

- 5.1 Applications for the 2024/25 programme were sought from third sector organisations on 11 March with a closing date of 3 April 2024. 80 applications were received, requesting a total of £3,564,770.

5.2 The totals requested for each of the holiday periods are as follows:

- Summer 2024 £2,415,486
- October 2024 £413,435
- Spring 2025 £735,849

5.3 Applications were assessed, reviewed and scored by officers within the Council's Grants and Monitoring team against pre-determined criteria as outlined in the application documentation, as follows:

- Organisation/Governance
- Project Development/Delivery
- Project Outcomes and Impact
- Organisation and Project Finance

Detailed guidance was available to support assessors throughout the assessment process. Tables (a) and (b) below show the scoring methodology, the assessment criteria and score weighting applied:-

Table (a) Scoring methodology

Score	Score Key Assessment	Interpretation
5	Excellent	Satisfies and demonstrates excellent understanding of criteria required. Response identifies factors that will offer potential added value
4	Good	Satisfies the requirement with minor additional benefits
3	Acceptable	Satisfies the requirement with no reservations
2	Minor reservations	Satisfies the requirement with minor reservations e.g. limited evidence
1	Serious reservations	Some attempt has been made to provide information but lacks detail
0	Unacceptable	Unsatisfactory – no information provided

Table (b) – Assessment Criteria and Weighting

Criteria	Weighting (%)
Organisation/Governance	10
Project Development/Delivery	30
Project Outcomes and Impact	40
Organisation and Project Finance	20

A maximum score of 5 against all criteria would result in a weighted score of 100, whereas a score of 1 for all criteria would result in a weighted score of 20.

- 5.4 The outcome of each assessment was captured on an Assessment Template.
- 5.5 A Log was created to capture all relevant information from the application form along with the assessment score, e.g. proposed ward coverage, number of service users, percentage food costs etc.
- 5.6 The assessments undertaken formed an initial assessment of all applications. To ensure consistency of approach, 18 peer reviews were undertaken.
- 5.7 Officers then identified potential gaps in provision across the city, using the information on anticipated service users, to ensure a geographical spread of provision.

This was further boosted by using data from the Child Poverty Pathfinder on a Ward basis that showed where there were higher numbers of children living in poverty:-

- Ward 1 – Linn
- Ward 3 – Greater Pollok
- Ward 5 – Govan
- Ward 8 – Southside Central
- Ward 9 – Calton
- Ward 13 – Garscadden/Scotstounhill
- Ward 14 – Drumchapel/Anniesland
- Ward 16 - Canal
- Ward 17 – Springburn/Robroyston
- Ward 18 – East Centre

- 5.8 Other factors taken into consideration as part of the process were local and equality impact, ensuring that provision in local areas was as wide as possible and that provision for BAME and ASN were factored into the recommendation process.
- 5.9 As part of their application, applicants were required to sign a declaration to indicate that they will meet the relevant policy and practice requirements including safeguarding policies, insurance, PVG checks for staff and volunteers, compliance with Care Inspectorate regulations around day care of children/young people and compliance with Environmental Health and Food Hygiene legislation.
- 5.10 Applicants were also asked to identify which Council Wards they would deliver their project in as well as the Wards that beneficiaries would come from. Information on actual take-up and profile of beneficiaries will be gathered as part of the monitoring process.
- 5.11 Organisations were also encouraged to adopt sustainable practices and were encouraged to use local food suppliers and use food surplus organisations.

- 5.12 Applicants were also asked if they were willing to offer outreach opportunities for the Council's "Glasgow Helps" service and if they would like more information about the Council's "No Wrong Door" initiative to improve how services are delivered by fostering stronger collaboration among organisations. Of the 80 applications received, 76 organisations were willing to participate with Glasgow Helps and 77 organisations with No Wrong Door.

6. Programme Recommendations

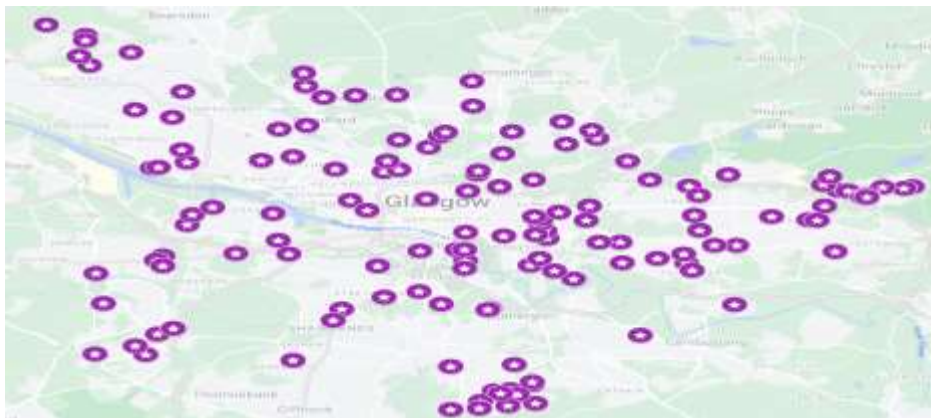
- 6.1 Whilst recognising the need to provide a suite of recommendations within the budget available, and in order to provide as wide a geographical spread across the city as possible, officers considered a number of options to achieve an optimum programme of recommendations. The amounts requested by organisations vary significantly depending on the geographical spread, the length of their programme, the number of anticipated service users and the number of meals and activities provided. The rationale for the level of funding proposed is detailed in paragraphs 6.2 – 6.5.
- 6.2 All organisations recommended for funding received an assessment score of 50 or over. For the applications that met this threshold, consideration was given to overall ward coverage and the number of children that would benefit from the programme. The individual awards recommended take into account ineligible and/or excessive costs which were removed prior to the final recommendation being made.
- 6.3 Members will note at paragraph 5.1 that the total amount requested for the 2024/25 programme is £3,564,770. As a result of the applications received, the Fund is 78% oversubscribed. 5 applications were received from organisations with an established infrastructure that enables a wide range of provision across the city. These applications alone amounted to nearly £1m, almost 50% of the available budget. In order to support these larger applications within the available budget, whilst supporting as many local organisations as possible, it is proposed that each of these organisations receive a maximum award of £100,000. This equates to a combined total of £500,000, 25% of the budget available for 2024/25.
- 6.4 In order to achieve the reach across the city within available budget, it is proposed that 38 organisations, who delivered a programme last year, receive funding awards at the same levels awarded in 2023/24, with the exception of 10 organisations who have applied for less than awarded last financial year.
- 6.5 The proposed recommendations also include applications from 6 organisations that are either new to the fund or were not awarded funding last financial year. These organisations requested smaller amounts of funding ranging from £3,500 to £31,260 and it is proposed that they receive the amount of funding requested. This equates to 5.7% of the proposed programme.

- 6.6 **Appendix 1** provides a summary of recommended awards in Summer and October 2024 and Spring 2025. Committee is asked to consider and approve 49 recommended awards to the value of £2,000,000.

Members are asked to note that a total of 16 organisations would receive funding at the level requested which equates to 23.5% of the programme.

- 6.7 Members are asked to note that in Appendix 1, one of the recommended amounts had been reduced as the amount requested was in excess of the budget guidelines. The specific difference will be outlined to the applicant as part of any grant offer.
- 6.8 Discussions will take place with relevant organisations around submitting revised programme delivery information in line with the grant amount awarded. Therefore, the amounts detailed for each holiday period (Summer, October and Spring) are indicative at this stage and may vary once the revised programme delivery information has been submitted. The overall total award to each provider will not change.
- 6.9 **Appendix 2** details the number of projects delivering to service users from each Ward and the associated anticipated number of service users, however, there is an expectation that programmes may need to be adjusted in line with the approved awards. Members are asked to note the following:

- All Wards are covered by the projects recommended for funding
- 31,353 children are projected to benefit from the 2024/25 recommended applications. This number may be adjusted following the submission of revised programme delivery information in line with the approved awards.
- An interactive map (illustration provided below) indicating where the 2024/25 Holiday provision is being delivered across the city will be available later in June 2024 on the [Glasgow's Holiday Programme webpage](#).



- 6.9 **Appendix 3** provides a summary of the 31 applications which are, following assessment, not recommended for funding. Each of these organisations will receive specific feedback on why their application was not recommended for funding on this occasion.

7. Equality Impact Assessment

- 7.1 An Equality Impact Assessment screening of Glasgow's Holiday Programme process has been undertaken and can be found [here](#). This Assessment sets out considerations and improvements incorporated in the process.

8. Compliance and Monitoring

- 8.1 All awards for the holiday programme will be subject to compliance with the [Council's Standard Conditions of Funding](#).
- 8.2 Funded organisations will be monitored through the established monitoring arrangements. Organisations will be required to report on the following:
- progress towards achieving the aims and objectives set out in their application
 - food and activities available
 - match funding received towards overall project costs
 - project spend
 - whether the organisation specifically targets elements of its service towards minority groups in the city
 - number and profile of service users, including from equalities groups

9. Reports on the Summer 2023 and October 2023 programmes

- 9.1 Committee is invited to note the monitoring data submitted by providers for the Summer and October 2023 programmes as set out in Appendix 4.

10. Policy and Resource Implications

Resource Implications:

Financial: Outcomes will be maximised through targeted use of resources and joint working and resourcing with partners

Legal: No new legal issue

Personnel: No direct personnel issues

Procurement: No procurement implications

Council Strategic Plan: The proposed holiday programme for Summer and October 2024 and Spring 2025 supports the Council's Strategic Plan, specifically:-
Grand Challenge 1 - Mission 1: End child poverty in our city using early intervention to support families; and **Grand Challenge 2 -**

Mission 3: Raise attainment amongst Glasgow's Children and Young people

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.

Yes, the proposal has the potential to impact on the council Equality Outcomes in relation to the following improvement aims: Improve economic outcomes for people with protected characteristics; and Improve access to Council Family services by people with protected characteristics.

What are the potential equality impacts as a result of this report?

The programme aims to address food poverty.

Please highlight if the policy/proposal will help address socio-economic disadvantage.

It is anticipated that funding recommendations will have a positive impact on third sector jobs, skills, local communities, social and community cohesion. Further, the programme aims to tackle barriers to adequate nutrition intake during school holidays.

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify:

Sustainable delivery has been encouraged

What are the potential climate impacts as a result of this proposal?

None

Will the proposal contribute to Glasgow's net zero carbon target?

No

Privacy and Data Protection Impacts:

No privacy or data protection impacts identified

11. Recommendations

Committee is invited to:

- Note the report;
- Approve the recommendations for funding from Glasgow's Holiday Programme for Summer and October 2024 and Spring 2025 in Appendix 1;
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- Note the organisations not recommended for funding in Appendix 3;
- Note the monitoring information from the Summer and October 2023 in Appendix 4; and
- Agree in terms of Standing Order No. 30 (7), that these decisions will not be subject to the call-in process for the reasons set out in paragraph 1.3.