

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**B093/22**

***If not a Key Decision write n/a above***

### OFFICER DECISION RECORD <sup>i</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject:** Holiday Activities and Food (HAF) Programme for Hertfordshire (known locally as HAPpy Programme)

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** Yes

**Executive Member/Committee Chairman:**

Fiona Thompson

**Portfolio (Executive Functions only):**

Cabinet Member Children, Young People and Families

**Officer Contact:** Sally Orr – Head of Family & Health Services  
Commissioning

**Tel:** 01992 555680 – **Email:** [sally.orr@hertfordshire.gov.uk](mailto:sally.orr@hertfordshire.gov.uk)

1. **Decision**

Follow an open tender process – **Hertfordshire Sports Partnership (HSP)** to be awarded the contract to run the HAF programme for Hertfordshire for the next 2 years.

2. **Reasons for the decision**

Through the tender process HSP illustrated that they have the experience and knowledge to provide an effective programme of activities for children in Hertfordshire.

3. **Alternative options considered and rejected**

This tender is to ensure the continued running of the Holiday Activity and Food Programme for Hertfordshire, originally awarded to HSP through a STA in 2021, following the announcement by the Department of Education of a 2-year extension to the programme.

The tender process saw 4 organisations and companies apply to run the activities, 3 of these did not meet the mandatory financial requirements.

4. **Consultation** (*see Summary of Requirements below*)

**Was any Councillor consulted?      Yes**

**If yes:**

- (a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

Cllr Teresa Heritage was involved in the original awarding of the STA to Hertfordshire Sports Partnership and has been a regular member of the programme steering group.

- (b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

None Known.

*(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).*

6. **Following consultation with the Executive Member I am proceeding with the proposed decision.**

Signed: Jo Fisher

Title: Executive Director of Children's Services

Date: 12/08/2022

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>ii</sup>

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**Summary of Requirements to Inform/Consult Councillors**

<b>Significance of Proposed Action</b>	<b>Controversial</b>	<b>Relevant Councillor(s) to be Consulted</b>
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	<b>Executive Functions:</b> Consult relevant Lead Executive Member and, where appropriate, Local Councillor <b>Non-Executive Functions:</b> Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	<b>Executive Functions:</b> Inform Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Inform Local Councillor
Local	Yes	<b>Executive Functions:</b> Consult Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b>

		Consult Local Councillor
General or County-wide	No	<p><b>Executive Functions:</b> Consult relevant Lead Executive Member (s)</p> <p><b>Non-Executive Functions:</b> Consult relevant Committee Chairman</p>
General or County-wide	Yes	<p><b>Executive Functions:</b> Consult relevant Lead Executive Member (s) and the Leader of the Council</p> <p><b>Non-Executive Functions:</b> Consult relevant Committee Chairman/Leaders all Political Groups</p>