

# TOWNSHIP PROJECT BRIEF AND COMMISSIONING FORM



**ROCHDALE**  
BOROUGH COUNCIL

Township Ref

Service Ref

<b>Township</b>	Rochdale	RP/36/19	
<b>Name of Request Originator</b>	Scott Hardy		
<b>Project Manager &amp; Ext</b>	Scott Hardy Ext 6243		
<b>Completed by</b>	Scott Hardy	<b>Date Completed</b>	30.1.20
<b>A. DETAILS OF SCHEME</b>			
<b>Scheme Name &amp; Location</b>	Fit, Read and Feed, Balderstone Summer Holidays 2020		
<b>Scheme Description (include as much information as possible)</b>	To provide a meal to children during the summer holidays for children who may not eat when not at school (e.g. in receipt of Free School Meals) and also to provide physical and mental health and wellbeing by providing fitness and reading throughout the school holidays.		
<b>Desired Outcome (what is required by the scheme)</b>	<ul style="list-style-type: none"> <li>• Provide healthy food for those in need without attaching any stigma.</li> <li>• Provide safe and positive activities for local families throughout the Summer Holidays</li> <li>• Continue to build upon the success achieved during the fit, Fed and Read projects during 2016, 2017, 2018 and 2019</li> <li>• Encourage the take-up of the Summer Reading Challenge</li> </ul>		
<b>Township Priorities Met</b>	People		
<b>Land Owner</b>	Rochdale Council		
<b>Public Consultation</b>	Yes		
<b>Proposed Source of Funding</b>	Township Revenue		

## B. ESTIMATE

### Assumptions made during preparation of estimate

Estimated up to 30 children will be catered for daily.  
Approximately 450 lunches will be provided over the 6 week holidays

### Risks that may change estimate

Increase in the number of children accessing the provision.  
Increase in additional and more complex needs of children accessing the provision  
Increase in younger age groups accessing provision.

All above impacting on staffing ratio's for safe working practice.

Link4Life has submitted a bid to the Department of Education to cover the cost of Boroughwide holiday provision for disadvantaged families. If successful the funding received could replace this application or be combined to increase the offer further. Awaiting feedback mid- February 2020, only 7- 9 areas will be chosen nationally

<b>Total Estimated Fees</b>	£5000		
<b>Total Estimated Works Costs</b>	£		
<b>Total Cost</b>	£5000		
<b>Amount Approved by Township</b>	£	<b>Cost Code</b>	

### C. TIMESCALES

**Estimated Start Date** 27-7-2020

*(start date subject to commissioning within three months of application)*

#### Evidence

- FSM Data
- Consultation with families, schools and Early Help services
- Research into impact Summer Holidays can have on disadvantaged families

**Completion Date** 31-8-2020

#### Evidence

- Participant information and registers
- Case studies/ Testimonials
- Evaluation event and report

### D. AUTHORISATION

**I have read the terms and conditions provided with this form and agree to the funds being allocated as approved at Committee**

<b>Date Committee Approved Scheme</b>			
<b>Signature of Head of Service</b>		<b>Date</b>	
<b>Signature of Townships &amp; Communities Manager</b>		<b>Date</b>	
<b>Signature of Township Chair</b>		<b>Date</b>	

#### KEY

	To be completed by whoever receives the original proposal
	To be completed by Service/Provider after discussion with the Township Office
	To be completed by Township Councillor/Officer

**Fit, Read and Feed Summer 2020**

Staffing	Per Hour (Inclusive of tax)	Hours	Days Per week	Weeks			
Lead staff x 2		£15	9	3	5	£2,025	
Support Staff		£10	4.5	3	5	£675	
Food		Children	Days		Weeks		
Breakfasts and Lunch		£3.50	30		3	5	£1,575
Reusable Drinks Bottles		£2.50	30				£75.00
Entertainers	Per Hour (Inclusive of resources)	Hours	Days				
		65	2		5		£650
							£5,000

**Notes**

\* Support staff needed if age range is to stay at 5-11 in-line with safeguarding requirements. Staffing costs could be reduced if age range changed to 8 and above or overall numbers reduced.

\* We will source best value food options. £3.50 for lunch and breakfast is low cost. Previous year's Fit, Read and Feed sessions have had problems due to incorporating surplus food from Fareshare to keep costs low, as you cannot always rely on the quality of the food and that it meets children's dietary requirements due to allergies.

\* Entertainers are a high cost but this is below the average quote we have received from previous years. This has been an enjoyable part of the programme in previous years for the children but could reduce overall funding request if deemed unessential.

\* Previous years Fit, Read and Feed sessions funded through Township have been hugely successful but the full cost of the delivery has not come solely from Township. Link4Life have delivered many of the activities that have not been covered in the budget.

\* The Library Service and Link4Life were stretched to capacity in the planning, coordinating and delivery of the 2019 programme and the decision was almost taken to not deliver the programme this year. However both services care deeply about the programme as we've seen how much it's needed in the previous year's delivery.