

<b>Checklist for:</b>	Auto Enrolment free school meals
-----------------------	----------------------------------

Planned submission timeline (complete all that apply)	Body	Target date
	DMT	<i>Circulate and DM 31.5.24/clearance 3.6.24</i>
	LMT	<i>6.6.24</i>
	Mayoral briefing	<i>Previously briefed and supportive of the scheme</i>
	Scrutiny	<i>n/a</i>
	Pre-Executive	<i>11.6.24</i>
	<b>Executive</b> / single Member	<i>21.6.24</i>
	Council committee	<i>n/a</i>
	Full Council	<i>n/a</i>

**No report should be submitted to any of the above bodies until all of the questions below have been answered. Good time must be allowed to engage corporate governance leads to ensure they have the time and space to fully consider your report. A minimum of 5 working days for comments should be planned into report development.**

Corporate Governance discipline	Question	Answer Y/N	If you answered yes	Record of action
Projects and Programmes	Is the report seeking approval to start a new project?	<i>N</i>	No report must be submitted to Members until the business case for a new project has been agreed by LMT. The Council's approach to programmes and project management is set out in the <u>Programme and Project Management Policy</u> and supporting <u>Programme and Project Management Framework</u> .	
Projects and Programmes	Is the report presenting a business case for a new project or seeking to revise an existing	<i>N</i>	The <u>Programme and Project Management Framework</u> requires that all business are approved by the Heads of Strategy,	

Corporate Governance discipline	Question	Answer Y/N	If you answered yes	Record of action
	business case?		Information and Governance and Financial Planning	
Revenue Finance	Does the report have revenue expenditure or income implications for the organisation?	Y	The Finance Business Partner must be engaged and give approval that the financial implications are accurately described and the planned approval route is in line with the constitution.	<i>CG engaged, KC aware. Initial pilot to be funded by Public Health, with staff resource costed at c £34750. Further exec report to follow on review of the pilot to ascertain long term approach, cost and resources needed, which would need to be funded by schools</i>
Capital Finance	Does the report require any capital borrowing or change the Council's approach to planned capital borrowing	N	The Head of Finance and Investment must be engaged and give approval that the capital implications are accurately described and the planned approval route is in line with the constitution.	
Tax implications	Is the report likely to impact the councils tax position, for example in relation to VAT liabilities of the Council?	N	The Senior Financial accountant must be engaged and give approval to the representation of VAT and taxation liabilities outlined in the report.	
Assets	Does the report involve the acquisition, enhancement, disposal of an asset? Does it involve any kind of asset leasing arrangement?	N	The Head of Asset Management must be engaged and the <u>Asset Disposal Policy</u> should be adhered to.	
Grant / funding obligations	Will the Council incur grant / funding obligations as a result of this report? This should include any new grant / funding, any decision to repurpose an existing grant or funding	N	The Finance Business Partner must be engaged and give approval that the grant implications are accurately and fully described, along with a plan to manage them and the planned approval route is in line with the constitution.	
Insurance	Will the report impact on the Council's insurance position?	N	The Insurance manager must be engaged and give approval that the recommendations reflect the impact on the Council's insurance posture.	
Risk	Does the report impact on the Council's known risks or create a new risk to the organisation?	Y	The Risk assessment section of the report must set this out in full. Advice should be sought from the Risk Business Partner to ensure new risks are captured once the report is agreed. The Risk Business Partner must be engaged to seek guidance on capturing all risks. The Council's approach to risk is set out in the <u>Risk and Opportunity Management Policy</u> .	Impact - known risks and DPO as outlined below

Corporate Governance discipline	Question	Answer Y/N	If you answered yes	Record of action
Workforce	Will the report involve decisions to establish new posts, restructure or delete posts? Will it involve procurement of interim or agency staff?	Y	The Head of HR and the must be engaged Discuss where this goes:  Establishment control – finance business partner / HR  Control over agency – procurement / finance business partner	<i>Pilot will be fully funded by Public Health, who will provide internal staff resources to deliver the pilot. Discussed and agreed JS/MA/LMT</i>
Public Sector Equality Duty	Is the report relevant to the PSED?	N	A screening impact assessment must be completed and appended to the report. The Governance and Information Manager must be engaged and give approval that the assessment is robust. The process is set out in <a href="#">the Impact Assessment Policy</a> . Guidance can be sought from the Policy Business Partner.	
Consultation	Is the report seeking approval to consult?	N	The Governance and Information Manager must be engaged and approve the approach to consultation. The policy will be updated in 2023, attached is a link to the existing <a href="#">policy</a> .	Initial consultation with schools undertaken and will continue as part of implementation
Data Protection	Does the report have implications for data protection? Does it seek to gather new data or use existing data in a different way	Y	The <a href="#">Data Protection</a> officer must be engaged and approve the proposed use of data.	DPO engaged and use of data held by R&B approved. PN update required. Draft Data Protection Screening and Impact Assessment Form completed.  A privacy notice will be required to be published for the purposes of automatic enrolment and an SLA put in place with schools setting out the service the council will provide including the provisions for the protection of data shared.  Personal data will be processed for the purposes of the opt out automatic enrolment scheme. There must be a lawful basis to process personal data. The lawful basis would therefore be UK General Data Protection Regulation Article 6(1)(e) the processing of personal data for a Public Task supported by Sections 512 and 512ZB of the Education Act 1996 and Section 1 of the Localism Act 2011 and Section 111 of the Local Government Act 1972.

Corporate Governance discipline	Question	Answer Y/N	If you answered yes	Record of action
Legal	Does the report have legal implications?	Y	All reports must be submitted to the Monitoring officer for legal services views.	<p>CC engaged. “Under Sections 512 and 512ZB of the Education Act 1996 the Council is required to provide free school meals if a child is eligible and a request for free school meals has been made by or on behalf of that person to the authority. The local authority has the “general power of competence” under Section 1 of the Localism Act 2011 which may include automatically enrolling children eligible for Free School Meals. In addition, Section 111 of the Local Government Act 1972 states a local authority shall have the power to do anything (subject to any contrary provisions in the Education Act) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.</p> <p>The Government recognises the benefits of providing a healthy school meal to the most disadvantaged pupils. The Education Act 1996 requires maintained schools and academies (including free schools) to provide free school meals to disadvantaged pupils who are aged between 5 and 16 years old. The legislation the guidance refers to is:</p> <p>The Education Act 1996; The Welfare Reform Act 2012; Children and Families Act 2014. The DfE has provided non-statutory advice.</p> <p><i>See also Data Protection</i></p> <p><i>CB as RO ‘is content for this report to progress as Business as usual’ The mayor and members will be given the usual advice around any political comments/views due to the pre election period</i></p>
ICT	Does the report have implications	N	The Head of Strategy, Business and Customer	Not for initial rollout

Corporate Governance discipline	Question	Answer Y/N	If you answered yes	Record of action
	for ICT? This could include procuring or using a new ICT system, decommissioning systems(s), expanding access to existing systems.		who is responsible for ICT must be engaged and approve the proposed ICT implications.	
Procurement and commissioning	Will the report trigger new procurement and commissioning activity, including: commence, change or cease a service. Enter into a new contract, vary a contract, terminate a contract?	N	The Head of Commissioning and Procurement must be engaged and approve the proposed approach to ensure it is in line with the <a href="#">strategy</a> , constitution and legislation	
Partnership governance	Will the report create, change or cease partnership arrangements	N	The Head of Strategy, Information and Governance must be engaged and approve that the recommendations are in line with the Council's <a href="#">Policy for Partnership Governance</a>	
Health inequalities	Will the report have an impact on health inequalities or is there an opportunity to use the proposed outcomes to impact positively on health inequalities?	Y	The Public Health Principal must be engaged and approve the proposed approach to ensure that it is in line with the Council's commitment to reduce health inequalities as set out in the <a href="#">Health and Wellbeing Strategy</a> .	Public Health principle engaged MA/RS/AR. Directorate approved approach to support Council Plan – Strategic Priorities 'A Healthy Place' <a href="#">Council Plan   Middlesbrough Council</a>

**Checklist completed by:**

<b>Name</b>	<b>Debbie Ingoldsby/Anne Rose</b>
<b>Date</b>	<b>04.6.2024</b>