

Our Ref: ATISN 14525
Date: 3 December 2020

Dear

Food Box Project April 2020 - Governance. The information you requested is enclosed.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely,

GOVERNANCE

1. Please confirm which department lead on the execution of this project.
 - The department that primarily led on the execution of this project was the Permanent Secretary's Group - PSG
2. Please include copies of any internal policy, guidance, tender or decision documents relevant to the fulfilment of this food box project.
 - Please see below the decision logs from the period 17th May 2020.

Shielding Decision Log - 17-05-20 to 31-05-20

ID ref	Title	Request origin	Who makes decision?	Description	Date	Outcome comment
D3	National free weekly food parcel scheme	Food Division, SVP Team	MEERA / FM / MFT	<p>Ministerial agreement to provide emergency basic food parcels immediately to shielding people, the attached MA considers a number of strands:</p> <ul style="list-style-type: none"> • Estimates of demand, funding and costings, eligibility; • Parcel contents; • Alternative options including doing nothing; • Dietary requirements cannot be met immediately but will be considered in due course; • Distribution mechanism and LA role; 	26 - 30 th March 2020	<p>Procurement clearance 26th March Star Chamber agreed 27th March Press release 27th March</p>

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				<ul style="list-style-type: none"> The future payment options; Why suppliers were chosen, consideration of welsh supplier capacity and other nations approaches; Legal powers and issues, equality considerations. 		
D4	Establishing the food parcel ordering IT system	KAS (data services) and Food Division	Amelia John, Steven Marshall	Establishing internal KAS role and Objective Connect system procedures to collect food orders from LAs on a daily basis and transfer these to Bidfood and Brakes suppliers. This development is key to delivering food provision for shielding people	30 March 2020	Included training LA staff to use a new file transferring system, production of instructions and guidance documents, a mechanism for reporting queries into WG and onto food suppliers
D10	Allergen leaflet in food parcels and delivery calling card	Food Division	Amelia John	<p>The basic weekly food parcel is not designed to meet dietary requirements, however, shielding people need to be aware of allergens.</p> <p>To alert recipients to this, a leaflet was inserted into the food parcel. Approach and leaflet cleared by Special Advisers</p>	7 April 2020	
D13	PPE required for volunteers/carers			<p><u>Shielded Group - Food boxes:</u> Making deliveries Carrying in deliveries</p> <p><u>At risk Group - Volunteers & Carers:</u> Those who have care contact</p>		

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D27	Providing food boxes to food banks	Andrew Martin	MEERA	i) Food boxes were provided to an independent food bank as emergency provision. This was subsequently provided to all independent food banks as an interim provision while formal work with food banks in N Wales was established.		Food bank emergency provision incorporated into food box scheme
D28	Pilot local LA delivery of food box schemes with Ceredigion and Carmarthen	Andrew Martin	MEERA	i) Following an interim review of the food box scheme Ceredigion began a pilot to provide food boxes locally. Carmarthen were later added to this pilot approach	11/05/20 (Ceredigion) 24/05/20 (Carmarthen)	Contracts for local box scheme delivery established
D29	Reducing risks to individuals where food boxes are delivered to doorstep	S Wales SCG	Amelia John	South Wales SCG raised concerns regarding the length of time between a food box being left on a doorstep and LAs receiving delivery data to initiate follow up delivery		Worked with contractors to shorten time to receive delivery data. All delivery data now provided to LAs by 10 am following morning and additionally on Saturday.
D30	Changing focus of food box scheme support to economically vulnerable shielded people	MEERA, MHLG, CGMET, DMCW, MFT	MEERA, MHLG, CGMET, DMCW, MFT	Recognising improved situation on access to food Ministers requested a meeting to consider options for future operation of any food box support.	22/05/20	Ministers asked for food box support to be focussed on economically vulnerable shielded people once the current contract ends.

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D31	Bulk delivery data requirements	Local Authorities	Amelia John	Discussion held on whether WG requires onward delivery data from Local Authorities conducting bulk deliveries and what other requirements we place on those LAs conducting bulk deliveries	21/04/20	WG requires onward delivery data from LAs conducting bulk deliveries. Other criteria required around storage, time line for onward delivery etc.
D31	Interim review of food box scheme	Star Chamber	MEERA	Interim review of food box scheme conducted to assess value for money, the possibility of catering for different dietary requirements and the inclusion of further Welsh produce.	11/05/20	Review noted and Ceredigion pilot established

Shielding Decision Log - 01-06-20 to Present

Date	Description of decision	Impacts/comments	Responsible officer	Director/Deputy Director sign off
22/06/2020	Maintaining food box provision with current supplier until the end of the current shielding period - 31st July or 16th August	Finance Minister confirmed - star chamber to consider options after this date.	Rebecca Villis	Tim Render/Keith Smyton

06/07/2020	Sharing of data to continue with supermarkets following the pausing of shielding		Rebecca Villis	Glyn Jones
09/06/2020	Extending food box contract to 7 July	MA-LG-1612-20 MFT wants evidence of shifting focus to economically vulnerable shielded people before considering whether to extend contract further	Rebecca Villis	Keith Smyton
05/06/2020	During MHLG meeting with leaders they were asked to submit proposals on local delivery of box schemes	Attached email provides clarification of ask of LAs	Rebecca Villis	Keith Smyton
08-15/07/2020	End food box scheme on 16 August when shielding is paused	Ministerial meeting agrees food boxes should end at the same time as shielding is paused.	Rebecca Villis	Tim Render/Keith Smyton
08/07/2020	Delink shielding and economic vulnerability	DMHLG tasked with considering how economically vulnerable can be supported across the board, not just linked to shielding	Rebecca Villis	Tim Render/Keith Smyton

15/07/2020	No procurement exercise to be undertaken for a replacement food box scheme	The current food box scheme will end on the 16 th August at the same time shielding is paused. A decision was made not to procure a new food box scheme for any future periods of shielding, but would instead rely on an alternative support mechanism following assurances of geographic coverage across Wales	Rebecca Villis	Tim Render/Keith Smyton
27/07/2020	Leaflet to be included in food boxes w/c 3 August notifying recipients of end of food boxes and alternative means of accessing food.	To ensure food box recipients are aware the food box scheme is ending leaflets will be added to the box for the last two weeks of the scheme as well as being shared with LAs and CVCs in advance and being added to the WG website.	Rebecca Villis	Tim Render/Keith Smyton
27/07/2020	Animated film on alternative means of accessing food post 16 th August to be used to raise awareness	Multiple routes to raising awareness that food box scheme is ending would increase the likelihood of the message getting to shielding people.	Rebecca Villis	Tim Render/Keith Smyton

11/08/2020	Cut of points for new additions to the order list set at 4pm on Friday 7 th August and for notification of missed deliveries at 3pm Friday 14 th August.	Newly identified individuals will not receive a box in the last few days of the scheme operation and any missed deliveries notified after 3pm on Friday 14th would not receive a food box. Local Authorities to make provision under their urgent case procedures.	Rebecca Villis	Keith Smyton
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