

# Individual Decision

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The attached report will be taken as an  
Individual Portfolio Member Decision on:

**Thursday, 26 June, 2014**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID2861	<b>Home to School Transport Consultation 2015/16</b>	Councillor Irene Neill	1 - 8



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Home to School Transport Policy 2015/16 and post-16 Transport Statement Consultation</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	26 <sup>th</sup> June 2014
<b>Forward Plan Ref:</b>	ID2861

**Purpose of Report:** To seek approval to consult on the Home to School Transport Policy and the post-16 transport statement for 2015/16 (statutory requirement).

**Recommended Action:** To approve the consultation on Home to School Transport and the post-16 transport statement for 2015/16.

**Reason for decision to be taken:** Statutory requirement

**Other options considered:** None

**Key background documentation:** Home to School Transport Policy, Post 16 Statement, Farepaying Scheme,

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Irene Neill - Tel (0118) 971 2671
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Contact Officer Details	
<b>Name:</b>	Caroline Corcoran
<b>Job Title:</b>	Service Manager (Access, Planning, Governance and Trading)
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## Implications

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<b>Policy:</b>	The Local Authority must publish the 2015/16 policy and the post-16 statement by 31 <sup>st</sup> August 2014.
<b>Financial:</b>	Extension of provision for post-16 students as a result of the statutory guidance published February 2014 will have an impact on the Home to School Transport budget A conservative estimate is an additional £10,000 p.a. However, the additional costs may be more or less depending on demand. This will be closely monitored so that a details assessment of actual impact can be made by October 2014  There are Home to School transport savings targets to be achieved and income from the Fare Payer Scheme supports the achievement of these targets.
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	The revised policy meets the statutory guidance for post-16 transport duty.
<b>Environmental:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None
<b>Equalities Impact Assessment:</b>	Yes

## Consultation Responses

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<b>Members:</b>	
<b>Leader of Council:</b>	Councillor Gordon Lundie – No comment
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell – No comment
<b>Ward Members:</b>	Councillor Irene Neill
<b>Opposition Spokesperson:</b>	Councillor David Allen – No comment
<b>Local Stakeholders:</b>	School, parents and public consultation will take place via the Council website and parents will be advised via schools.
<b>Officers Consulted:</b>	Communities Directorate Leadership team, Transport team, Shannon Coleman-Slaughter
<b>Trade Union:</b>	N/A

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## Supporting Information

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### 1. Background

- 1.1 West Berkshire Council's Home to School Transport Policy sets out the circumstances in which it will provide free transport to children and young people travelling to school or college. It therefore relates to West Berkshire residents of statutory school age (from the term following 5<sup>th</sup> birthday to the end of Year 11).
- 1.2 West Berkshire Council's post-16 Transport Statement sets out how the Council will meet the requirements of the statutory guidance for post-16 pupils.
- 1.3 Local Authorities are required by law to provide help for some pupils but may also provide help for others on a discretionary basis, such as through the Farepayer Scheme.
- 1.4 The Council reviews its Home to School Transport Policy, post-16 Transport Statement and Farepayer Scheme annually and is required to consult on proposed changes.
- 1.5 The consultation includes:
  - Home to School Transport Policy 2015/16
  - Post 16 Transport Statement 2015/16
  - Farepayer Scheme 2015/16

The changes are outlined in section 2 below.

## **2. Transport Consultation 2015/16 – summary of changes**

### Home to School Transport Policy 2015/2016

- Discretionary entitlement for post-16 students to places on the school bus, at a discretionary rate has been included
- Low income families can pay for 6<sup>th</sup> form transport in instalments.
- Exceptional circumstances has been extended to include 6<sup>th</sup> form students
- The definition of an available route (previously known as a safe route) has been refined to provide clarity, including the impact of seasonal weather events.
- Special Educational Needs pupils in a mainstream school – the policy has been extended to clarify that low income families qualify in certain circumstances
- Reference to the School Transport Behaviour Code has been included
- Discretionary entitlement is now subject to re-assessment for each academic year.
- Revised appeals process, matching national guidance
- Clarity regarding transport complaints
- Clarity re transport consultation

### Discretionary Fare Payer Scheme 2015/2016

- This scheme now guaranteed for 6<sup>th</sup> form students on existing bus routes, as per the Home to School transport policy
- The prices have been updated, including a new Band for 6<sup>th</sup> form students.
- The date for the opening of the application window has been updated.
- The methodology for allocating places has been altered, in response to feedback from parents.
- Non-West Berkshire residents can access spare places left after West Berkshire residents allocations

### Post-16 Transport Statement 2015/2016

- The Statement has been re-drafted following the publication of revised statutory guidance in February 2014.
- The statement includes information on exceptional circumstances, feedback, complaints and consultation.
- The Statement should be read in conjunction with the updated:
  - Travel Guide for 16-19 year old students
  - Home to Schools Transport Policy
  - Behaviour Code

### Travel Guide for 16-19 year old students

- Re: 16-19 Bursary scheme – the Guide will be updated in Summer 2014 and will include commentary from each school and College about the use of the bursary and whether students can apply for support with transport.

### **3. Equalities Impact Assessment Outcomes**

3.1 There is no decision to be made and therefore no Equality Impact Assessment has been undertaken (EIA stage 1 completed below).

### **4. Conclusion**

4.1 It is recommended that permission to consult is granted to ensure the Council meets its statutory requirement.

# APPENDIX A

## Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	<b>Home to School Transport Policy and post-16 Transport Statement for 2015/16 - Consultation</b>
<b>Version and release date of item (if applicable):</b>	
<b>Owner of item being assessed:</b>	Caroline Corcoran
<b>Name of assessor:</b>	Caroline Corcoran
<b>Date of assessment:</b>	

<b>1. What are the main aims of the item?</b>
To consult on the Home to School Transport Policy and post-16 Transport Statement for 2015/16.

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
Age	Positive impact	The policy applies to all children of statutory school age. The proposed 2015/16 policy includes provision for Post 16 students.
Disability	Positive impact	The policy contains criteria for pupils with a disability and the circumstances where transport may be granted in the case of parental disability.
Gender	Positive impact	Gender is not a distinguishing factor in the application process and allocation of school transport.
Race	Positive impact	Race is not a distinguishing factor in the application process and allocation of school transport.
Belief	Positive impact	Belief is not a distinguishing factor in the application process and allocation of school transport.
Location	Positive impact	The policy takes account of urban transport difficulties and seeks to ensure that rural pupils and students are not disadvantaged



<b>Further comments relating to the item:</b>

<b>3. Result</b> (please tick by double-clicking on relevant box and click on 'checked')
<input type="checkbox"/> <b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> <b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> <b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> <b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** Caroline Corcoran

**Date:** 21.5.14

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