



### Notice of Non-key Executive Decision

<b>Subject Heading:</b>	<b>School and Post 16 Travel Assistance Policy Refresh.</b>
<b>Cabinet Member:</b>	Councillor Benham
<b>CMT Lead:</b>	<b>Tim Aldridge, director of Children Services</b>
<b>Report Author and contact details:</b>	<b>Giselle Agyare</b> <a href="mailto:Giselle.agyare@havering.gov.uk">Giselle.agyare@havering.gov.uk</a> 01708 431 295
<b>Policy context:</b>	The decision will ensure the School and Post 16 Travel Assistance Policy more clear and coherent document which is fit for purpose.
<b>Financial summary:</b>	There are no expected financial implications of the updating of the policy.
<b>Relevant OSC:</b>	<b><i>Children's &amp; Learning</i></b>
<b>Is this decision exempt from being called-in?</b>	<b>No</b>

Non-key Executive Decision

**The subject matter of this report deals with the following Council Objectives**

\_\_\_\_\_ Havinging will be clean and its environment will be cared for

\_\_\_\_\_ People will be safe, in their homes and in the community

\_\_\_\_\_ Residents will be proud to live in Havering

**Part A – Report seeking decision**

Non-key Executive Decision

**DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION**

To approve the School and Post 16 Travel Assistance Policy 2017/18 as attached.

**AUTHORITY UNDER WHICH DECISION IS MADE**

As outlined by the Council Constitution, the decision is made by the authority Part3: Section 2.5:

"(q) To agree minor matters and urgent or routine policy matters".

**STATEMENT OF THE REASONS FOR THE DECISION**

The London Borough of Havering under the Education Act 1996 (the Act), as inserted by Part 6 of the Education and Inspections Act 2006, has the duty to:

- Make transport arrangements for all eligible children (Part 1.2).

The Havering School and Post 16 Travel Assistance Policy sets out the arrangement of the Local Authority in order to meet this duty. The policy has not had any significant changes therefore a formal consultation is not needed.

After consideration of the current policy and the limited time constraints, the recommended decision is to refresh the policy. This refresh includes the following activity;

- Reordering paragraphs for a coherent structure.
- Rewording the policy so that sentences are more clear and simple.
- Updating phrases; so that current terminology is used.

The appeals process has also been updated as it did not follow the latest statutory guidance. This change to the appeals process is more detailed and largely follows the statutory guidelines of the Department for Education.

The decision requested to approve the changes made to the policy, as outlined above

The updating of the policy and appeals procedure will have the following benefits:

- A more clear and coherent home to school transport policy.
- An appeals process that is fit for purpose.
- An appeals process which is generally aligned to statutory guidance.
- Better understanding of policy for parents.
- Better understanding of policy for officers.

**OTHER OPTIONS CONSIDERED AND REJECTED**

Option:

To make no changes to the policy for the academic year 2017/2018.

**Non-key Executive Decision**

**Reason for Rejection:**

The policy would use outdated terminology and remain confusing for both service users and officers. We would not be applying the lessons learnt from the current academic year.

Parents would not be able to use the appeals process as it would be no longer fit for purpose as the members of staff mentioned have since left the Authority and the restructures within the council have meant the policy falls within a different service. Also the change provides the opportunity for the Authority to adhere to the recommended guidance from the Department for Education.

**PRE-DECISION CONSULTATION**

The following stakeholders have been consulted:

- Children and Adults with Disabilities Service
- Schools Admissions

No formal consultation with parents and young people has been necessary as no significant changes have been made to the policy.

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Giselle Agyare

Designation: Commissioner and Project Manager.

Signature: *G. AGYARE*

Date: 10/04/2017

Non-key Executive Decision

**Part B - Assessment of implications and risks**

**LEGAL IMPLICATIONS AND RISKS**

There are no apparent legal implications in refreshing the policy without making any substantive changes. Any substantive changes would have to be the subject of consultation. The changes to the appeals process are generally in line with the statutory guidance from the Department for Education. The guidance is statutory and this means that the Authority should only depart from it with justifiable reasons. A more robust appeals process, should lead to a reduced risk of legal challenges.

**FINANCIAL IMPLICATIONS AND RISKS**

A more robust appeals process should lead to less risk of legal challenges and therefore a potential reduction in associated costs. This is not thought to be significant and would mostly be reflected in reduced officer time.

**HUMAN RESOURCES IMPLICATIONS AND RISKS  
(AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

There are no HR implications or risks, for the Council or its workforce that can be identified from the recommendations made in this report.

Eve Anderson  
(Strategic HR Business Partner, oneSource HR & OD)

**EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

There are no substantive changes to the policy and therefore there are no changes to the groups of people able to access the service.

There are no perceived risks or negative impacts upon any of the characteristics by the proposed changes.

**BACKGROUND PAPERS**

Non-key Executive Decision

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed ✓

*Delete as applicable*

Proposal NOT agreed because

**Details of decision maker**

Signed



Name: Cllr Robert PENHAM

Cabinet Portfolio held: Children + Learning  
CMT Member title:  
Head of Service title:  
Other manager title:

Date: 25/04/2017

**Lodging this notice**

The signed decision notice must be delivered to the proper officer, Andrew Beesley, Committee Administration & Interim Member Support Manager in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on 26/4/2017

Signed

