

Public Document Pack



Neuadd y Sir / County Hall, Llandrindod, Powys, LD1 5LG

Os yn galw gofynnwch am - If calling please ask for
Wyn Richards, Scrutiny Manager and Head of Democratic Services

Ffôn / Tel:

Ffôn Symudol / Mobile:

Llythyru Electronig / E-mail: wyn.richards@powys.gov.uk

LEARNING AND SKILLS SCRUTINY COMMITTEE

Friday, 5th June, 2020

The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

S U P P L E M E N T A R Y P A C K

1.	SCRUTINY OF THE SCHOOL TRANSPORT POLICY
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To scrutinise the School Transport Policy and to make observations / recommendations to the Cabinet for consideration.

(Pages 3 - 48)

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CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET EXECUTIVE

2nd June 2020

REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance, Countryside and Transport

REPORT TITLE: Revised Home to School Transport Policy

REPORT FOR: Decision

1. Purpose

- 1.1 This report requests Cabinet approval to carry out consultation on a revised Home to School Transport Policy.
- 1.2 The report is supported by the following appendices:

Appendix A – Updated Home to School Transport Policy

Appendix B – Draft Impact Assessment

Appendix C – Consultation Plan

2. Background

- 2.1 In April 2020, the Leader of the Council approved a new Strategy for Transforming Education in Powys, along with a recommendation for officers to bring back a revised Home to School Transport Policy for consultation.
- 2.3 A revised policy is attached as Appendix A.
- 2.4 The **main** changes in the proposed revised policy (for consultation) compared with the current policy are as follows:

Proposed change	Reason for change
<p>Clarity about the duty to promote Welsh medium provision</p> <p>‘According to the Learner Wales Travel Measure 2008, each local authority must promote access to education and training through the medium of the Welsh language when exercising functions under this Measure. Therefore, for learners who choose to study through the medium of Welsh in Powys, transport will be provided to the nearest Welsh medium</p>	<p>To comply with the Learner Travel Wales Measure and the recommendations contained in the Estyn Report of 2019.</p>

provision.'	
Removal of the practice of reimbursing 16 – 19 aged learners who travel out of county to study.	The authority is currently spending c.£75k on travel assistance for learners to travel out of county.
Removal of the practice of providing transport following a change of ordinary place of residence for learners in years 10,11,12 and 13.	It is a parental/guardian's choice to change the ordinary place of residence of a learner. The parent/guardian must apply for school transport based on the new place of residence, and the normal eligibility criteria will apply.
<p>Clarified the appeal process to make it clearer.</p> <p>Clarified that it is the Corporate Transport Unit's responsibility to decide on eligibility for transport in the first instance and not the Principal Officer Admissions and Transport.</p> <p>If an appeal goes to a second stage, then the final operational decision will be made by the Head of Highways, Transport and Recycling.</p>	<p>Since 2019, budget responsibility for home to school transport has moved from the Schools Service to the Highways, Transport and Recycling Service to improve the operational management.</p> <p>To ensure that appeals are not at risk of challenge because of political differences. Individual cases are a matter for operational decision making.</p>

- 2.5 In addition, the proposed revised policy clarifies the definition of 'catchment school', and this is now illustrated in sections 1.2 & 1.9 of the proposed revised policy and is based on current practice.
- 2.6 Consultation is required on the proposed revised policy. This will take place during June and July 2020, and a consultation plan is attached at Appendix C. Following consultation, Cabinet will be presented with a consultation report, outlining all issues raised during consultation, along with a final policy.
- 2.7 If approved, the final policy would be implemented from September 2021.

3. Advice

- 3.1 Members are reminded that approval is required to consult on the draft proposed policy – **it is not the final version.**
- 3.2 All school transport policies are required to be approved by the 1st October prior to the policy becoming operational at the start of the next academic year and require consultation. If there is a delay to the

consultation process on this proposed policy, then there will be a delay of a year before new consultation can take place. This will have an impact on the Council's ability to implement our new Transforming Education Strategy and will not enable the Council to address the issues raised by Estyn in 2019 about the pace and progress of school reorganisation in Powys.

- 3.3 The reason for the proposed change in policy regarding the promotion of Welsh-medium education is to respond to the Estyn report which was very critical of the Council's track record in developing Welsh-medium provision. This would mean that, if a learner's nearest catchment school is a Welsh-medium school, then transport would be provided to that school – the current policy states that transport is provided to the nearest suitable school in the language of choice.
- 3.4 Currently, there are 28 learners that are provided with transport to English-medium provision that is not their nearest schools. In terms of the overall impact, this would mean 11% of the combined population of these two schools would be affected. This is less than 0.5% of the overall percentage of learners currently receiving home to school transport across the county.
- 3.5 Contained in the revised policy are transition arrangements specifically for learners who are affected by any changes to the policy. The arrangements allow the Council to continue to provide transport until the affected learners finish at their current school.
- 3.6 Members will note that the proposed revised policy includes a new transport appeals process. Currently, the Portfolio Holder for Transport determines a transport appeal. However, the proposed revised policy suggests that transport appeals would be determined by an officer in future, as this is a matter for operational delivery rather than a policy decision. Research into other Welsh local authorities' transport appeals processes found that, of the 22 local authorities, 14 have their transport appeals heard by senior officers, 5 by members and 3 had no defined appeals process detailed in their policy. If this revision is approved, the Council will be in alignment with most other local authorities and this will also reduce the risk of further challenge of political differences and/or local prejudice.
- 3.7 It is recommended that consultation is carried out on the revised Home to School Transport Policy (Appendix A) in accordance with the Consultation Plan (Appendix C).

4. Resource Implications

- 4.1 For the 2019/20 financial year, it is forecast that the Council total outturn for home to school transport will be £10.28m against a budget of £10m.

4.2 The budget is allocated on the following basis:

Budget Heading	Amount per annum
Mainstream (including +16)	£8.282m
Additional Learning Needs	£1.8m
Pupil referral & Looked After Children	£0.2m

4.3 In 19/20 financial year, the home to school transport budget reported an overspend of £281k per annum.

4.4 To reduce the spend against budget, a potential saving of £75k has been identified because of no longer contributing to out of county travelling expenses to further education establishments.

4.5 Subject to Cabinet agreeing the paper, then the consultation process would be carried out electronically with awareness of the consultation being made via social media channels.

4.6 Discussions have been had with the Council's Communication Team, as they will need to be involved with the process. They have confirmed that, as the consultation will largely be 'online', there should not be any additional resource implications to those that have already been identified through established staffing budgets.

4.7 The Head of Finance (Section 151 Officer) can support the recommendations

5. Legal implications

5.1 There may be some interest around the revised policy, however, we have based our policy upon our interpretation of the Learner Travel Wales Measure 2008 and the Operational Guidance issued in June 2014.

5.2 **Comment from Monitoring Officer**

6. Comment from local member(s)

6.1 The Policy applies to the whole county and as such local members views are not applicable

7. Integrated Impact Assessment

7.1 An initial draft impact assessment has been carried out and is attached as Appendix B. This will be updated following the consultation period to reflect the issues raised during the consultation.

8. Recommendation

8.1 It is recommended that:

- Cabinet approves the commencement of public consultation on the revised Home to School Transport Policy (Appendix A) during June/July 2020 and that a consultation report and final draft policy is considered by Cabinet in September 2020.

Contact Officer:	John Forsey Senior Manager Corporate Fleet & Transport
Tel:	01597 826642
Email:	john.forsey@powys.gov.uk
Head of Service:	Adrian Jervis
Corporate Director:	Nigel Brinn

CABINET REPORT TEMPLATE VERSION 7

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DRAFT Home to School Transport Policy – Proposal for consultation

This is a proposed policy for wide public consultation. The final policy will be determined the Cabinet of Powys County Council.

June 2020

Version 1	21/04/20	ME/JF
Version 1.1	22/04/20	RW
Version 1.2	24/04/2020	ME/JF/SA/RW
Version 1.3	04/05/2020	ME
Version 1.4	12/05/2020	JF



Introduction

Powys County Council (“the Council”) has a legal duty to provide learners of compulsory school age with free transport to their nearest suitable maintained school if they live over the statutory walking distance.

Transport will be provided in accordance with the Learner Travel (Wales) Measure 2008 (“the Measure”)¹ and the statutory guidance issued by Welsh Ministers entitled ‘Learner Travel - Statutory Provision and Operational Guidance - June 2014’ (“the Guidance”)² and the local authority’s School Transport Policy as set out below. These arrangements apply to learners who ordinarily reside in Powys or those deemed to be the responsibility of Powys local authority.

This policy is aligned with the ‘**Strategy for Transforming Education in Powys**’ that was approved by the Leader of the Council (following extensive public engagement) 14th April 2020.

Note: This information is correct at time of publication but may be subject to change as a result of changes in the law or Council Policy. This policy will be subject to periodic review.

¹ Learner Travel (Wales) Measure 2008, <http://www.legislation.gov.uk/mwa/2008/2/>

² Learner Travel - Statutory Provision and Operational Guidance - June 2014, <https://gov.wales/sites/default/files/publications/2018-03/learner-travel-statutory-provision-and-operational-guidance-june-2014.pdf>

Section 1: Transport for Primary and Secondary Aged Learners **(Reception to Year 11)**

1.1 Legal duties of the Council

The legal duties of a local authority in relation to school transport, as outlined in the Measure, are as follows:

The Council **must:**

- Assess the travel needs of learners in their authority area
- Provide free home to school transport for learners of compulsory school age attending primary school who live 2 miles or further from their nearest suitable school
- Provide free home to school transport for learners of compulsory school age attending secondary school who live 3 miles or further from their nearest suitable school
- Assess and meet the needs of “looked after” children in their authority area
- Promote access to Welsh medium education
- Promote sustainable modes of travel

The definition of a ‘suitable school’ is a school where the education or training provided is suitable having regard for the age, ability and aptitudes of the learner and any learning difficulties he or she may have.

The Council recognises its obligations under the School Standards and Framework Act 1998 to comply with parental preference regarding choice of school. However, where parents/guardians exercise a preference for a school other than their nearest suitable school, the child/ren will not be entitled to free home to school transport. Parents must make their own transport arrangements and are wholly responsible for their child/rens to travel to the school of their choice and all associated transport costs.

Where parents have shared responsibility for a child and the child has dual residency at both parents homes, the Council will provide transport from both home addresses, providing that parents can provide evidence that the child/ren live at both addresses and that the child/ren will meet the qualifying criteria in 1.2 below.

1.2 Qualifying criteria

Home to school transport will be provided for learners who ordinarily reside in Powys to attend their nearest suitable catchment school.

A ‘catchment’ school means the nearest school within a geographic area.

To be eligible for free home to school transport, the learners’ catchment school must be:

- The nearest to the learners’ home address and if so,
- They are more than 2 miles from their home address for primary school (aged 4 -11) or more than 3 miles for secondary school (age 11 to 16)

The distance will be measured from the closest access point on the public highway (which could include footpaths and bridleways) to the learner’s ordinary place of residence which is nearest to the school and measured to the nearest school gate. A footpath or bridleway will be considered suitable if it has a stone or tarmac surface. Any other surface will only be considered if it can be walked in normal school footwear. The measurement will be made through the use of the Councils Geographical Information System (GIS).

Under section 3(7) of the Measure the walking distance should be measured by the “shortest available route”. A route is considered to be available if it is safe (as far as reasonably practicable) for a learner without a disability or learning difficulties to walk the route alone or with an accompanying adult if the learners age and levels of understanding requires this.

If a route is not ‘available’ and there is no alternative ‘available’ walking route within the respective distance threshold applicable to the learner’s age, which can be used instead, as prescribed within Section 3 of the Measure, the learner cannot be expected to walk to their nearest school. Even though the distance from home to school is less than the distance limit that applies to the learner’s age.

1.3 Looked After Children

It will be for the Council with parental responsibility for looking after a learner to determine which school they should attend, which might be a school other than their nearest school to their current place of residence because, for instance, of priority to maintain continuity in their education or contact with siblings and friends. Subject to the Looked After Child meeting the same distance criteria, free school transport will be provided to the school of the Councils choosing.

1.4 Learners with SEN/ALN

The Council will make suitable and relevant educational provision for all children with additional learning needs to ensure they are able to develop to their maximum potential.

The level of transport need is assessed by relevant professionals in the Council’s education department, and this informs the type of transport provided. Transport will then be provided in line with the advice given and reviewed on an annual basis.

If a child has a statutory plan, school transport may be included as part of the non-educational provisions made for the child as part of their plan. If it is, then transport will be provided. However, free transport will not be provided if parents / carers exercise their right to preference of school which is not the nearest suitable school named in the statutory plan. (See Admissions Policy).

If school transport is not included in a child’s statutory plan, or if a child does not have a statutory plan, then they may still be entitled to home to school transport under the policy, provided that the school they are attending is the nearest appropriate school, subject to the eligibility criteria being met (See Admissions Policy).

Where the Council arranges transport for learners to attend special school / specialist centre attached to a mainstream school, it will do so ensuring that the learner(s) will have an appropriate journey time for the school they are attending. There are no specific set journey times, but the learners age, disability or learning difficulty will be considered when arranging their transport.

Passenger Assistants may be provided on some vehicles. This will be determined following an initial travel needs application/assessment and risk assessment where necessary.

1.5 Method of transport

For primary aged learners who meet the qualifying criteria, dedicated school transport vehicles will be provided. Wherever required, dedicated school transport vehicles will carry primary, secondary aged and Post 16 learners together. Primary aged learners will not be transported on a public transport services.

For Secondary aged learners who meet the qualifying criteria, where public transport is available this will be used as first choice and a bus pass will be issued. Where no public transport is available, dedicated school transport will be provided.

1.6 Schools that are over-subscribed

When the nearest suitable school is full and unable to admit a learner, free transport will be provided to the next nearest suitable school that has room to take the child, as long as the home is 2 miles or more away from the next nearest suitable school, or 3 miles or more for secondary school learners. If a learner has been refused a place at a school through an admissions appeal, then free transport will be provided to the next nearest suitable school that has room to take the child, if the child qualifies for free transport.

1.7 Closure of school/school reorganisation

If a decision is made to close a school following a statutory school reorganisation process, then free transport will be provided to the nearest suitable school, but only as long as the home address is 2 miles / 3 miles (as appropriate) or more away from that school.

When a new school opens, free transport will only be provided to that school if it is the child's nearest school and the home is 2 miles / 3 miles (as appropriate) or more away from new school.

1.8 Safety

The Council is subject to a legal duty to assess the travel needs of learners who walk to school under Section 2 of the Measure. For learners who do not meet the qualifying distance criteria shown in section 1.2, the Local Authority may provide transport to the nearest school if the route is deemed hazardous.

Hazardous routes are assessed by an appropriate Officer in the Corporate Passenger Transport Unit and they will follow the guidance provided in the Learner Travel: Statutory Provision and Operational Guidance June 2014.

Parents must apply, in writing, to the Corporate Transport Unit, buses@powys.gov.uk stating their reasons why they believe the walked route is unsafe.

Section 2: Discretionary Travel Arrangements

The Measure gives local authorities power under Section 6 to make discretionary arrangements for learners who would not otherwise qualify for free school transport.

This discretion will be operated in accordance with Measure and the Guidance and this will apply to any arrangements that the authority thinks fit to facilitate the travel of learners to and from a place of education and learning.

2.1 Welsh Medium

In order for the Council to comply with Section 10 of the Learner Wales Travel Measure 2008 which states that each local authority must promote access to education and training through the medium of the Welsh language, the Council will make an exception to the qualifying criteria if your child attends a Welsh medium school, and the chosen school isn't the nearest to their home address.

Free school transport is only available if your child lives over the minimum distance from the school shown in 1.2.

If the child then changes from Welsh medium to the English stream (in a dual stream school) and their school is not their closest English medium school, transport will be withdrawn.

2.2 Transport for 16-19 learners

Free transport is made available for full-time learners who live 3 miles or more from their nearest secondary school or further education college site within Powys providing education for 16 – 19 year olds.

The nearest further education college site is defined as the nearest Powys site to the learner's ordinary place of residence. The authority will not provide transport for learners to attend out of county establishments providing education for 16 – 19 year olds.

Through the collaborative arrangements put in place to ensure that all learners are able to access a local curriculum that meets the minimum entitlement as required by the Learning and Skills Measure (Wales) 2009, the Council considers that all its secondary schools offer a relevant and adequate range of Post 16 provision.

In order to access the full range of A level subjects on offer, Transport will be provided to those learners whose ordinary place of residence is within the county of Powys to access the school(s) where their A Level subjects are being delivered subject to the qualifying criteria being met.

2.3 Transport related to learner referral services

Learners who access the pupil referral unit (PRU) or who follow an alternative curriculum may need to travel to different centres for provision during the week. Under these circumstances, the Council will provide free transport to the centres attended by a learner on a weekly basis, subject to the standard distance qualification criteria.

Where free school transport is in place, learners accessing the PRU will normally be expected to travel on mainstream school transport where appropriate. Other specific arrangements based on an individual learner's need will be decided by the Powys Inclusion Panel.

2.4 Transport related to permanent exclusions and managed moves

The authority will provide transport for permanently excluded learners or learners subject to managed moves who meet the standard distance qualification criteria to enable them to attend the nearest appropriate alternative school identified by the Council.

2.5 High school induction days

Year 6 learners who will be transferring into Year 7 in September are able to make use of existing school transport if they meet the qualifying criteria for secondary aged learners (i.e. live more than 3 miles from their nearest suitable school) when attending induction days if a seat is available on a bus.

2.6 Special arrangements for learners with short-term medical needs

Consideration will be given to provision being made for all learners with a short-term medical need for transport because the nature of the medical condition severely impacts upon their mobility (e.g. a broken leg), not just those who qualify for transport on distance. In all instances, transport will only be provided to the nearest school.

Requests, supported by evidence of the medical need for transport from a medical professional, should be made in writing to the Corporate Transport Unit or by e-mailing buses@powys.gov.uk. Provision will be reviewed on a termly basis or earlier if necessary.

2.7 Transport for those who do not meet the qualifying distance criteria

Consideration will be given to provision being made for those learners who attend their nearest suitable school but do not qualify for free school transport under the distance criteria. Where public transport can meet their needs, learners will be made aware of this and they can access the service bus upon payment of the appropriate fare. Where no suitable public transport provision is in place, the Council may provide a permit for a seat on a dedicated school bus (if one is available) subject to the appropriate fee being paid and the vehicle meeting the requirements of PSVAR2000 regulations. The seat will only be available on a temporary basis and may be withdrawn at any time at the discretion of the authority e.g. when seats become unavailable. This could take place at short notice and responsibility for transport then reverts back to the parents / guardian.

2.8 Transition Arrangement

The following transitional arrangements will apply to enable existing learners to complete their education:

- For primary aged learners (ages 4 to 11): Until they complete the end of their primary school or they leave their school
- For secondary aged learners (ages 11 to 16): To the end of Key Stage 4 (statutory school age) or leave their school
- To the end of Key Stage 5 (aged 16-19) for a learner in Years 12-13.

Where the policy changes and transition arrangement are put in place for learners, any younger siblings that apply for transport will be considered under the new policy and will not be granted a place on transitional transport with their brother or sister

Section 3: General Transport Matters

3.1 Seat Belts

In accordance with the Travel Behaviour Code, learners are expected to wear a seat belt.

3.2 Provision of passenger assistants on transport

Passenger assistants are not normally provided on transport to mainstream schools. The need for a passenger assistant on a vehicle to support an individual learner/learner will be decided following completion of a risk assessment by the Council.

Passenger assistants will be provided on vehicles to supervise learners on their journey to and from certain ALN schools / specialist centres attached to mainstream schools based on the learner's specific needs. In most cases the need will be established during the statementing/review process and will be in accordance with the needs of the learner. For learners that require individual transport, the provision of an assistant is qualified through the transport application form where officers identify the need and, where applicable, with key stakeholders. The requirements will be confirmed by the authority's ALN Manager.

3.3 Journey times

In assessing the travel needs of learners, the local authority will consider the fact that travel arrangements must be safe and reasonable.

In accordance with the Learner Wales Operational Guidance, the authority will aim to ensure that, except in exceptional circumstances, a learner being transported to their nearest mainstream school/site will have an appropriate journey time for the school they are attending, and the geographical area they live in.

3.4 Behaviour

This policy is aligned with the All Wales Travel Behaviour Code and as such, by applying for free / discretionary school transport learners will be expected to follow the Code.

Parents are therefore encouraged to make themselves aware of the All Wales Travel Behaviour Code by following these links:

<https://gov.wales/sites/default/files/publications/2018-03/wales-travel-behaviour-code-a4.pdf>

<https://gov.wales/sites/default/files/publications/2018-03/school-bus-travel-behaviour-code-a4.pdf>

3.5 Cameras

CCTV will be installed in some contracted vehicles to ensure the safety of passengers and drivers and to identify individuals who demonstrate unacceptable behaviour. Where CCTV is used, learners will be made aware that recording services are in operation, including details around the confidentiality, use, storage and retention of images.

3.6 Pick up points

It is not always possible to arrange the routes of vehicles to pass close to the home of all learners. Parents may therefore be required to make their own arrangements for their children to get to and from the nearest 'pick-up' point of the vehicle, which is the parent's responsibility. Every effort is made to keep this distance to a minimum and it should not exceed 1 mile. In

these instances the assistance of parents in escorting learners safely to and from vehicles is sought.

3.7 Change in school session times

Under the Changing of School Session Times (Wales) Regulations 2009, where the authority considers that a change in school session times is necessary to make travel arrangements more efficient or effective, or sustainable, it will undertake appropriate consultation to change the time a school's first (morning) session begins and its second (afternoon) session ends.

3.8 Safeguarding

Required safeguarding checks (enhanced DBS clearance) will be undertaken by operators on all bus drivers, taxi drivers and passenger assistants every 3 years.

All drivers are required to undertake safeguarding training with the authority. They also complete online training through the NSPCC. During the tendering process, all contractors must evidence that they adhere to a safeguarding policy.

3.9 Adverse weather

During periods of adverse weather, the authority or contractor may suspend free transport provision. Every effort will be made to contact parents/guardians to inform them of school closures. Where learners need to be transported home earlier than the normal closing time, the school will contact parents/guardians to inform them of the school's closure to ensure the safety of learners after they leave the school. Where parents/guardians transport learners who would normally travel on home-to-school transport to school in the morning they are responsible for collecting them at the end of the school day.

3.10 Payments to parents/guardians

In remote areas where it would not be viable to the authority to provide transport to qualifying learners, agreement may be sought for parents/guardians to transport their learner/ren to/from school on payment of an agreed fuel allowance rate. Such cases will be considered on an individual basis and arrangements will be reviewed regularly.

3.11 Complaints

All complaints regarding home-to-school transport from learners, parents/guardians, members of the public, drivers, etc. will be investigated.

Any concerns or complaints regarding learner behaviour, drivers, passenger assistants or vehicles should be made, as soon as possible after the incident, to both the school and the Corporate Transport Unit, County Hall, Llandrindod Wells, LD1 5LG, by emailing buses@powys.gov.uk.

3.12 Contract Compliance

In addition to statutory vehicle safety checks, the Council will, on unspecified days, undertake random checks on Council-contracted vehicles to ensure that contracts are being complied with.

3.13 Appeals procedure

Entitlement to free school transport will be decided by an officer in the Corporate Transport Unit. Where a request is refused, parents/guardians will be advised of the reason(s) not to award free transport.

If a parent/guardian is not satisfied by the decision of the of the Passenger Transport Unit, then they can challenge the decision using the following appeal process:

- **Stage 1:**
In the first instance, parents should put in writing the details of an appeal with any supporting evidence. This appeal should be sent either by letter or email to the Senior Manager Corporate Fleet & Transport, Corporate Transport Unit at County Hall, Llandrindod Wells, LD1 5LG / buses@powys.gov.uk. Confirmation of receipt of the appeal will be sent to the parent within 5 working days and a formal response will be sent to the parent within 20 working days of receipt of the appeal.
- **Stage 2:**
If the parent/guardian is not satisfied by the decision of the Senior Manager Corporate Fleet & Transport, an appeal can be made within 14 working days of the date of the stage 1 appeal response letter in writing to the Head of Highways, Transport and Recycling. Confirmation of receipt of this second appeal will be sent to the parent/guardian within 5 working days. The parent/guardian will be invited to an appeals hearing. The appeal will be heard by the Head of Highways, Transport and Recycling who will make the final decision.

The decision at all transport appeals are heard and decided upon on a case by case basis. If following the Stage 2 process you remain dissatisfied, you may raise your complaint with Public Service Ombudsman for Wales, 1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ or <https://www.ombudsman.wales/>

There is also a right of appeal on a point of law by way of Judicial Review. This right must be exercised within 6 weeks of the decision.

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Please read the accompanying guidance before completing the form.

This **Impact Assessment (IA)** toolkit, incorporates a range of legislative requirements that support effective decision making and ensure compliance with all relevant legislation. **Draft versions of the assessment should be watermarked as “Draft” and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.**

Service Area	Corporate Transport	Head of Service	Adrian Jervis	Portfolio Holder	Cllr Aled Davies
Proposal	To carry out consultation on a revised Home to School Transport Policy				
Outline Summary / Description of Proposal					

In April 2020, the Leader of the Council approved a new Strategy for Transforming Education in Powys, along with a recommendation for officers to bring back a revised Home to School Transport Policy for consultation. The proposed changes and reasons are outlined below:

Proposed change	Reason for change
<p>Clarity about the duty to promote Welsh medium provision</p> <p>'According to the Learner Wales Travel Measure 2008, each local authority must promote access to education and training through the medium of the Welsh language when exercising functions under this Measure. Therefore, for learners who choose to study through the medium of Welsh in Powys, transport will be provided to the nearest Welsh medium provision.'</p>	<p>To comply with the Learner Travel Wales Measure and the recommendations contained in the Estyn Report of 2019.</p>
<p>Removal of the practice of reimbursing 16 – 19 aged learners who travel out of county to study.</p>	<p>The authority is currently spending c.£75k on travel assistance for learners to travel out of county.</p>
<p>Removal of the practice of providing transport following a change of ordinary place of residence for learners in years 10,11,12 and 13.</p>	<p>It is a parental/guardian's choice to change the ordinary place of residence of a learner. The parent/guardian must apply for school transport based on the new place of residence, and the normal eligibility criteria will apply.</p>
<p>Clarified the appeal process to make it clearer.</p> <p>Clarified that it is the Corporate Transport Unit's responsibility to decide on eligibility for transport in the first instance and not the Principal Officer Admissions and Transport.</p> <p>If an appeal goes to a second stage, then the final operational decision will be made by the Head of Highways, Transport and Recycling.</p>	<p>Since 2019, budget responsibility for home to school transport has moved from the Schools Service to the Highways, Transport and Recycling Service to improve the operational management.</p> <p>To ensure that appeals are not at risk of challenge because of political differences. Individual cases are a matter for operational decision making.</p>

Following consultation, a Consultation Report and final Home to School Transport Policy, along with an updated impact assessment, will be considered by Cabinet in September 2020. If approved, the policy would be implemented from September 2021.

1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
1	Sarah Astley	Strategic Programme Manager	5/5/2020
2	John Forsey	Senior Manager Corporate Fleet & Transport	6/5/2020
3	Mariane Evans	Senior Manager Education Services	01/06/20

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



2. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£	£	£0	£75,000	£	£

3. Consultation requirements

Consultation Requirement	Consultation deadline/or justification for no consultation
Public consultation required	If approved by Cabinet, it is proposed that consultation is carried out on the revised policy for a period of 6 weeks during June and July 2020.

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Have you considered the implications on Health & Safety and Corporate Parenting?) PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY					
Adult Services	<input type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Legal and Democratic Services	<input type="checkbox"/>
Children's Services	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Property, Planning and Public Protection	<input type="checkbox"/>
Commissioning	<input type="checkbox"/>	Highways, Transportation and Recycling	<input type="checkbox"/>	Transformation and Communications	<input type="checkbox"/>
Digital Services	<input type="checkbox"/>	Housing and Community Development	<input type="checkbox"/>	Workforce and OD	<input type="checkbox"/>
Data Protection Impact Assessment					
Will the proposal involve processing the personal details of individuals? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
Is Powys County Council the data controller? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
If you have answered yes to either of the above you will be required to complete, as a minimum, the screening questions on the data protection impact assessment. For further advice please contact the Data Compliance Team.					

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4a Geographical Locations

What geographical area(s) will be impacted by the proposal? (Chose all those applicable)							
Powys	<input checked="" type="checkbox"/>	Brecon	<input type="checkbox"/>	Llandrindod and Rhayader	<input type="checkbox"/>	Machynlleth	<input type="checkbox"/>
		Builth and Llanwrtyd	<input type="checkbox"/>	Llanfair Caereinion	<input type="checkbox"/>	Newtown	<input type="checkbox"/>
North	<input type="checkbox"/>	Crickhowell	<input type="checkbox"/>	Llanfyllin	<input type="checkbox"/>	Welshpool and Montgomery	<input type="checkbox"/>
Mid	<input type="checkbox"/>	Hay and Talgarth	<input type="checkbox"/>	Llanidloes	<input type="checkbox"/>	Ystradgynlais	<input type="checkbox"/>
South	<input type="checkbox"/>	Knighton and Presteigne	<input type="checkbox"/>				

5. How does your proposal impact on Vision 2025?

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Impact Assessment (IA)

The integrated approach to support effective decision making



Council's Well-being Objective	How does the proposal impact on this Well-being Objective?	IMPACT Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
The Economy We will develop a vibrant economy	The Council currently spends approximately £9m on transport with Powys based suppliers. It is unlikely that this would change following implementation of the revised policy.	Neutral		Choose an item.
Health and Care We will lead the way in providing effective, integrated health and care in a rural environment	N/A	Choose an item.		Choose an item.
Learning and skills We will strengthen learning and skills	The revised policy proposes to remove the practice of reimbursing 16-19 aged learners who travel out of county to study which could mean that a small number of pupils are unable to access courses not provided in Powys. However, in most instances, the provision is available within Powys and the Council is planning to enhance the post-16 offer through the use of technology by September 2021	Neutral		Choose an item.
Residents and Communities We will support our residents and communities	The revised policy proposes to remove the practice of reimbursing 16-19 aged learners who travel out of county to study which could mean that a small number of pupils are unable to access courses not provided in Powys. However, in most instances, the provision is available within Powys.	Neutral		Choose an item.

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Source of Outline Evidence to support judgements

6. How does your proposal impact on the Welsh Government’s well-being goals?

Well-being Goal	How does proposal contribute to this goal?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	It is not anticipated that implementation of the revised policy would have a significant impact on the level of home to school transport provided, therefore there would be no impact on this well-being goal.	Neutral		Choose an item.
A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	N/A	Choose an item.		Choose an item.

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Well-being Goal	How does proposal contribute to this goal?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
<p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p> <p>Public Health (Wales) Act, 2017: Part 6 of the Act requires for public bodies to undertake a health impact assessment to assess the likely effect of a proposed action or decision on the physical or mental health of the people of Wales.</p>	<p>The law provides that the Council provides free school transport for primary aged children who live more than 2 miles from their nearest suitable school and 3 miles for secondary aged learners. Where we do not provide transport for learners who do not qualify under the distance criteria, learners and families should be encouraged to make use of alternative active travel arrangements such as walking & cycling</p>	<p>Neutral</p>		<p>Choose an item.</p>
<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	<p>The policy confirms that transport will be provided to eligible learners to their nearest catchment school – this will ensure that eligible learners will be able to attend their local primary school, strengthening links with the local community</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p> <p>Human Rights - is about being proactive (see guidance)</p> <p>UN Convention on the Rights of the Child: The Convention gives rights to everyone under the age of 18, which include the right to be treated fairly and to be protected from discrimination; that organisations act for the best interest of the child; the right to life, survival and development; and the right to be heard.</p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation. <i>Incorporating requirements under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards</i></p>				

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Well-being Goal	How does proposal contribute to this goal?	IMPACT Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	The revised policy promotes access to Welsh-medium education, as required by the Learner Travel (Wales) Measure 2008.	Good		Choose an item.
<i>Opportunities to promote the Welsh language</i>	The revised policy promotes access to Welsh-medium education, as required by the Learner Travel (Wales) Measure 2008.	Good		Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	N/A	Choose an item.		Choose an item.
A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances). <i>Incorporating requirements under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Social Economic duty (2020).</i>				
<i>Age</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Disability</i>	The revised policy would be applicable to all pupils. As outlined in the policy, transport will be provided to learners with SEN/ALN in accordance with their statutory plan.	Neutral		Choose an item.
<i>Gender reassignment</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Marriage or civil partnership</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Race</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Religion or belief</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Sex</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Sexual Orientation</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Pregnancy and Maternity</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.
<i>Socio-economic duty</i>	The revised policy would be applicable to all pupils	Neutral		Choose an item.

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Source of Outline Evidence to support judgements

7. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
Sustainable Development Principle (5 ways of working)				
Long Term: <i>Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.</i>	The Council may need to further review the Home to School Transport Policy in the future in order to align with plans which are taken forward as part of the Council's Strategy for Transforming Education in Powys	Neutral		Choose an item.
Collaboration: <i>Working with others in a collaborative way to find shared sustainable solutions.</i>	If approved by Cabinet, consultation will be carried out on the revised policy.	Good		Choose an item.
Involvement (including Communication and Engagement): <i>Involving a diversity of the population in the decisions that affect them including: Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account</i>	If approved by Cabinet, consultation will be carried out on the revised policy, which will provide an opportunity for anyone affected by the policy to let the Council know their views, including unpaid carers.	Good		Choose an item.

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Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
<p>Prevention: Understanding the root causes of issues to prevent them from occurring including:</p> <p>Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.</p>	As outlined in the revised policy, 'Required safeguarding checks (enhanced DBS clearance) will be undertaken by operators on all bus drivers, taxi drivers and passenger assistants every 3 years. All drivers are required to undertake safeguarding training with the authority. They also complete online training through the NSPCC. During the tendering process, all contractors must evidence that they adhere to a safeguarding policy.'	Good		Choose an item.
<p>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</p>	N/A	Choose an item.		Choose an item.
<p>Powys County Council Workforce: What Impact will this change have on the Workforce?</p>	N/A	Choose an item.		Choose an item.
<p>Payroll: How will this impact salary, any overtime/enhanced payments etc? Does this affect any particular group of employees? E.g. Male/Female dominated workforce. Does this proposal comply with the Councils Single Status Terms and Conditions?</p>	N/A	Choose an item.		Choose an item.
<p>Welsh Language impact on staff</p>	N/A	Choose an item.		Choose an item.
<p>Apprenticeships: Has consideration been given to whether this change impacts negatively, or positively on Apprenticeships within the service?</p>	N/A	Choose an item.		Choose an item.

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Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Source of Outline Evidence to support judgements				

8. What is the impact of this proposal on our communities?

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Communities	How does the proposal impact on residents and community?	IMPACT See impact definitions in guidance document	What will be done to better contribute to a more positive impact or to mitigate any negative impacts?	IMPACT AFTER MITIGATION See impact definitions in guidance document	Source of Outline Evidence to support judgement
<i>Consider the level of impact on the community following implementation of the Proposal</i>	The revised policy provides transport to eligible learners to their nearest catchment school – this will enable learners to attend their local primary school, strengthening links with the community	Insignificant		Choose an item.	

9. What are the risks to service delivery or the council following implementation of this proposal?

Description of risks			
Risk Identified	Inherent Risk Rating Impact X Likelihood (See Risk Matrix in guidance document)	Mitigation	Residual Risk Rating Impact X Likelihood (See Risk Matrix in guidance document)

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<p>Risk that there may be an impact on number of pupils in some schools due to the change in the Welsh-medium policy -i.e. removing the provision of free transport 'in the language of choice'. However, the actual number of pupils not going to their nearest Welsh-medium school is low (28 pupils currently with two schools affected)</p>		<p>A clear strategy to promote the benefits of Welsh-medium education will be implemented.</p>	

10. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
<p>It is anticipated that implementation of the revised home to school transport policy would have an impact on some Powys residents in the short term, due to the proposal to cease reimbursing learners aged 16 – 19 who travel out of county for post-16 provision and the proposal to change the provision of transport to the nearest school in the 'language of choice'. Transition arrangements will put in place to minimise this impact. If approved by Cabinet, consultation will be carried out on the draft policy, which will provide the opportunity for anyone affected by the proposed changes to let the Council know their views.</p>	

11. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?
N/A

12. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
<p>If the policy is approved, the impact will be monitored annually, and if the policy needs changing due to changes in other policies of the law, then the policy will need to be revised to take account of these changes.</p>
Please state when this Impact Assessment will be reviewed.
Following the consultation period.

13. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	John Forsey	John Forsey	01/06/2
Head of Service:	Adrian Jervis	Adrian Jervis	
Portfolio Holder:	Cllr Aled Davies	Cllr Aled Davies	

14. Governance

Decision to be made by

Cabinet

Date required

02/06/20

FORM ENDS

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Consultation Plan

Home to School Transport Policy

Version control

Version 1	13/05/20	SA

1. Introduction and background

The Learner Travel (Wales) Measure states that all local authorities have a duty to transport learners to their nearest suitable school if they meet the qualifying distance criteria. The Council's current Home to School Transport Policy was approved in 2018, however since its implementation in September 2019, it has become apparent that there is a need to further review the policy to reduce ambiguity in order to ensure that the policy can be applied consistently.

In June 2020, the Council's Cabinet will be asked to approve carrying out consultation on a draft policy. Should this be approved, it is intended that consultation on the policy will be carried out during June and July 2020.

Following consultation, a Consultation Report will be prepared summarising the issues raised during the consultation period and the Policy will be updated as needed. The Consultation Report and the post-consultation version of the policy will be considered by the Cabinet in September 2020.

It is intended that the updated policy will be implemented from September 2021.

2. Consultation Scope/Mandate

Since the implementation of the Council's current Home to School Transport policy in September 2019, it has become apparent that there is a need to further review the policy to reduce ambiguity in order to ensure that the policy can be applied consistently in a financially sustainable way. A mandate for carrying out the consultation will be sought from the Council's Cabinet in June 2020.

3. Governance Structure

The review of the Council's Home to School Transport policy is being carried out by the Senior Manager – Corporate Fleet and Transport, in conjunction with officers from the Schools Service, with advice and support from the Council's Communications Team.

Cabinet will have sole responsibility for making the decision on whether or not to go to carry out consultation on a revised policy, as well as making a decision on the final policy.

4. Stakeholders

The following stakeholders will be consulted:

- Parents (and prospective parents), carers and guardians
- Headteachers / staff members at Powys schools
- Governing bodies of Powys schools
- Current pupils
- Neighbouring local authorities in Wales and England
 - Wrexham
 - Denbighshire
 - Gwynedd
 - Ceredigion
 - Carmarthenshire
 - Neath Port Talbot
 - Merthyr Tydfil
 - Caerphilly
 - Blaenau Gwent
 - Monmouthshire

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- Shropshire
- Herefordshire
- Church in Wales and Roman Catholic Diocesan Authorities
 - Diocese of St Asaph
 - Diocese of Swansea and Brecon
 - Diocese of Menevia
- Any other appropriate religious bodies
- Constituency and Regional Assembly Members and Members of Parliament
 - AMs
 - Montgomeryshire – Russell George
 - Brecknock and Radnorshire – Kirsty Williams
 - Regional AMs – Mid and West Wales – Neil Hamilton, Helen Mary Jones, Eluned Morgan, Joyce Watson
 - MPs
 - Montgomeryshire – Craig Williams
 - Brecknock and Radnorshire – Fay Jones
- Estyn
- Teaching trade unions:
 - NASUWT
 - NAHT
 - NEU (ATL)
 - Voice
 - UCAC
 - ASCL
- Non-teaching staff trade unions:
 - Unison
 - GMB
 - Unite
- The relevant Regional Education Consortium – ERW
- The Police and Crime Commissioner for the area
- Town and Community Councils in Powys
- Pre-school providers in Powys
- Any relevant health or third sector bodies with an interest
 - Powys teaching Health Board
- Further education institutions in Powys and neighbouring authorities
 - NPTC Group of Colleges
 - Shrewsbury Group of Colleges
 - Hereford Arts College
 - Cardiff and Vale College
 - Christ College Brecon
 - Marches Sixth Form
 - Roseheath College
 - Hereford and Ludlow College
 - Merthyr College
 - Gower College
 - North Shropshire College
 - Coleg Cambria – Llysfasi

- Glynllifon Agricultural College
- Coleg Meirion-Dwyfor
- Coleg Ceredigion
- Coleg Sir Gar
- Hereford 6th Form College
- Llandovery College
- Bridgend College
- Oswestry School
- The Welsh Language Commissioner
- Groups representing the protected characteristics under The Equality Act 2010 (Statutory Duties) (Wales)
 - Menter Maldwyn (Welsh language)
 - Menter Brycheiniog a Maesyfed (Welsh language)
 - Disability Powys (Disabilities)
 - Freedom Powys (Sexual orientation/Marriage and Civil Partnership/Gender Reassignment)
 - Pride Cymru (Sexual orientation/Marriage and Civil Partnership/Gender Reassignment)
 - Men in Sheds in Powys (Sex)
 - Brecknock / Montgomeryshire Women’s Aid (Sex)
 - Women’s Institutes (Sex)
 - PAVO (Various equality groups come under their umbrella)
 - Powys People First (Learning Disabilities)
 - Brecknock Access Group (Disability)
 - Hope Community Church, Newtown (Religion)
 - New Life Church, Llandrindod Wells (Religion)
 - The Diocese of Swansea and Brecon, Church in Wales (Religion)
 - The Diocese of St Asaph (Religion)
 - Diocese of Menevia, Catholic (Religion)
 - Newtown Mosque (Religion)
 - Race Council Cymru (Race)
 - Credu Young Carers (Age)

In addition, information about the consultation will be shared with Powys citizens via the following:

- Powys County Councillors
- Communication to Powys County Council staff
- Media:
 - County Times and Express
 - Brecon and Radnor Express
 - Mynewtown/Mywelshpool.com

5. Risks Analysis

The following risks are identified:

Risk Identified	Inherent Risk Rating	Mitigating Actions	Residual Risk Rating
i) Difficulties sharing information with stakeholders due to Covid-19 restrictions	3 (Possible) x	- See Communications Plan in Appendix A	1 (Rare) x 3 (Moderate) = 3

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	3 (Moderate) = 9	<ul style="list-style-type: none"> - Information to be shared via e-mail with stakeholders - Information about the consultation to be widely publicised using the Council's social media channels throughout the consultation period - Press release to be issued at the start of the consultation period - Follow-up press release(s) to be issued during the consultation period to raise awareness 	
ii) Legal challenge to consultation process	2 (Unlikely) x 3 (Moderate) = 6	<ul style="list-style-type: none"> - Legal advice to be sought - Advice to be sought from Communications Team 	1 (Rare) x 3 (Moderate) = 3
iii) Officer capacity to prepare Consultation Report in time to be considered by Cabinet in September 2020	3 (Possible) x 2 (Minor) = 6	<ul style="list-style-type: none"> - Officers to prepare Consultation Report to be identified prior to the start of the consultation period - Level of responses to be monitored throughout consultation period, additional officer capacity to be identified if needed 	1 (Rare) x 2 (Minor) = 2

6. Documentation

A consultation draft of the Home to School Transport Policy will be prepared. This will be hosted on the council's website at www.powys.gov.uk/haveyoursay. Paper copies will be available on request by telephoning 01597 826750.

The documents will be produced in Word and where required, copies will be printed in-house.

In addition to the consultation draft of the Policy, the following documents will be hosted on the Council's website, www.powys.gov.uk/haveyoursay:

- Consultation document
- Young people's version
- Questionnaire
- An initial Equality Impact Assessment

7. Methodology

- The consultation documentation will be published on the Council's website, along with an online survey to be used to provide consultation responses.

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- In addition, stakeholders will be able to provide responses to the consultation in writing, by e-mail or in the post.
- Paper copies of the consultation document and response form will also be available on request.

The questions to be asked in the consultation response form are outlined in Appendix B.

8. Communications plan

The following methods will be used to promote the consultation:

- News releases
- Social media postings (Facebook and Twitter)
- Information on the council's website at www.powys.gov.uk/haveyoursay and on the 'carousel' on the front page of www.powys.gov.uk.
- Direct correspondence (email/letters) to identified stakeholders, with consultation document and questionnaire.
- Communication with Powys schools, with a direction for schools to promote via their social media
- Communication with Pre-School settings, with a request for pre-school settings to promote via their social media

The full communications plan is attached as Appendix A.

9. Project plan/timeline

The consultation is due to be launched on the 15th June 2020, and will run for 6 weeks until 27th July 2020.

A consultation report will be prepared during July / August, and the policy will be updated as necessary to reflect feedback received during the consultation period.

The consultation report and updated policy will be considered by Cabinet in September 2020.

10. Data capture

a. Online questionnaires

Data recorded on the online survey is automatically stored in a database which can be used to analyse responses.

b. Paper questionnaires

Returned paper questionnaires will need to be input into the online system. These will be input as they are received during the consultation period and not kept until the closing date.

c. Emails

Emails sent to the council will be stored in a folder on the network. A standard acknowledgement will be sent to all those who email, thanking them for their interest and advising that it will be included in the analysis.

d. Postal correspondence

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Postal correspondence received will be scanned and stored in a folder on the network. 'Hard copies' of correspondence will be kept in a central folder within the Schools Service and included within the analysis.

11. Analysis

Consultation responses will be analysed by staff in the School Transformation Team.

12. Reporting

A report will be produced setting out what the council has heard in response to the consultation document. This will be supplied to the Senior Manager – Corporate Fleet and Transport.

The report will not include any information which will identify respondents unless they are responding on behalf of an organisation or public body.

A paper file copy of all correspondence received will also be made available to the Cabinet as background material for making their final decision.

13. Feedback

A copy of the consultation report will be:

- published on the consultation page accessible via www.powys.gov.uk/haveyoursay
- emailed to those who requested a copy.

Appendix A – Communications Plan

Home to school transport policy communication action log and tactics

Activity	Description	Audience	Outcome
i) Launch of consultation			
E-mail to stakeholders	E-mail to stakeholders at the start of the consultation period to advise of the consultation and how to respond	All identified stakeholders	Start of consultation is communicated to identified stakeholders via e-mail
Press release	Press release informing the general public of the consultation, how they can access the consultation documentation (online and paper copies) and how to respond	General public	Start of consultation is communicated to the general public
Social media posts	Social media posts via the Council’s social media accounts to inform the general public of the consultation, how they can access the consultation documentation (online and paper copies) and how to respond	General public	Start of consultation is communicated to the general public
Communication with schools	E-mail to schools to advise of the consultation, how to access the consultation documentation (online and paper copies), and ask schools to publicise to pupils, parents, staff, governors, and via their social media channels	Schools – parents, staff, governors, pupils	Start of the consultation is communicated to stakeholders associated with schools
Communication with pre-school settings	E-mail to pre-school settings to advise of the consultation, how to access the consultation documentation (online and paper copies), and ask pre-school settings to publicise to parents, staff, and via their social media channels	Pre-school settings – parents, staff	Start of the consultation is communicated to stakeholders associated with pre-school settings

ii) During consultation period			
Follow up press release(s)	Follow up press release(s) to be issued to inform / remind the general public that the consultation is ongoing, how they can access copies of the consultation documentation (online and paper copies) and how to respond to the consultation	General public	Raising awareness of the consultation with members of the general public who might not have seen the initial press release.
Follow up social media posts	Follow up social media posts via the Council's social media accounts to inform / remind the general public that the consultation is ongoing, how they can access copies of the consultation documentation (online and paper copies) and how to respond to the consultation	General public	Raising awareness of the consultation with members of the general public who might not have seen the original posts.

Appendix B – Questions to be included in Consultation Response Form

Consultation Response

1. **To what extent do you agree with the proposal to remove the reimbursement of Post 16 out of county travel expense?**

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Please provide any further comments on this aspect of the policy:

[text]

2. **To what extent do you agree with the proposal to change the arrangements for Transport appeals, so that these are no longer considered by Elected Members?**

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Please provide any further comments on this aspect of the policy:

[text]

3. Insert Question from Scrutiny Here?

4. Insert Question from Scrutiny Here?

5. **Do you have any concerns or evidence to suggest that the Council is treating/using the Welsh language less favourably than English in respect of Home to School Transport?**

- Yes
- No
- I don't know

If yes, please give details

[text]

- 5a. **Are there any changes that could be made to the policy so as to have a more positive effect on the Welsh language?**

[text]

6. **Please provide any other comments on the policy which you would like the Council to consider:**

[text]

About You

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Please indicate how you are associated with the provision of Home to School Transport in Powys:

- Pupil
- Member of Staff
- Prospective parent, carer or guardian
- Governor
- Parent, carer or guardian
- Member of the community
- No association
- Other

Please provide your postcode:

[text]

Are you?

- Male
- Female
- Gender Fluid/Non-binary/Gender neutral
- Prefer not to say

Is your gender the same now as when assigned at birth?

- Yes
- No
- Prefer not to say

How old are you?

- Under 16
- 16-24
- 25-34
- 35-44
- 45-54
- 55-65
- 65-74
- 75-85
- 85+
- Prefer not to say

Do you have a substantial and long term physical or mental health condition or illness that reduces your ability to carry out normal day to day activities?

- Yes
- No
- Prefer not to say

If you answered 'Yes' please indicate all that apply to you:

- Hearing Impairment
- Visual Impairment
- Speech Impairment

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- Learning Disability or difficulty
- Mental Health Issues
- Physical/Mobility Impairment
- Other
- Prefer not to say

How would you describe your national identity?

- Welsh
- English
- Scottish
- Northern Irish
- British
- Irish
- Other
- Prefer not to say

What is your ethnic group? Choose one option that best describes your ethnic group or background.

- White
- Bangladeshi
- Black Caribbean
- Black Other
- Chinese
- Mixed Ethnicity
- Gypsy/Traveller
- Irish Traveller
- Indian
- Pakistani
- Any Other ethnic group
- Prefer not to say

What is your preferred language?

- Welsh
- English
- BSL - British Sign Language
- Other
- Prefer not to say

Can you....?

- Understand spoken Welsh – Yes/No
- Speak Welsh – Yes/No
- Read Welsh – Yes/No
- Write Welsh – Yes/No

What is your religion?

- Christian (all denominations)

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- Buddhist
- Hindu
- Muslim
- Sikh
- Jewish
- Atheist
- No religion
- Other
- Prefer not to say

Are you?

- Working full time
- Working part time
- Unemployed
- Still in education
- Volunteering
- Retired
- Other
- Prefer not to say

Which of the following best describes how you think of yourself?

- Heterosexual/Straight
- Gay Man
- Gay Woman/Lesbian
- Bisexual
- Other
- Prefer not to say

Which of the following best describes your partnership status?

- Single
- Married
- Co-habiting
- Separated
- Divorced
- Widowed
- Civil Partnership
- Other
- Prefer not to say

Do you have dependants, or caring responsibilities for family members or other persons?

- Yes
- No

If yes, are your dependants or the people your look after...?

- A child or children:
- A disabled person or persons:

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- An elderly person or persons:

Consultation Report

Would you like to receive a copy of the consultation report produced at the end of the consultation period?

- Yes
- No

If yes, please provide an e-mail or postal address:

[text]

Draft