

Notice of Meeting

Children & Education Select Committee

**Date & time**

Thursday, 10 July
2014 at 10.00 am

Place

Ashcombe Suite,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact

Andrew Spragg
Room 122, County Hall
Tel 020 8213 2673

Chief Executive

David McNulty

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Spragg on 020 8213 2673.

Elected Members

Dr Zully Grant-Duff (Chairman), Mr Denis Fuller (Vice-Chairman), Mrs Liz Bowes, Mr Ben Carasco, Mr Robert Evans, Mr David Goodwin, Mr Ken Gulati, Mrs Margaret Hicks, Mr Colin Kemp, Mrs Mary Lewis, Mrs Marsha Moseley and Mr Chris Townsend

Independent Representatives:

Cecile White (Parent Governor Representative), Duncan Hewson (Parent Governor Representative), Derek Holbird (Diocesan Representative for the Anglican Church) and Mary Reynolds (Diocesan Representative for the Catholic Church)

TERMS OF REFERENCE

The Committee is responsible for the following areas:

Children's Services (including Looked after children, Fostering, Adoption, Child Protection, Children with disabilities, and Transition)

Schools and Learning

Services for Young People (including Surrey Youth Support Service)

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 14 MAY 2014

(Pages 1
- 8)

To agree the minutes as a true record of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (Friday 4 July 2014).
2. The deadline for public questions is seven days before the meeting (Thursday 3 July 2014).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE

There were no referrals to Cabinet at the last meeting, so there are no responses to report.

6 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME

(Pages 9
- 26)

The Committee is asked to monitor progress on the implementation of recommendations from previous meetings, and to review its Forward Work Programme.

- 7 KEY STAGE 5: PARTICIPATION, PROGRESSION AND ATTAINMENT** (Pages 27 - 36)
Purpose of the report: Performance Management
To inform the Education Select Committee of performance against key measures at key stage 5.
- 8 CREATING OPPORTUNITIES FOR YOUNG PEOPLE: RECOMMISSIONING FOR 2015-2020** (Pages 37 - 48)
Purpose of the report: Policy development
To inform the Committee of the changes proposed to the commissioning model for Creating Opportunities for Young People in Surrey, in advance of the report to Cabinet on 23 September 2014.
- 9 DEVELOPING THE FIRST UNIVERSITY TECHNICAL COLLEGE IN SURREY** (Pages 49 - 52)
Purpose of the report: Policy development
To inform the Committee of the proposed development of the first University Technical College in Surrey.
- 10 TRANSPORT STRATEGY FOR SCHOOLS PLACES PROGRAMME** (Pages 53 - 96)
Purpose of report: Policy Development
The Committee is invited to comment on the Transport Strategy for Schools Places Programme, prior to public consultation in summer 2014.
- 11 DATE OF NEXT MEETING**
The next meeting of the Committee will be held at 10am on 18 September 2014.

David McNulty
Chief Executive
Published: Wednesday, 2 July 2014

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Thank you for your co-operation

MINUTES of the meeting of the **CHILDREN & EDUCATION SELECT COMMITTEE** held at 10.00 am on 14 May 2014 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 10 July 2014.

Elected Members:

- * Dr Zully Grant-Duff (Chairman)
- * Mr Denis Fuller (Vice-Chairman)
- * Mrs Liz Bowes
- * Mr Ben Carasco
- * Mr Robert Evans
- * Mr David Goodwin
- * Mr Ken Gulati
- * Mrs Margaret Hicks
- * Mr Colin Kemp
- * Mrs Mary Lewis
- * Mrs Marsha Moseley
- Mr Chris Townsend
- A Cecile White
- A Derek Holbird
- A Mary Reynolds

Ex officio Members:

Mrs Sally Ann B Marks, Vice Chairman of the County Council
Mr David Munro, Chairman of the County Council

Substitute Members:

Michael Hall
Mr Ernest Mallett MBE
Simon Parr

In attendance

Mary Angell, Cabinet Member for Children & Families
Clare Curran, Cabinet Associate for Children, Schools & Families
Linda Kemeny, Cabinet Member for Schools & Learning

24/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Cecile White, Derek Holbird, Mary Reynolds and Chris Townsend.

Michael Hall substituted for Derek Holbird, Simon Parr substituted for Mary Reynolds and Ernest Mallett substituted for Chris Townsend.

The Chairman welcomed David Goodwin and Margaret Hicks, who had been appointed to the Committee at the County Council Annual Meeting on 6 May 2014.

25/14 MINUTES OF THE PREVIOUS MEETING: 27 MARCH 2014 [Item 2]

The minutes were agreed as a true and correct record.

26/14 DECLARATIONS OF INTEREST [Item 3]

No Members declared any pecuniary interests. However, it was requested that the following points were noted:

- Robert Evans advised that he currently is a teacher at a special needs school, however, it did not come under the Council's jurisdiction.
- Liz Bowes declared a non-pecuniary interest as she is currently employed by Tribal who are contracted to carry out Ofsted inspections.

27/14 QUESTIONS AND PETITIONS [Item 4]

There were none.

28/14 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE [Item 5]

The Committee had made a series of recommendations to Cabinet concerning Home to School Transport at its meeting on 27 March 2014.

The Cabinet provided a response at its meeting on 22 April 2014. Members noted the response.

29/14 BRIEF OVERVIEW OF THE EARLY YEARS AND CHILDCARE SERVICE [Item 6]**Declarations of interest:**

- Liz Bowes declared a non-pecuniary interest as she is currently employed by Tribal who are contracted to carry out Ofsted inspections.

Witnesses:

- Caroline Budden, Deputy Director – Children's, Schools & Families
- Phil Osborne, Early Years & Childcare Service Manager
- PJ Wilkinson, Assistant Director for Schools & Learning
- Mary Angell, Cabinet Member for Children & Families
- Linda Kemeny, Cabinet Member for Schools & Learning

Key points raised during the discussion:

1. The Early Years & Childcare Service Manager briefly introduced his report to Committee. He emphasised the importance of high quality services for children under the age of 5 in improving outcomes in later life. Overall, the outcomes for children in Surrey were good, however, there continued to be a need to provide focussed support for those with special educational needs or from disadvantaged backgrounds.
2. An update was provided on the Government's recent announcement that it intends to extend Pupil Premium to children in early year's education; however, there were currently no clear dates or information about what age group this would cover.
3. The Early Years & Childcare Service Manager advised that a recent Ofsted Annual Report on the early year sector had raised concerns about the quality of provision in areas of disadvantage. In Surrey, 86% early years childcare settings in disadvantaged areas were rated 'outstanding' or 'good'.
4. During the discussion, Members queried whether staff turnover was a problem. The Early Years & Childcare Service Manager advised that generally there was sufficient staffing to manage and fulfil roles within the sector. He was more concerned about increasing qualification levels within the sector and had a Recruitment & Retention Team in place to manage this within settings.
5. Members queried whether schools had the budget available to provide additional 15 hour per week places for 2 year olds whose parental income was equivalent to the eligibility for free school meals. The Early Years & Childcare Service Manager informed the Committee that schools were provided with a proportion of budget to support the funding of nursery staff which should support a qualified teacher leading a nursery.
6. The Committee queried whether there were outreach teams in place to ensure that those children in disadvantaged areas, not attending a Children's Centre, were able to have a good start in life. The Early Years & Childcare Service Manager advised that his service had agreed with Babcock 4S to offer additional support to those schools with maintained nurseries, as data showed that outcomes were often poorer in the maintained sector. As there had been a small amount of take up on the offer, a follow up letter would be sent to the head teachers of the 60+ maintained nurseries in Surrey.
7. The Early Years & Childcare Service Manager went on to explain that promoting registration with Children's Centres was difficult as there was no immediate transfer of birth information from the health service. However, arrangements had been made with Job Centre Plus to exchange information with families on benefits or workless families and Children's Services with regards to Early Help, with children's centres. There were Outreach workers based in all children's centres to make contact with families less ready to refer themselves.
8. Members queried the service aspirations with regards to performance. The Early Years & Childcare Service Manager explained that Surrey performed generally very well against other authorities, but aspired to continue improving. A specialist team was set up immediately upon any setting getting an 'inadequate' rating from Ofsted and a Quality Improvement Team was working specifically on bringing to 'Outstanding' those rated 'Good'.
9. Members questioned whether there were adequate resources in place to deliver services to level of quality required. Officers explained that

comparatively, less was invested in early years education, however were satisfied that the level of funding received was appropriate. The budget was currently approximately £18m, with £11m of that dedicated to children's centres. In addition, £35m from the Direct Schools Grant is made available to fund early education places for two, three and four year old children.

10. The Committee asked what work was being done to increase the percentage of children achieving a 'good level of development', as set out in Table 6 of the officer report. The Deputy Director for Children's, Schools & Families stressed the importance of early help and family support services working with early education settings. However, it was important for Members to note that financial pressures would continue in the coming years. The Service continued to work with maintained schools and would be asking them to submit data earlier in the future to check how they are assessing their standards.
11. Members queried whether any school's performance was disadvantaged by the poor quality of its local early year's provider. The Assistant Director for Schools & Learning advised that it was important to measure progress for the full school journey – he was confident that there was a fair and reasonable regime and that even those from disadvantaged backgrounds could succeed in the school system. It was also noted that there was now provision for more children from lower income families to access 15 hours per week of early years education, which was helping to improve outcomes for those children early on.

Recommendations:

The Committee noted the report and recommends:

- That the Directorate continues to explore how the Early Years and Childcare Service can work collaboratively with Babcock 4S, and other stakeholders, to deliver focussed support and better outcomes for disadvantaged children and those on Free School Meals.
- That the Cabinet Member for Schools and Learning considers how schools with maintained nursery provision can be further encouraged to engage with the Early Years and Childcare Service in order to improve outcomes for children accessing these provisions.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

30/14 DIRECTORATE PRIORITIES 2014-15 [Item 7]

Declarations of Interest:

None

Witnesses:

- Mary Angell, Cabinet Member for Children & Families
- Clare Curran, Cabinet Associate for Children, Schools & Families
- Linda Kemeny, Cabinet Member for Schools & Learning

Key points raised during the discussion:

1. The Cabinet Member for Children & Families provided the Committee with an overview of her key priorities for 2014/15. As the lead statutory Member for Children's Services there were a number of priorities that were non-negotiable. A summary of her priorities is listed below:
 - Safeguarding including against child exploitation, serious case reviews and the integration between the Safeguarding Board and schools – the Cabinet Member recommended that the Committee continue to scrutinise safeguarding arrangements in 2014/15.
 - Multiple Agency Safeguarding Hub – now live and very successful, however there was a need to streamline and consider how it would be resourced.
 - Corporate Parenting including integration with of Health colleagues' work and monitoring outcomes
 - Attainment and school attendance for Looked After Children
 - Safe and suitable accommodation, including services for care leavers
 - Employment and education for care leavers
 - Restorative approaches to youth justice
 - Fostering services (the Stay Put Policy)
 - Early Help, Children's Health and complex needs – coordinated approach with the Health & Wellbeing Board and Health Scrutiny Committee
 - Fostering/Adoption services – adoption breakdowns are increasing and therefore it would be important to compare to the previous years
 - Staff recruitment and retention – supporting and retaining social workers and the social work academy.
 - Budget - £56m savings in the last 5 years with a need to find another £24m in the next 4 years.
2. The Cabinet Member for Schools & Learning introduced her key priorities to the Committee and explained she had been visiting education settings and would continue to do so. A summary of her priorities is listed below:
 - Tracking pupils – how schools are tracking pupils and how pupil premium is being used.
 - School place delivery in September
 - New primary school plans
 - School improvement – every school should be rated 'good' by 2017. It was noted that 90% of secondary schools were already rated 'good' or 'outstanding' by Ofsted.
 - How Surrey provides special needs services including personalised budgets, education health and care plans and provision, particularly for children on the autistic spectrum.

- Apprenticeships remained a priority along with reducing the number of NEETs (Not in Education, Employment or Training), Early Help and youth justice.
3. The Cabinet Associate for Children, Schools & Families outlined her key priorities, explaining that she shared the priorities of her Cabinet Member colleagues, as well as having lead responsibility for Post-16 services for young people, the Family Support Programme and the Council's relationship with the Districts and Boroughs. A summary of her priorities is listed below:
 - Re-commissioning Services for Young People
 - Increasing the number of apprenticeships
 - Looked After young people
 - Reducing homelessness of young people
 - Working with partners of the County Council to increase employability of young people
 - Surrey Family Support Programme – now working in every district and borough in the county to help families with complex and multiple needs, unemployed adults and tackle anti social behaviour.
 - Future Skills programme
 4. The Chairman invited Members to question the Cabinet Members on their priorities.
 5. During the discussion Members queried whether the number of partners involved in the Transformation Programme was diminishing. The Cabinet Associate explained that she had recently met with Surrey Youth Focus and the Principal behind the Surrey Youth Consortium – she offered to discuss this concern with Members directly outside of the formal meeting.
 6. Members asked whether there was adequate resource to meet all statutory obligations. The Cabinet Member for Children & Families explained that the priority list she had given was just a snapshot of all the work that would be done within the year. The Service always met its statutory obligations and achieved a great deal besides. It was, however, important to note that demand for services continued to increase, while budget reduced.
 7. The Committee questioned whether Cabinet Members were prepared for changes that would be brought about by the Children & Families Act, particularly in relation to transition (of young people when they leave Children Social Care and enter the Adult Social Care system). The Cabinet Member for Children & Education explained that there was a large amount of work ongoing to ensure that the Council was ready for the obligations it needed to meet. Officers had some concerns that the additional obligations for Local Authorities had not been thoroughly considered by the legislator.

Recommendations:

The Committee endorse the principles behind the Directorate priorities for 2014/15.

Actions/Further information to be provided:

The Cabinet Associate and Vice Chairman would liaise outside of the meeting regarding the Transformation Programme

Committee next steps

None.

31/14 DATE OF NEXT MEETING [Item 9]

10 July 2014.

32/14 RECOMMENDATION TRACKER [Item 8]**Declarations of interest:**

None.

Witnesses: None.

1. The Committee noted its Forward Work Programme and Recommendations Tracker.

Recommendaitons:

None.

Actions/further information to be provided:

None.

Committee Next Steps:

None.

Meeting ended at: 11.45 am

Chairman

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Children & Education Select Committee – 10 July 2014 Recommendation Tracker & Forward Work Programme

1. The Committee is asked to review its Recommendation Tracker (attached as **annex 1**) and provide comment as necessary.
2. Members are asked to note that items for the September meeting include:
 - a. Children with Special Educational Needs and the Children & Families Act 2014
 - b. Special Educational Needs (SEN) and the Education, Health and Care (EHC) plan
 - c. Joint Strategic Review of Short Breaks for Children with Disabilities
3. These items had been scheduled as part of the 2013/14 work programme, with timing dependent on royal assent for the Children & Families Act 2014, and the publication of related guidance.
4. The new SEN legislation set out in the Act will come into effect from September 2014, and the Committee will scrutinise how the new code of practice will be implemented in Surrey.
5. The Forward Work Programme for 2014/15 is in the process of being developed, following the Forward Work Programme workshop held with Members on 14 May 2014. Feedback from this workshop has already been circulated to the Committee, and a set of proposals will be brought to the meeting on 18 September 2014.
6. A proposal concerning the formation of a School Governance Task Group is attached as **annex 2**. Members of the Committee are invited to consider the proposal, and indicate expressions of interest.

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**CHILDREN & EDUCATION SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED July 2014**

The recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Select Committee. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

Recommendations:

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
31 June 2013	INCREASING THE EMPLOYABILITY OF YOUNG PEOPLE IN SURREY	That the Committee look to further explore the provision of careers advice and information and guidance in Surrey, with a particular focus on consistency.	Chairman/Scrutiny Officer	The Committee is receiving a report on the re-commissioning of Services for Young People; the provision of careers advice, information and guidance is included as part of the re-commissioning work.	Complete
		That the Assistant Director for Young People clarify whether the peer review action plan meeting will take place on 4 October 2013 and that the Committee be informed of the steps taken to implement the recommendations of the review.	Assistant Director for Young People	An external evaluation has been conducted by the Institute of Local Government Studies at the University of Birmingham. The evaluation has informed the development of the new operating models. The final report will be sent to Select Committee members after its publication in early July 2014.	September 2014
19 September 2013	EARLY HELP OFFER - REDUCING THE NEED FOR FAMILIES TO ACCESS HIGH SUPPORT SERVICES [Item 7]	That once available, the Committee receives the formal Early Help Commissioning Strategy and Action Plan.	Assistant Director for Children's Services	The Early Help Strategy has been published in draft format for consultation and will be shared with the Children and Education Select Committee. The partnership action plan is	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
				<p>being developed with partners at the next Early Help Partnership Reference Group meeting on 27 November.</p> <p>High level partnership plan to be shared with the Children and Education Select Committee and will be included on the 2014/15 work programme.</p>	
		That in development of the Strategy, officers give consideration as to how partner contribution and commitment can be encouraged and tracked.	Assistant Director for Children's Services	Early Help agreed joint priority by Children's Health and Wellbeing Group.	Complete
		That officers also give consideration to how the intended overarching partnership outcomes will be agreed and measured with the intention that the Select Committee will revisit the progress once the formal Strategy is in place.	Assistant Director for Children's Services	Outcomes and measures to be determined by work with partners. The Committee will receive an update on Early Help as part of its 2014/15 work programme.	September 2014
	THE SURREY FAMILY SUPPORT PROGRAMME AND TRANSFORMING PUBLIC SERVICES [Item 8]	That the Family Support Programme model be used to inform the development of the Early Help and Commissioning Strategy.	Assistant Director for Children's Services/ Head of Family Services	Officers have acknowledged this recommendation and the Early Help and Commissioning Strategy will be developed accordingly.	Complete
		That officers consider how best to monitor savings achieved by the Family Support Programme and ensure that this information is received by the Select Committee once available.	Assistant Director for Children's Services/ Head of Family Services	Extension of the Family Support Programme is one strand of the Council's Public Service Transformation Programme. A n update on the development and expansion of the Forward	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
				Work Programme will be scheduled on the 2014/15 Forward Work Programme.	
	PUBLIC HEALTH, EARLY HELP AND THE SUPPORTING FAMILIES PROGRAMME [Item 9]	That officers ensure all commissioned services have a universal and targeted element.	Assistant Director for Children's Services/ Director of Public Health	The Committee will be scrutinising the implementation of this as part of its future work programme.	September 2014
		That officers design a support programme for the Early Help system which mirrors the core offer being developed for the Family Support Programme.	Assistant Director for Children's Services/ Director of Public Health	The Committee will be scrutinising the implementation of this as part of its future work programme.	September 2014
	RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME [Item 10]	The Committee set up a Member Reference Group to contribute to the development of a strategy to improve outcomes for Gypsy, Roma and Traveller children and young people in Surrey.	Children & Education Select Committee/Scrutiny Officer	Final comments from Member Reference Group are being incorporated into the strategy ahead of submission to Cabinet on 24 June 2014	Complete
28 November 2013	SURREY SAFEGUARDING CHILDREN BOARD (SSCB) ANNUAL REPORT 2012-2013 [Item 7]	That the Surrey Safeguarding Children Board considers developing and agreeing with all partners an accepted funding model, to help determine appropriate partner contributions in future years.	Chair of the Surrey Safeguarding Children Board	The SSCB will present the Annual Safeguarding report at the November meeting of the Committee.	November 2014
		That future Surrey Safeguarding Children Board Annual Reports clearly distinguish between the objectives required to fulfil statutory duties and "targeted" priorities.	Chair of the Surrey Safeguarding Children Board	The Chair of the Surrey Safeguarding Children Board acknowledged that future reports could make the distinction clearer.	Complete
	SURREY COUNTY COUNCIL'S SAFEGUARDING ROLE [Item 8]	That the Directorate develop working protocols and agreements with the adult services regarding their role in Child Protection Planning: this to be measured by increasing attendance at	Head of Safeguarding	Work has been completed with Adult Services to develop a protocol - Think Family. The next steps will be to	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
		Child Protection Conferences.		communicate this further and provide joint training to the workforce.	
		That, as part of the work being carried out on raising understanding of neglect, the Quality Assurance audit focuses over the next year on cases subject to CP Plans for 18 months plus, many of whom are subject to plans under the category of Neglect. The purpose will be to identify the services and approaches required by professionals to improve the timeliness achieving change.	Head of Safeguarding	The QA team have been asked to include in their work plan a regular audit of cases that have been subject to CP Plans for 16 months plus to identify where cases are drifting and work with the areas to progress case work.	Complete
		That the Social Work Reform Board (SWRB), in conjunction with the Social Work Reform Project, have in place by April 2014 a Learning and Development Pathway for staff integrated with the Professional Capabilities Framework (PCF), and a robust programme for the development of Assistant Team Managers.	Head of Safeguarding	A Learning and Development Pathway has been written that links training to the Professional Capabilities Framework. The Children's Social Work Reform Board ratified this in Spring 2014.	Complete
		That the Child Protection Conference Service increases its efforts in engaging the CCGs in improving the involvement of GPs in Child Protection Conferences and Child Protection Plans.	Head of Safeguarding	A number of meetings have been organised with key partners in Health to look at the blockage to GP attendance and report writing for CP Conferences. A work plan is being put together to try to ensure greater engagement by this key group	November 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
				of staff. A further meeting was been organised for 16th January and the issue was considered by the SSCB Health Sub-Group. The Safeguarding Annual report will be presented to the Select Committee in November 2014.	
	SAFEGUARDING CHILDREN IN SCHOOLS [Item 9]	That Surrey schools consider using a self audit tool to show how they discharge their responsibilities to safeguard and protect children and young people. This would be similar to section 11 audits for key people and bodies .	Education Safeguarding Advisor	The audit tool has been designed and has been approved by the Education Safeguarding Sub Group of the SSCB. It is due to go before the school phase councils in June 2014 and will then be sent out to schools.	Complete
		That an E learning package is created for 'Working Together to Safeguard Children' so that everyone who works with children can undergo online training.	Education Safeguarding Advisor	The e learning package in relation to safeguarding training is being considered by the Training Officer of the SSCB. In the meantime a new training package has been developed which will compliment the e learning when fully developed.	September 2014
		That the County Council work with the Surrey Governors' Association (SGA), Babcock 4S, Phase Councils and other relevant bodies to ensure that Safeguarding remains a standing item on the agenda of all governing bodies.	Education Safeguarding Advisor	The Scrutiny team is liaising with Babcock 4S to ascertain progress against this recommendation.	September 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
		That the Cabinet Member for Schools and Learning report back to the Committee in due course to update Members on her attempts to engaged with non-maintained schools on the issue of Safeguarding.	Cabinet Member for Schools and Learning		September 2014
	SURREY CLINICAL COMMISSIONING GROUPS - SAFEGUARDING CHILDREN [Item 10]	The Committee notes that currently GPs attend only 2% of Initial Child Protection Conferences (ICPCs) and provide reports in 20% of the cases, and requests that Guildford & Waverley CCG's Director of Quality and Safeguarding and Clinical Lead for Children consider, without delay, measures to ensure GPs increased attendance and reporting to ICPCs.	Guildford & Waverley CCG's Director of Quality and Safeguarding/ Clinical Lead for Children	<p>Following the Select Committee meeting, the Named GP for safeguarding children has made contact with all GP practice leads, to remind them and their colleagues of the vital nature of the information held in primary care. Specific reference has been made to sending a report to conference, if attendance is impossible due to clinical commitments and the tight timescales often involved in initial child protection conferences. The GP conference pro forma has been re-circulated to all practices.</p> <p>A meeting was scheduled for February 3rd with key senior level from the Surrey safeguarding team (health), the safeguarding unit and the Surrey and Sussex local area team of NHS England. This</p>	See below.

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
				will aim to further clarify responsibilities between the CCGs and NHS England. Health's Surrey-wide safeguarding team acknowledge this as a high priority area, and are committed to finding workable solutions to the problems identified.	
		That the Committee re-examine the matter in 6 months time to assess progress.	Democratic Services	This item will be added to the 2014/15 Forward Work Programme.	September 2014
	MEMBER REFERENCE GROUP ON PROVISION OF CAREER INFORMATION, ADVICE AND GUIDANCE TO STUDENTS IN SURREY [Item 12]	That the Committee establish a Member Reference Group of up to 4 Members to input into the development of the Skills for the Future strand of the Public Service Transformation Programme.		Members met with the Head of Commissioning and Development and a report has been provided to the Committee setting out the discussions so far. The next update is due at the July meeting.	July 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
27 January 2014	SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]	<p>a) That the Committee receive a report at the meeting on 14 May 2014 on health outcomes for Looked After Children from the Guildford & Waverley CCG, with particular focus on:</p> <ul style="list-style-type: none"> • progress made against the backlog of health and dental assessments • future arrangements to ensure LAC have health and dental checks in line with statutory requirement 	Guildford & Waverley CCG	To be scheduled as part of the Committee's 2014/15 work programme. The Guildford & Waverley CCG has been reporting regularly to the Corporate Parenting Board, and progress will be reported as part of a future item on outcomes for children who are Looked After.	September 2014
27 January 2014	SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]	That the independent report on residential care homes, commissioned by the Head of Children's Services, be presented to the Committee at a future date.	Head of Children's Services	To be scheduled as part of the Committee's 2014/15 work programme.	September 2014
27 January 2014	SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]	That the Committee receive a report on progress on learning outcomes for Looked After Children, from the acting Head of the Virtual School at the meeting on 27 March 2014, to include details of the process for timely completion of an up to date Personal Education Plan.	Head of the Virtual School	Report presented to the Committee on 27 March 2014.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
27 January 2014	SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]	That the Chairman & Vice Chairman discuss with officers the most appropriate way to receive information on timeliness of services provided to children	Chairman/Vice Chairman and Head of Children's Services	Democratic Services will explore this recommendation with officers within the Directorate over the summer, and bring proposals concerning this as part of the 2014/15 work programme.	September 2014
27 January 2014	INTERNAL AUDIT REPORT - REVIEW OF HEALTH AND DENTAL CHECKS - CHILDREN IN CARE 2013/14 [Item 7]	Revised Management Action Plan be produced and be presented to the Committee at the meeting in May 2014.	Head of Children's Service/Chief Internal Auditor	The revised Management Action Plan will be circulated to the Committee.	September 2014
27 January 2014	CHILDREN'S SERVICES ANNUAL COMPLAINTS REPORT 2012-13 [Item 8]	That the Chairman write to the Chairman of Communities select committee to inform them of the discussion and response given on the number of complaints regarding the contact centre	Chairman	This letter has been sent.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
27 March 2014	18/14 HOME TO SCHOOL TRANSPORT CONSULTATION [Item 9]	<p>That Surrey's Home to School Transport Policy be extended to:</p> <ol style="list-style-type: none"> 1. Provide for a child to receive concessionary home to school transport, or free home to school transport if from a low income family, to attend the same school as a sibling where the sibling has already been assessed as entitled to free home to school transport and where the child is eligible for a place at the same school. 2. Provide free home to school transport for a child to attend their nearest geographical Surrey school if their nearest school is out of county and the distance or safety of route to that school would mean that transport would still need to be provided. 	Cabinet	This item was referred to Cabinet on 22 April 2014. A response was included in the agenda papers for 14 May 2014.	Complete
27 March 2014	19/14 PERSONAL EDUCATION PLANS [ITEM 10]	That the Headteacher of the Virtual School provides the Committee with an update on the Virtual School's progress towards the end of 2014.	Headteacher, Virtual School for Children in Care	This will be included in the forward work programme for 2014/15	September 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
27 March 2014	21/14 EDUCATION PERFORMANCE & SCHOOL IMPROVEMENT STRATEGY [Item 8]	In developing its 2014/15 Work Programme, the Children & Education Select Committee to consider further scrutiny of Pupil Premium use, including the County Council's role in monitoring its effectiveness.	Chairman/Democratic Services	This will be included in the 2014/15 work programme.	September 2014
14 May 2014	29/14 BRIEF OVERVIEW OF THE EARLY YEARS AND CHILDCARE SERVICE [Item 6]	That the Directorate continues to explore how the Early Years and Childcare Service can work collaboratively with Babcock 4S, and other stakeholders, to deliver focussed support and better outcomes for disadvantaged children and those on Free School Meals.	Head of Early Years and Childcare Service	Officers have noted this recommendation and an update will be provided to the Committee at a future meeting.	November 2014
14 May 2014	29/14 BRIEF OVERVIEW OF THE EARLY YEARS AND CHILDCARE SERVICE [Item 6]	That the Cabinet Member for Schools and Learning considers how schools with maintained nursery provision can be further encouraged to engage with the Early Years and Childcare Service in order to improve outcomes for children accessing these provisions.	Cabinet Member for Schools and Learning	A letter has been sent to the Cabinet Member from the Committee Chairman. A copy of the letter is enclosed.	September 2014

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Ms Linda Kemeny
Cabinet Member for Schools
and Learning

Surrey County Council
Room 121, County Hall,
Penrhyn Road
Kingston Upon Thames
London
KT1 2DN

Dr Zully Grant-Duff

Chairman of the Children
& Education Select
Committee
Surrey County Council
Room 122, County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN

28 May 2014

Dear Linda,

Children & Education Select Committee – 14 May 2014 – Early Years Education

As you will recall, the Children & Education Select Committee considered a report on the provision of Early Years Education in Surrey. During the course of our discussion it was noted that research indicated nursery provisions within maintained schools are not performing as well as their non-maintained equivalent. Officers highlighted work that was being undertaken in conjunction with Babcock 4s to help address this disparity, and that an offer of support had been extended to all maintained nursery provisions.

Presently only 10 of Surrey's maintained nursery provisions have chosen to access this support from Surrey County Council. Given this limited take up, the Committee has made a recommendation that you give consideration to how schools with maintained nursery provision can be further encouraged to engage with the authority's Early Years and Childcare Service.

I am certain that you support the principle behind this recommendation, which is the important role of early years education in improving outcomes for disadvantaged children.

Thank you for your attention in this matter.

Yours sincerely,
Zully Grant-Duff, Chairman of the Children & Education Select Committee

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Children & Education Select Committee – 10 July 2014 School Governance - Proposal for a Task Group

1. It is well recognised that school governing bodies are integral to raising schools' standards through their role in setting strategic direction, monitoring schools' progress and ensuring accountability. This has become increasingly the case in recent years, as both maintained schools and academies grow more autonomous of the local authority.
2. It is proposed that the Committee sets up a task group to gather evidence on current school governance arrangements and their effectiveness, including the role of the local authority and partners in appointing and supporting school governors.
3. Members are asked to consider this proposal, originally suggested at the Committee's private workshop held on 14 May 2014, and indicate expressions of interest in joining the task group.
4. The appointed Members will work with the scrutiny officer to produce a scoping document detailing the key questions and lines of enquiry the task group would wish to explore.
5. This scoping document will be circulated to the wider Committee for comment, before being referred to the Council Overview & Scrutiny Committee on 11 September 2014 for formal approval.

**Dr Zully Grant-Duff,
Chairman of the Children & Education Select Committee**

Report contact: Andrew Spragg, Scrutiny Officer, Democratic Services
Contact details: andrew.spragg@surreycc.gov.uk 020 8213 2673

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Children & Education Select Committee
10 July 2014

Key Stage 5: Participation, Progression and Attainment

Purpose of the report: Performance Management

To inform the Education Select Committee of performance against key measures at key stage 5.

Introduction:

1. Surrey County Council retains a wide range of responsibilities regarding the education and training of young people aged 16-19, and to age 25 for young people with Special Educational Needs and Disabilities (SEND). This includes new duties under the raising of the participation age (RPA) to:
 - Ensure that sufficient education and training provision is available;
 - Promote the requirement to participate in education or training to young people; and
 - Identify those young people who are not participating in education, employment or training.
2. The attached report details outcomes for Surrey's young people in light of these responsibilities for participation and progression and the aims of the Young People's Employability Plan as well as the continuing support and challenge provided by Surrey County Council to the county's schools, colleges and training providers.

Key Stage 5 Participation, Progression and Attainment - Highlights

3. Raising of the participation age (RPA) to 17 came into effect in September 2013. Surrey has made great progress towards full participation. Surrey now has the lowest level of young people who are NEET (Not in Education, Employment, or Training) in the whole of England. On 27 February 2014, of over 10,000 residents in Year 12 107 were known to be Not in Education, Employment and Training (NEET), less than half the number NEET at the same time last year. This reflects particularly well on the hard work of Surrey schools, the impact of the Leader's Ready for Work Programme and the wider work of Services for Young People.

4. During 2013/14 tracking of young people's participation in education training and employment has improved. At the end of February 2014 only 1.9% of young people in school years 12 and 13 had an unknown current activity, the lowest level ever achieved in Surrey.
5. Surrey's post-16 education and training offer is comprised of a wide variety of providers including schools, colleges and independent training providers as well as training and engagement options provided by the Youth Support Service (YSS) and partner organisations in the voluntary, community and faith sector.
6. About 60% of Surrey learners study an A Level programme. The remaining 40% choose from a wide range of options including vocationally-related qualifications such as BTEC, apprenticeships, vocational training course and engagement programmes.
7. There is a 5-year trend of improvement in attainment by the age of 19 which remains above national averages at both Level 2 and Level 3. However, there was a slight decrease in performance at Level 3 in 2012.
8. In 2013, Surrey's schools and colleges continued their above average performance for A Level points per entry. Pass rates have decreased slightly since 2012, in line with the national picture. A Level results in Surrey remain some distance from our highest performing statistical neighbours.
9. There is evidence to suggest that some high-achieving young people completing GCSEs in Surrey's maintained schools and academies choose to follow A Level programmes at independent schools.
10. Surrey's success rates for vocational courses below Level 3 (A level or equivalent) are improving and are now above national averages. This includes both Apprenticeships and programmes followed in schools & colleges. There is noticeable variation in success between subject areas.
11. The number of young people aged 16-18 starting apprenticeships since 2011 has increased by 4%. This is in contrast to an overall decrease of 14% in England during the same period.
12. Early indications from DfE progression data suggest that progression from Surrey's schools to Higher Education may not be as strong as might be expected given schools' above average results. This suggests that patterns of progression to Higher Education should be investigated further.
13. There is a substantial gap in achievement by 19 between pupils claiming Free School Meals and other pupils, which is wider than the national average. At Level 3 this gap has remained at a similar level over the past 5 years. The gap at Level 2 improved to narrower than the regional average in 2012.

14. Surrey County Council has been funding free meals for students attending colleges and training providers, where they would have been able to access Free School Meals were they in a school Sixth Form. Since September 2012 over 600 young people have received this support to address financial hardship as a barrier to participation. This has ensured parity of support for young people who chose to attend different learning providers. Surrey has influenced national policy in this area, with central government deciding to introduce this scheme across the country for the next two years.
15. Surrey County Council has worked with partners to develop the closer to home strategy. Through this strategy more integrated working has been developed, earlier assessment has been established and more local provision has been developed. This has prevented the increase in out of county placements which were previously growing at 12 % per year and that has now declined by 30 and from 116 to 86.
16. Surrey County Council has made significant progress in reducing the number of looked after children for whom Surrey is the corporate parent and are placed in Surrey who are NEET, with none NEET at the end of January 2014. This is the first time 100% of this group have not been NEET and compares to 10 looked after young people who were NEET in January 2013.
17. These successes have been achieved at a time of increasing financial challenge for the sector as a whole. Most recently, the Education Funding Agency has informed providers that learners will not be funded after their 19th birthday, which has significant implications for young people requiring 3 years of further education.
18. Services for Young People is in the process planning for re-commissioning of its services from April 2015. The changes proposed are outlined in the 'Creating Opportunities for Young People' report included in this agenda pack. Particular vulnerable groups for whom participation, progression and achievement tend to be lower than their peers have also been identified, these include young people:
 - with Special Educational Needs and Disabilities (SEND);
 - who are looked after or care leavers;
 - who are on child protection plans or are children in need;
 - who are identified as at risk of becoming NEET;
 - who are parents;
 - who have caring responsibilities;
 - from Gypsy, Roma and Traveller communities; or
 - who have offended.

Conclusions

19. Surrey has made strong progress towards achieving full participation in education and training for young people and has achieved the lowest level nationally of young people who are NEET.
20. Colleagues and partners across Surrey are involved in a wide range of education and training activity at Key Stage 5. Some of Surrey's initiatives are influencing national policy (for example, Free College Meals).
21. 'A' Level results are above national averages but some distance from our statistical neighbours. Experimental DfE progression data suggests that progression to Higher Education may not be as strong as expected given Surrey's relatively high performance at A Level.
22. Surrey continues to perform strongly against 'Attainment by 19' measures, however the attainment gap between Free School Meal claimants and other pupils at Level 3 is wider than most comparators.

Recommendations:

23. That the select committee note:
 - a) the participation, progression and attainment outcomes listed above and detailed in the attached report, and in particular the strong progress towards full participation.
 - b) that a holistic approach considering a range of outcomes for all young people should be adopted for the next commissioning cycle for services for young people (from 2015).
 - c) that further investigation is required to understand patterns of progression to Higher Education for young people in Surrey.

Report contacts:

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Sources/background papers: Key Stage 5: Participation, Progression and Attainment (attached)

Key Stage 5 Participation, Progression and Attainment

2013/14

Highlights

- Raising of the Participation Age (RPA) to 17 came into effect in September 2013. Surrey has made great progress towards full participation. On 27th February 2014, of over 10,000 residents in Year 12 107 were known to be Not in Education, Employment and Training (NEET), less than half the number NEET at the same time last year. This reflects particularly well on the hard work of Surrey schools, the impact of the Leader's Ready for Work Programme and the wider work of Services for Young People.
- There is a 5-year trend of improvement in attainment by the age of 19 which remains above national averages at both Level 2 and Level 3. However, there was a slight decrease in performance at Level 3 in 2012.
- In 2013, Surrey's schools and colleges continued their above average performance for 'A' Level points per entry. Pass rates have decreased slightly since 2012, in line with the national picture. 'A' Level results in Surrey remain some distance from our highest performing statistical neighbours.
- The number of young people aged 16-18 starting apprenticeships since 2011 has increased by 4%. This is in contrast to an overall decrease of 14% in England during the same period.
- There is evidence to suggest that some high-achieving young people attending key stage 4 in Surrey's maintained schools and academies choose to follow A Level programmes at independent schools.
- Surrey's success rates for vocational courses below Level 3 (A level or equivalent) are improving and are now above national averages. This includes both Apprenticeships and programmes followed in schools & colleges. There is noticeable variation in success between subject areas.
- Early indications from DfE progression data suggest that progression from Surrey's schools to Higher Education may not be as strong as might be expected given schools' above average results. This may suggest that patterns of progression to Higher Education should be investigated further.
- There is a substantial gap in achievement by 19 between pupils claiming Free School Meals and other pupils, higher than the national average. At Level 3 this gap has remained at a similar level over the past 5 years. The gap at Level 2 improved to narrower than the regional average in 2012.

Contact:

Rob Atkins, Performance and Intelligence Manager (Services for Young People)

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1. Participation

The Raising of the Participation Age to 17 came into effect in September 2013, requiring all young people to continue in education or training for one additional year. In September 2014 this will increase again, requiring all young people to remain in education or training until at least their 18th birthday¹.

7 Whilst it is the young person's duty to participate in education or training, it is the Local Authority's responsibility² to:

- Ensure that sufficient education and training provision is available;
- Promote the requirement to participate in education or training to young people;

and

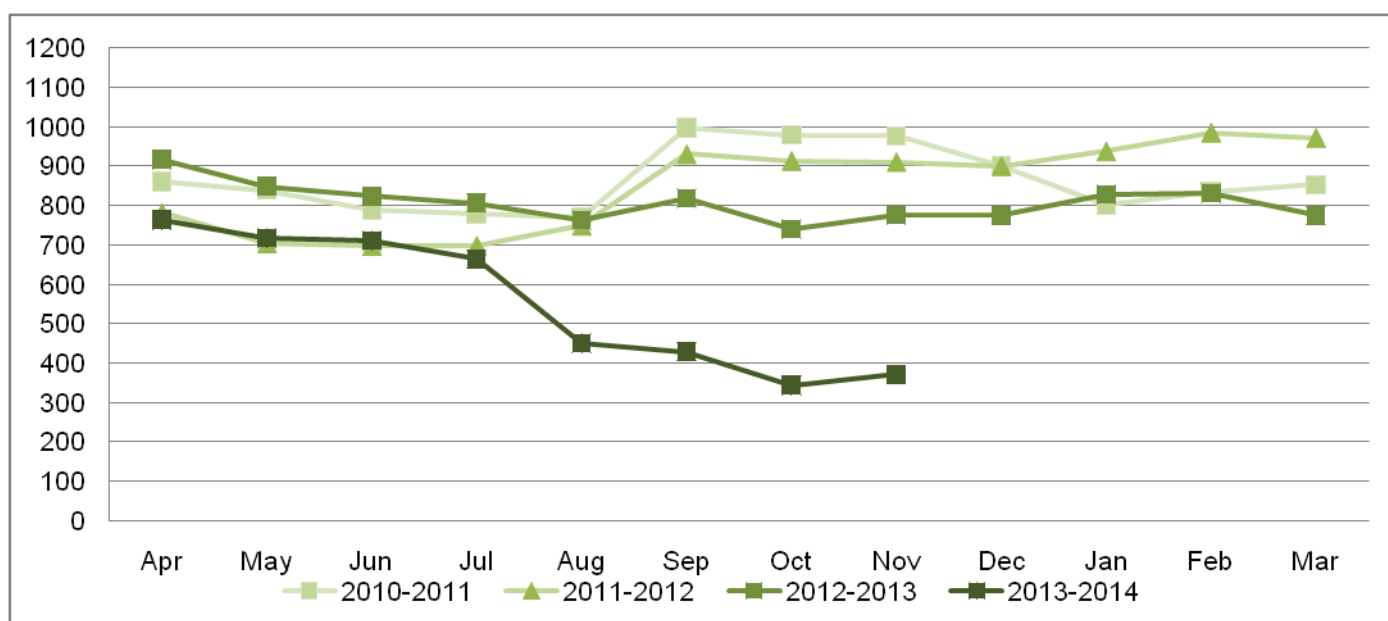
- Identify those young people who are not participating in education, employment or training.

A substantial programme of work has supported these goals in Surrey including the Leader's Ready for Work programme. This programme has so far engaged over 400 young people in school years 12 to 14 or aged 16-19 who would otherwise be NEET.

The Youth Support Service's Tracking and Engagement Team has been particularly successful in identifying young peoples' current activities. On 5th December 2013, 414 young people in Year 12 had an unknown activity, compared to 1,669 at the same point in 2012.

The overall number of young people NEET has reduced by more than half between November 2012 and November 2013.

Chart 1 – Number of young people aged 16-18 who are NEET in Surrey, 2010/11 – 2013/14



Source: Local CCIS (Adapt), November 2013

¹ - Raising the participation age (RPA)

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>

² - Participation of Young People – Statutory Guidance

<http://media.education.gov.uk/assets/files/pdf/p/participation%20of%20young%20people%20-%20statutory%20guidancev3.pdf>

Key Stage 5 - Participation, Progression and Attainment, 2013/14

Proportions of Surrey-resident young people accessing education, employment and training have remained broadly stable over the past 2 years. The most recent available data (December 2013) shows the highest recorded proportion of young people in education (87.8%). The most recent reporting period also shows the highest recorded levels of participation in non-employment based training (2.7%). This is in large part due to enrolment on engagement programmes now formally classified as training by the Department for Education, including the Leader's Ready for Work programme.

Table 1.2 – Y12-Y14 participation by EET category, March 2012 – December 2013

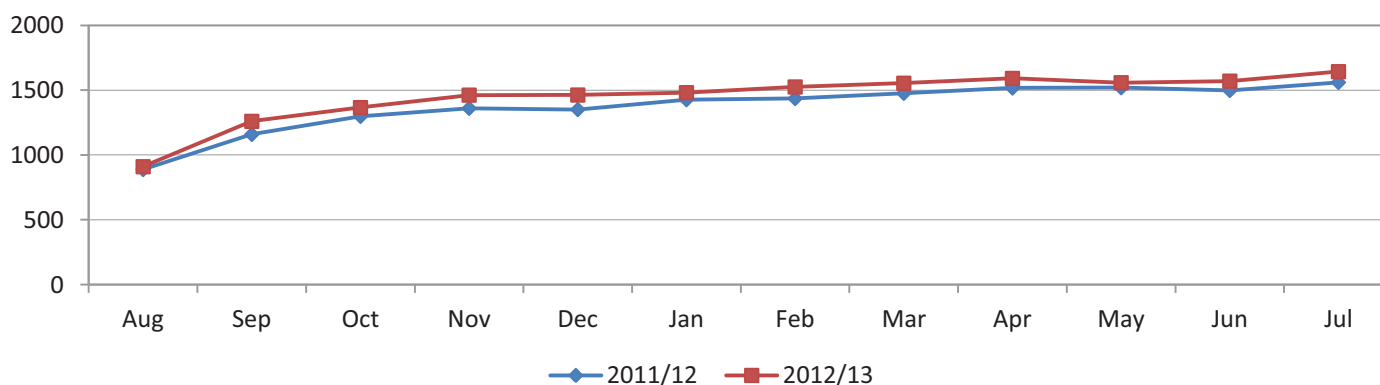
EET Status	Month					
	Mar-12	Jun-12	Dec-12	Mar-13	Jun-13	Dec-13
Education	84.3%	84.4%	87.5%	83.8%	81.8%	87.8%
Training (not in employment)	1.0%	0.9%	0.8%	0.9%	1.2%	2.7%
Employment with training	5.9%	6.6%	5.3%	8.4%	9.0%	4.5%
Employment without training	4.3%	4.1%	2.7%	3.2%	4.6%	3.2%
Overall EET	95.5%	96.0%	96.3%	96.3%	96.6%	98.2%

According to the most recent confirmed data (31st January 2014), every young person looked after by Surrey County Council and placed within Surrey is known to be in education, employment or training. 17% of young people looked after by Surrey County Council and placed outside of Surrey are known to be NEET. No young people who were looked after have had a status of unknown for 20 months.

As at the 31st January 2014, 95.1% of young people in Year 12 who were identified by schools and by Services for Young People as at risk of becoming NEET (RONI) were engaged in Education, Employment or Training.

In contrast to the national decline in 16-18 Apprenticeship participation³, Surrey achieved a year-on-year increase in the participation of young people aged 16-18 in Apprenticeship schemes every month in the 2012/13 reporting year. In July 2013, 1,643 Surrey-resident 16-18 year-olds were participating in registered Apprenticeships. This means that the number of young people aged 16-18 starting apprenticeships since 2011 has increased by 4%. This is in contrast to an overall decrease of 14% in England during the same period.

Chart 1.3 – Apprenticeship participation 2011/12 and 2012/13



Source: National Apprenticeship Service

³ – Data Service Statistical First Release - http://www.thedataservice.org.uk/NR/rdonlyres/79DF7C3D-C5D3-4816-897D-BEDA6BAFFD70/0/SFR_commentary_November_2013.pdf

2. Achievement and Attainment

The number of young people from Surrey schools attaining Level 3 (A Level equivalent) or higher by the age of 19 is above the England average⁴. There is 5-year trend of improvement, broadly in line with the national trend. Performance is broadly average among statistical neighbours and above the South East regional average. Surrey's performance decreased slightly (by 0.5%) in 2012.

The gap in attainment of Level 3 by the age of 19 between Free School Meal claimants and other pupils, (32%) is wider than the national average but roughly average among statistical neighbours and other Local Authorities in the South East.

Surrey's performance in ensuring that young people achieve Level 2 by the age of 19 has improved steadily year-on-year over the most recent five years reported. After four years in which the FSM attainment gap for this measure did not improve, 2012 saw Surrey improve to a gap of 20 percentage points, one point better than the regional average.

Chart 3.1 - % Young People attaining Level 3 by 19

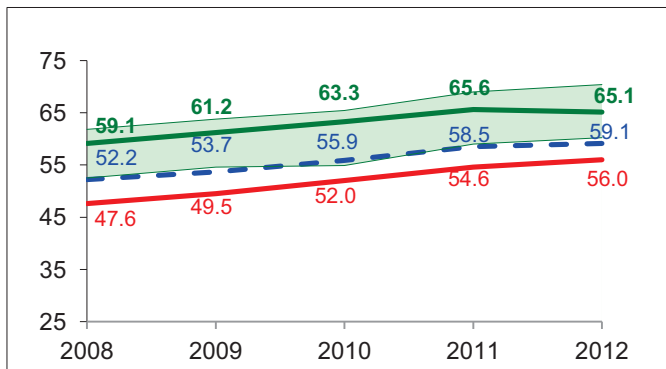
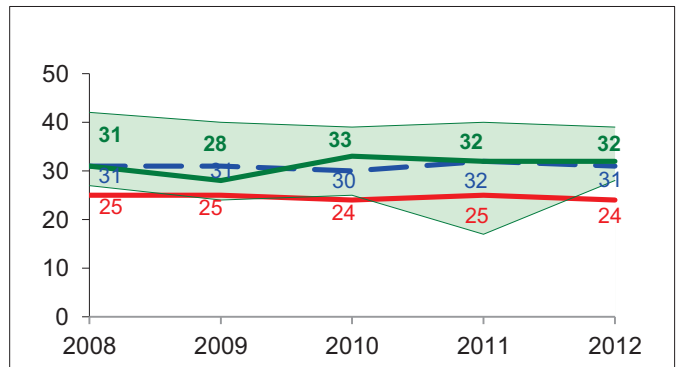
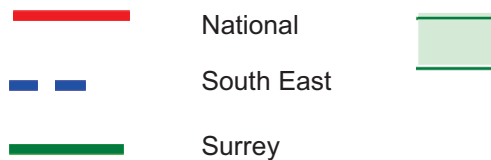


Chart 3.2 – Level 3 Free School Meal attainment gap
(gap indicator: lower numbers show better performance)



Source: DfE SFR 'Attainment by 19, 2012'



Minimum and maximum statistical neighbours (Bucks, Bracknell Forest, Cheshire East, Cambs, Hampshire, Herts, Oxon, Windsor & Maidenhead, West Berkshire and Wokingham). Note that these may not be the same from year to year.

Chart 3.3 - % Young People attaining Level 2 by 19

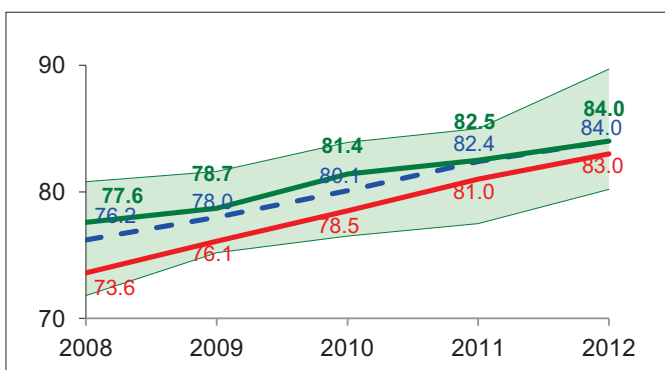
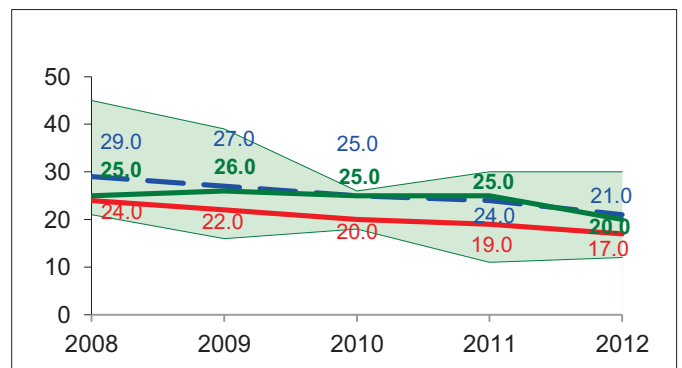


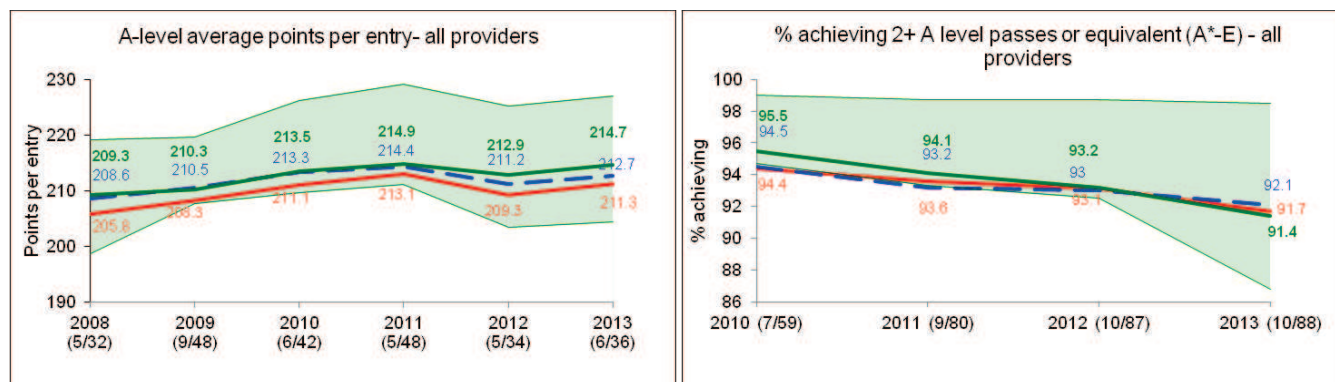
Chart 3.4 – Level 2 Free School Meal attainment gap
(gap indicator: lower numbers show better performance)



A Level and equivalent results for young people in Surrey's schools and colleges remain slightly above national averages but below most statistical neighbours. Average points per entry have increased since 2012; points per student and pass rates have both decreased slightly which is in line with the national trend.

Charts 2.1 and 2.2 – 'A' Level (and equivalent) results in Surrey, 2013

Note: numbers in brackets show Surrey's ranking (statistical neighbour ranking/national ranking)



— National
— South East
— Surrey
 Minimum and maximum statistical neighbours (Bucks, Bracknell Forest, Cheshire East, Cambs, Hampshire, Herts, Oxon, Windsor & Maidenhead, West Berkshire and Wokingham). Note that these may not be the same from year to year.

Source: DfE School Performance Tables and Statistical First Release, January 2014

'A' level performance headline statistics do not include the performance of pupils attending independent schools. DfE Attainment by 19 data suggests that some high-achieving young people in Surrey schools at key stage 4 leave the maintained sector to complete their A Level education in the independent sector. This requires further investigation.

Evidence from a range of value-added measures suggests that, on average, young people attending Surrey's school 6th forms and colleges make at least the progress they would be expected to make during Key Stage 5. Across all provision in Surrey the DfE KS5 value-added measure⁵ shows that most qualifications have average or better Value-Added. Reports provided by ALPS⁶ show that 7 school sixth forms provided significantly better than average value-added in 2013.

The most recent data provided by the Education Funding Agency and the National Apprenticeship Service suggests that success rates for young people studying at below Level 3 (A Level and equivalent) have improved and are now above national averages:

- Success rates for programmes below Level 3 studied at Surrey's schools, colleges and training providers improved from 74.7% to 82.7% between 2009 and 2011.
- Success rates for Surrey resident 16-18 year-olds participating in Intermediate (Level 2) Apprenticeships improved from 67.3% to 74.6% between 2009 and 2011.

⁴ - <https://www.gov.uk/government/publications/attainment-by-young-people-in-england-measured-using-matched-administrative-data-by-age-19-in-2012>

⁵ - Destinations of KS4 and KS5 pupils, 2010/2011

<https://www.gov.uk/government/publications/attainment-by-young-people-in-england-measured-using-matched-administrative-data-by-age-19-in-2012>

⁶ - ALPS: 'A Level Performance System'

3. Progression

In 2013, the Department for Education published experimental data on progression for young people completing Key Stage 5. This data relates to young people leaving Surrey's schools and colleges in 2010, and should be treated with caution due to the experimental nature of the statistics. However, this data does indicate that fewer young people than expected from Surrey's schools may be successfully making the transition to Higher Education. 44% of learners completing Key Stage 5 progressed to a 'sustained Higher Education destination', compared to 48% of young people from Surrey's statistical neighbours and from England overall⁶.

⁷ - Destinations of KS4 and KS5 pupils, 2010/2011

<https://www.gov.uk/government/publications/destinations-of-key-stage-4-and-key-stage-5-pupils-2010-to-2011>

4. Conclusions

Surrey has made strong progress towards achieving full participation in education and training for young people. 98.2% of young people in school years 12-14 are currently participating in some form of education, employment or training. The number of young people for whom activity is not known has also greatly reduced.

'A' Level results are above national averages but some distance from our statistical neighbours. Pass rates in vocational subjects have improved, for both taught courses and apprenticeships. There is, however, variation between subjects. There is some evidence to suggest that A Level and Attainment by 19 measures may be affected by young people choosing to study A Levels in independent school 6th forms. Experimental DfE progression data suggests that progression to Higher Education may not be as strong as expected given Surrey's relatively high performance at A Level. This should be investigated further.

Surrey continues to perform strongly against 'Attainment by 19' measures, however the attainment gap between Free School Meal claimants and other pupils at Level 3 is wider than most comparators and has not reduced over the past 5 years. The attainment gap at Level 2 has narrowed and is now less than the South East average.

5. Further Reading

Surrey's Young Peoples Employability Plan

http://www.surreycc.gov.uk/data/assets/pdf_file/0006/395655/Employability-plan-summary-FINAL.pdf

Key Stage 5/16-18 Performance Tables

<http://www.education.gov.uk/schools/performance/>

Key Stage 5 Destinations

<http://www.education.gov.uk/a00208218/key-stage-4-and-key-stage-5-destination-measures/>

RPA Statutory Guidance

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>

Attainment by 19 Statistics

<https://www.gov.uk/government/collections/statistics-attainment-at-19-years>



Children & Education Select Committee
10 July 2014

8

Creating opportunities for Young People: Recommissioning for 2015 - 2020

Purpose of the report: Policy development

To inform the Committee of the changes proposed to the commissioning model for Creating Opportunities for Young People in Surrey, in advance of the report to Cabinet on 23 September 2014.

Introduction:

1. This report sets out a proposed new model and commissions for Services for Young People for 2015-2020. This model is designed to deliver the outcomes for young people agreed by Cabinet on 22 April 2014 and set out in Annexe 1.

Commissioning approach in Services for Young People

2. Services for Young People transformed the offer to young people and the outcomes achieved through a commissioning approach, designed in the Public Value Review in 2010-11 and launched in 2012.
3. Services for Young People's success has been achieved through using an outcomes based commissioning approach. This first sets a clear overall goal then identifies outcomes which would result in the achievement of that goal. Thereafter, outputs are developed which would achieve those outcomes. Commissioning intentions are developed which then in turn shape future commissioning.
4. Services for Young People has worked closely with partners, particularly the Voluntary, Community and Faith Sector in securing the achievements highlighted in section one below.

ACHIEVEMENTS 2012—2014

5. Services for Young People has secured significant achievements since the launch of the new commissioning model:

- 59% reduction in young people who were NEET (Not in Education, Employment or Training) between January 2009 and January 2014.
- Surrey has the joint lowest numbers in England of young people who are NEET based on national data between November 2013 and January 2014, when last year Surrey ranked joint-25th.
- 90% reduction in first time entrants of young people to the criminal justice system from 2009 to 2013, when we had the lowest rate of first time entrants in England.
- Seventh out of 152 local authorities for rate of youth custody per 1000 population in England.
- 4% increase in young people aged 16-18 starting apprenticeships since 2011 – in contrast to a decrease of 14% in England during the same period. 622 apprenticeships generated for 16-19 year olds from April 2013 to end February 2014.
- 124 fewer NEET young people in 2012-13 compared to 2011-12, resulting in a £7 million saving to public purse based on research analysis by York University.
- Demonstrable positive impact on school attendance and fixed term exclusions for young people taking part in Centre Based Youth Work and Local Prevention Framework activity – and in particular for those with SEND.
- High proportion of young people engaged in youth centre activities are in higher need groups – of the 7,017 in 2012/13, 37% had SEND, 20% were NEET or re-engaging, 17% were identified at risk of NEET, 16% were Children in Need, and 200 were young people who had offended.
- 89.8% successful progression to education, training or employment from young people at risk of becoming NEET who received support from the Year 11/12 Transition commission.
- Twenty six youth centres have achieved the NYA (National Youth Agency) Quality Mark Level 1, demonstrating a standard equivalent to Ofsted rating of good.
- Reduction in out-county placements in Independent Specialist Colleges from 126 to 90 in 3 years with reduced costs, equivalent to a £2million saving, and improved outcomes.
- Over £250K of additional provision generated from the Voluntary, Community and Faith sector in Surrey.

- 290 young people who presented as homeless have been placed in safe accommodation since November 2012.

CHANGES PROPOSED FOR NEXT COMMISSIONING CYCLE

6. The Transformation of Services for Young People achieved significant success through the outcomes-focused approach to commissioning. Therefore, the changes proposed are not for a radical re-shaping of the current model, but rather adaptations to respond to changes in need, policy context, young people's perspectives and learning from the evaluation of performance.

Changing needs

7. A comprehensive needs assessment has been conducted, linked to the Joint Strategic Needs Assessment (JSNA). This assessment, One in Ten 2014, highlighted the following key issues in relation to the needs of young people, and will inform future commissioning for 2015 to 2020.
 - Growth in demand from increase in the population of young people by 5% over the commissioning period.
 - Need for young people to have the skills and experience sought by employers so they are ready for work.
 - Need for young people to be able to make informed choices on education, training and employment options.
 - Increasing need and changing patterns of need, such as increasing Autistic Spectrum Disorder (ASD), for young people with SEND.
 - Growth in emotional and mental health needs of young people.
 - Barriers to participation, in particular transport, lack of income and homelessness.
 - Young people are experiencing discrimination, alienation and bullying, often leading to their needs being less evident.
 - Many young people have negative experiences during teenage years, which then have a significant impact on their later lives.
 - Many young people experience multiple and complex barriers to participation, often involving family relationship breakdown and other challenges in the neighbourhoods in which they live.

Young people's involvement

8. Young people have been closely involved in the review of current commissions and developing the proposed new outcomes. They have highlighted the value they place on current services, and identified gaps which directly relate to the outputs and outcomes that Services for Young People are seeking to achieve. In particular, young people highlighted: a need for more information, advice and guidance on opportunities in education, training and employment; a broader range of courses; challenges in relation to mental health and emotional well-being; challenges in relation to peer pressure and bullying; family difficulties and

breakdown of relationships; money and transport; and a need to have someone to talk to who understands.

Financial context

- 8
9. The re-commissioning for 2015-2020 needs to address the challenging financial context for Surrey County Council and the wider public sector. Although the economy has started to improve, with increasing employment opportunities, further budget reductions are forecast for the County Council and partners, including providers of education and training. The Transformation of Services for Young People achieved a reduction in gross expenditure of £4.6m in 2011-12 whilst achieving significantly improved outcomes. The scope for significant further savings is therefore limited, but the model is designed to be flexible, either to take on additional functions, generate income or to respond to budget reductions.

National and local policy context

10. Services for Young People deliver key outcomes to improve young people's quality of life and fulfil a range of statutory duties for Surrey County Council: the duty to commission education and training provision for young people aged 16 to 19 and then up to age 25 for young people with Special Educational Needs and Disabilities (SEND); the duty to prevent young people's involvement in crime and anti-social behaviour; the duty to ensure adequate opportunities for young people through youth work; and to promote effective participation of young people in education, training or employment up to age 18 by 2015 as required by Raising the Participation Age.
11. The Surrey Young People's Employability Plan 2012-17 sets out the local policy, strategy and action plan to achieve full participation by 2015 and to sustain participation through demographic growth and other changes in needs. There are also clear policy drivers locally for more integrated approaches with partners, as demonstrated in the recent work on the Public Service Transformation Network (PSTN) Skills for the Future and a policy drive for localism.

Key themes

12. As result of the above, some key themes emerge:
 - Wider integrated commissioning with key partners such as Districts, Boroughs, Public Health, Surrey Police and Active Surrey.
 - Increased local delegation, enabling local decision making and local involvement of young people.
 - More targeted early help to reduce demand on statutory services.
 - Improved quality, co-production and focus on outcomes.
 - Increased value for money and evidence of impact achieved.
13. The paper sets out proposed changes to the commissioning model for a five year period, from 2015 to 2020. Additionally, the paper proposes the Young People's Employability Plan 2012-17 is simultaneously revised, to reflect these

changes, as well as to strengthen its breadth across Surrey County Council and with partners.

STRATEGY AND COMMISSIONING INTENTIONS 2015- 20

Strategy

14. In December 2010, Cabinet agreed the strategic goal for Services for Young People as employability to secure full participation for young people to age 19 in education, training or employment. On 24 July 2012, Cabinet agreed the Young People's Employability Plan 2012-17, which set out the vision for young people's employability. It is proposed to retain that vision, with the addition of a definition of employability. This will enable greater clarity, and reflect the breadth of integrated approaches needed to achieve improved outcomes for young people.

Goal

15. Our goal is for all Surrey young people to be employable.

Definition of employability

16. Employability is the development of health, wellbeing, skills, abilities, and personal attributes that enhance young people's capability to secure rewarding and satisfying outcomes in their economic, social and community lives. Our key measure of success will be full youth participation in education, training or employment with training to age 19 by 2018.

Commissioning intentions

17. The commissioning intentions for the re-commissioning of Services for Young People for 2015-2020 are –
 - Pathways to employment for all.
 - Early help for young people in need.
 - Integrated specialist youth support.
 - New Economy

Re-commissioning for 2015-2020

18. The outcomes framework to enable employability of young people has been refreshed, drawing on the needs analysis, evaluation of the service, young people's perspectives and work with staff and partners. The revised framework is attached at **annexe 1**. This framework was agreed by Cabinet on the 22 April 2014.
19. Previously, services were typically commissioned for a three year period, from 2012 to 2015. However, providers have fed back that a longer period of commissioning would encourage greater innovation, as well as achieve better outcomes and improved value for money. The Voluntary Community and Faith Sector line also sought simpler procurement processes. It is therefore proposed

that the next commissioning cycle is for a five year period, from 2015 to 2020 and that procurement process will be further simplified.

20. The achievements to date have highlighted a significant return on investment on resources invested in Service for Young People. The benefits have been demonstrated to accrue for not just Surrey County Council, but also significantly for national government such as in reduced benefits payments, increased taxation receipts once young people are in employment and reduced costs to other services such as Health, Police and even the Prison Service.
21. An external evaluation has been conducted by the Institute of Local Government Studies at the University of Birmingham. The evaluation has informed the development of the new operating models. The final report will be sent to Select Committee members after its publication in early July 2014.
22. Surrey Outdoor Learning and Development (SOLD) is exploring alternative options for its future operations. This work is included within 'Pathways to Employment for All'. A further update will be taken to Cabinet in September 2014.

Project Board

23. The recommissioning is being overseen by a Project Board, chaired by the Cabinet Associate for Children, Schools and Families and with representation from the Children & Education Select Committee, Local Committees and young people. The Project Board is being expanded to include other public agencies with an interest in jointly commissioning better outcomes for young people.

24. Pathways to employment for all

Model description

This model proposes to strengthen the range of opportunities for young people in education, training and employment opportunities in Surrey. These opportunities will be informed by the needs of employers, linked to the aspirations of young people and supported by high quality impartial careers information, advice and guidance. The model brings together opportunities offered by schools, colleges and training providers with alternative provision. The model proposes the Your Next Move Guarantee which guarantees all young people in Surrey the opportunity to participate in education, training or employment up to age 18. This would be complemented by support for key transition points for targeted groups, building on the Year 11/12 Transition, but extending that to Years 12/13.

The model includes development of local provision for young people with SEND, with integrated support across education, health and social care, as part of integrated arrangements from birth to age 25.

Key benefits

- More integrated education, training and employment pathways.
- Surrey Your Next Move Guarantee of the offer to all young people in education, training or employment up to age 18.
- More external funding for provision and engagement.

25. Local Early Help for Young People

Model description

This model proposes an integrated approach with partners to commission outcomes for young people which are identified as local priorities. Agreements will be sought with key partners to align commissioning resources.

Priorities would be drawn from the Young People's Outcomes Framework (Annexe 1) and shaped by expanded local Youth Task Groups, working with partners. This would include at least the current Local Prevention Framework, and potentially Centre Based Youth Work. This process could vary the allocation of resources between communities, within a fixed overall allocation (currently, for example, centre based youth work is a fixed 2 FTE per centre). Options would be explored for resources to be deployed from centres to other locations, through a 'hub and spoke' approach. The model includes Youth Engagement which aims to equip all young people to make informed decisions, to be advocates and agents for change.

Four approaches will be explored, particularly in relation to Centre Based Youth Work: staff secondment (current model); staff transfer; direct management in Surrey County Council; new organisation developed with staff – e.g. Trust, Mutual, Community Interest Company or a combination of these.

Key benefits

- Greater local ownership with flexibility to respond to local need and priorities.
- Joint commissioning with partners to reduce demand.
- Voluntary sector involvement, use of community assets and income generation.

26. Integrated Youth Support

Model description

This model delivers a range of key outcomes and develops employability skills for some of the most vulnerable young people in Surrey. It is delivered in-house by the successful Surrey Youth Support Service, which provides integrated support for young people who are NEET, children in need and those who have offended or are at risk of homelessness. The model employs a casework approach to supporting young people, developing positive relationships and addressing young people's barriers to participation. This often involves working closely with other partners to provide holistic support.

Options for income generation would be explored, with a key focus on European Social Fund, Education Funding Agency and Social Enterprises. Alternative delivery models would also be explored, alongside exploration of alternative models for SOLD and Centre Based Youth Work.

Key benefits

- Strengthen integration with the local early help offer and external partners.
- Opportunities for greater income generation.
- Opportunity to explore options for the development of an alternative vehicle.

27. New Economy

Model description

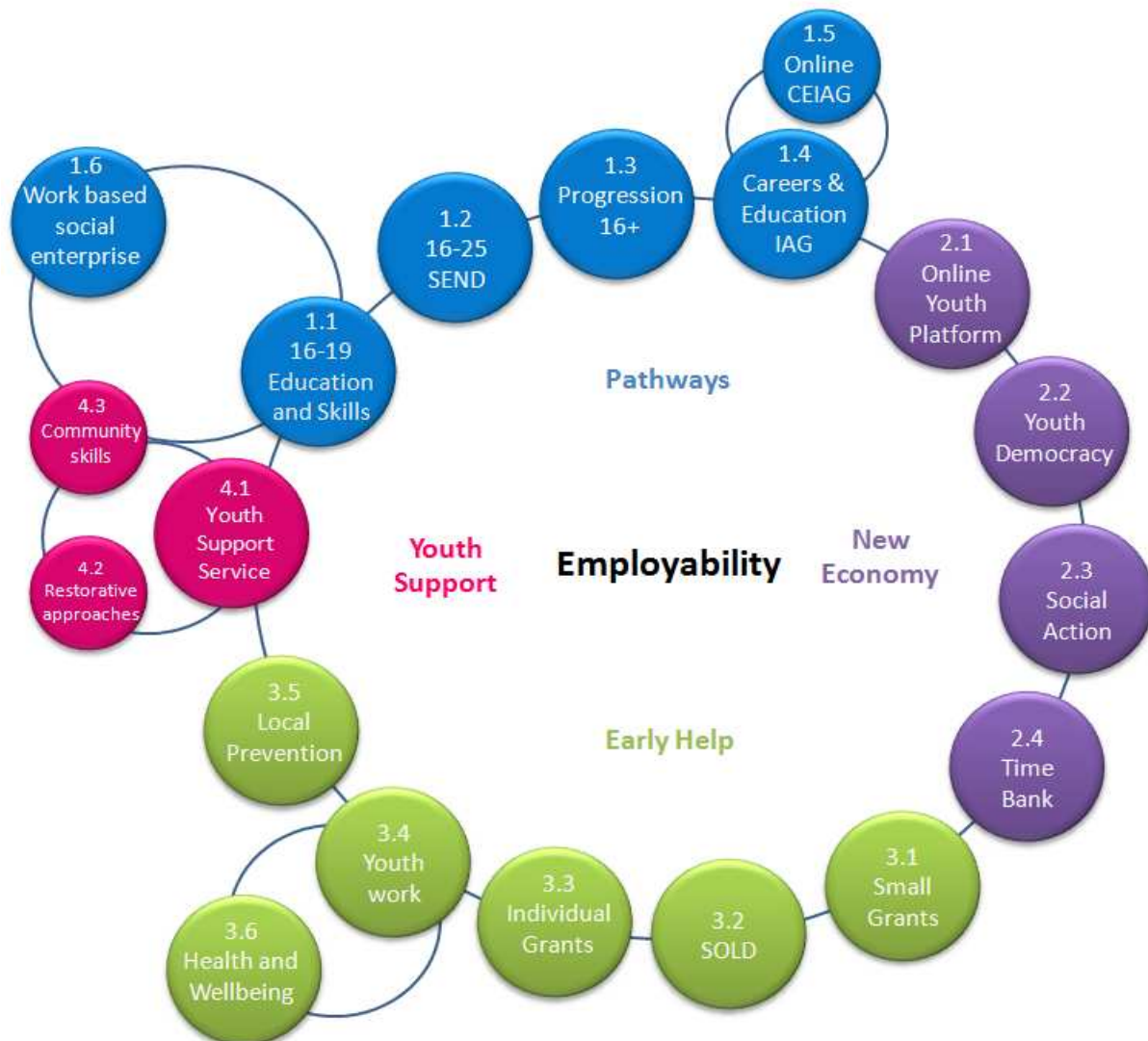
We will enable young people to be at the forefront of creating growth in the new economy which values our personal, social, environmental and economic wellbeing as a whole. We will stimulate the new economy so that young people are able to create their own outcomes, supported by small amounts of start up capital and infrastructure including pro-social digital technologies. Links will be made with Youth Work, Skills for the Future and other progressive education programmes to equip young people with the skills to lead in this transition.

Key benefits

- Secure contribution from young people, families and communities.

Proposed new model

28. The proposed new model is set out below and further details will be outlined at Select Committee.



Mechanisms of Delivery

29. The following mechanisms of delivery have been considered and recommended options will be presented to Select Committee.

- In-house provision by Surrey County Council
- Outcomes based contract let to provider (possibly with some payment by results)
- Joint venture
- 'Spin out' as new legal entity e.g. Charitable Trust, Mutual, Community Interest Company
- Strategic Partnership with Voluntary, Community, Faith Sector, Private Sector or other Public Sector organisation(s)
- Traded models where services are bought in at full or part cost
- Hybrid models (drawing together different aspects of the above) potentially with Social Impact Bonds and/or Public Sector Transformation.

Resources

Review and evaluation

30. The re-commissioned model will be subject to robust monitoring, review and evaluation through reports on each commission, linked through to reporting of key outcomes and other performance measures to Cabinet, Corporate Leadership Team, Children, Schools and Families Leadership Team, Children & Education Select Committee and the 14-19 Partnership. Quality will be assured through the extension of the National Youth Agency Quality Framework and links to Ofsted inspection frameworks.

Consultation:

31. The development of the outcomes recommended in this report have involved wide engagement with young people, partners including the Voluntary Community and Faith Sector, schools, colleges, training providers, Health and Police and Employers.

What happens next:

32. Further engagement through July with partners, other services in Surrey County Council, staff and young people will inform the development of the business case. In particular, areas of aligned commissioning and joint delivery are being explored with Boroughs/Districts, Active Surrey, Public Health, Surrey Police and representative organisations of the Voluntary, Community and Faith sector. Views are being sought from Local Committees on the proposals to increase delegation at Borough/District level in relation to early help for young people.

33. The Project Board will thereafter oversee the development of the proposed model and business case, with Children Schools and Families Directorate Leadership Team. The proposed model, commissions and business case will be presented to Cabinet on 23 September 2014. Thereafter, proposals will be sought from the market through procurement for the new models and additionally any service changes implemented.
34. Local commissioning would commence in September 2014, so that procurement processes are completed through Local Committee award of contracts by June 2015 giving three months lead in before new services are required from September 2015.
35. Further awards will be sought in December 2014 for county-wide contracts starting in April 2015. This timeframe will be reviewed and confirmed after the final selection of options.
36. Within the Pathways to Employability model, the commission which supports young people's progression from Year 11 to Year 12 concludes each December, with a new cohort of young people identified for a start in January. Therefore this commission will run through to December 2015, with new provider(s) taking on delivery from January 2016.

Recommendations:

The Select Committee make recommendations for the development of the model and proposed options to be taken to Cabinet on 23 September 2014.

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Frank Offer, Head of Commissioning & Development for Young People
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Consulted:

The development of this report has involved wide engagement of young people, partners including the voluntary, community and faith sector, schools, colleges, training providers, health organisations and employers.

Annexes:

Annexe 1: Surrey Young People's Outcomes Framework

Sources/background papers:

- Reports to Cabinet on Services for Young People Transformation on 20 December 2011 and 18 December 2012.
- Select Committee 27 March 2014.

Annexe 1: Young People's Outcomes Framework

Goal	Ref	Outcomes	Ref	Outputs
Employability for young people	1	Young people are equipped with the skills and attitudes to join the workforce	1.1	Sufficient, quality education and training post-16 provided
			1.2	Successful transition made to post-16 education, training and employment
			1.3	Employability skills, attitudes and behaviours developed
			1.4	Numeracy and literacy improved
			1.5	Increased experience of the workplace
	2	Young people are resilient	2.1	Physical wellbeing improved
			2.2	Emotional wellbeing improved
			2.3	Mental wellbeing improved
			2.4	Social wellbeing improved
	3	Young people are safe	3.1	Offending and anti-social behaviour prevented
			3.2	Reduced impact of offending
			3.3	Young people's safety in communities is improved
	4	Young people overcome barriers to employability	4.1	Young people prevented from becoming NEET
			4.2	Reduced number of young people who are NEET
			4.3	Homelessness prevented
			4.4	Entry to the care system prevented
			4.5	Transport for young people is improved
	5	Young people make informed decisions	5.1	Informed decisions made about education, training and careers
			5.2	Informed decisions made about leading a healthy lifestyle
			5.3	Informed decisions made about use of free time
			5.4	Informed decisions made about accessing services and support
	6	Young people are active members of their communities	6.1	Young people have positive role models
			6.2	Participation in social action increased
			6.3	Decision-making influenced by young people
6.4			Involvement in local democracy increased	

Target groups

Informed by our needs assessment, there are groups of young people for whom we particularly want to improve these outcomes and reduce inequalities.

These include:

- Young people with Special Educational Needs and Disabilities
- Young people who are looked after or care leavers
- Young people who are on child protection plans and children in need
- Young people who are identified as at risk of becoming NEET
- Young people who are parents
- Young people who have caring responsibilities
- Young people from the Gypsy, Roma and Traveller communities
- Young people who have offended
- Other young people who have protected characteristics (sexual orientation, age, gender, gender reassignment, race, and religion or belief) where this leads to them facing barriers to participation

Ways of working

In working towards these outcomes we will ensure:

- all services for young people are co-produced in an equal and reciprocal relationship between young people, their families, their communities and professionals;
- the strengths of young people, their families and communities are a part of the solution;
- we commission solutions locally wherever possible to meet local need across the county; and
- we take an early help approach, engaging as early as possible to prevent and remove barriers to employability before they have a significant impact on young people's lives



Children and Education Select Committee
10 July 2014

Developing the first University Technical College in Surrey

Purpose of the report: Policy development

To inform the Committee of the proposed development of the first University Technical College in Surrey.

Introduction:

1. University Technical Colleges (UTCs) are government funded schools that offer 14-18 year olds an education that is geared to meet the needs of employers, with extensive experience of the work place and projects designed to meet employers' needs. They teach students technical and scientific subjects in a new way, educating the inventors, engineers, scientists and technicians of tomorrow.
2. By integrating technical, practical and academic learning, UTCs create an environment where students can thrive and develop the abilities that employers need.

To do this, UTCs:

- Focus on one or two technical specialisms.
- Work with employers and a local university to develop and deliver the curriculum.
- Relate the content of academic subjects to their technical specialisms.
- Have the latest equipment and technology used by industry.
- Dedicate at least 40% of time to the technical specialism including design and building, working in teams and problem solving.

3. By working with a university and local employers, UTC students benefit from access to:
 - The latest research, industry experts and specialist facilities;
 - Real-life employer designed projects that stretch their technical skills and creative thinking; and
 - Teaching and mentoring from specialists who currently work in industry.
4. UTCs are academies and are smaller than traditional secondary schools. They are not academically selective and charge no fees. UTCs typically have 600 to 800 students, are sub regional and their catchment area may extend across a number of local authorities.

Proposal for the first UTC in Surrey

5. The UTC is a proposed new specialist academy developed with employers and higher education, based in Guildford. It would provide education for 14-19 year olds of all abilities, and open in September 2017, with a focus on digital technologies and engineering. The location in Guildford has been selected following a feasibility study across Surrey and discussions with key partners.

The Vision

6. The vision for the UTC is for young people to be enterprising, ambitious and resilient, with the skills required by employers and the academic ability for higher education. They will be strong team players, motivated and professional, good communicators, with a high level of academic achievement, technical skills and leadership potential.
7. This supports the vision in Surrey's 14-19 Plan 2010-2015 and Young People's Employability Plan 2012-17.

What is the UTC?

8. The UTC will be a high performing specialist academy for 14-19 year olds, producing excellent results with 100% progression to higher education, training or employment. The UTC will offer a different learning environment to schools and colleges, with an emphasis on digital technologies and engineering. These are fields which employers and higher education have identified as growth areas, with shortages of well-qualified and motivated young people. Students will benefit from both academic and technical pathways with clear links between every aspect of their education and the world of work. They will be engaged in their education, working on real world projects and mentored by sponsoring employers. With a business-like environment, students will be learning key employability skills and will have clear progression pathways after Year 13 to higher education, higher apprenticeships and employment. The vision is driven by a shared ambition to motivate and enable all young people to fulfil their

potential, become enterprising citizens and make a positive contribution.

9. Located conveniently for transport links, the UTC will recruit students from across Surrey, as well as from London and Hampshire. It will complement and enhance the local education offer and help to meet the need for school places at a time of demographic growth. The UTC will gain a reputation for achieving excellent destinations for the students, inspiring not only students but also the local community.
10. The development of the UTC will be funded through a bid for capital funding, up to £10 million, to Central Government, bringing in additional resources to support the development of education opportunities for the future in Surrey, addressing needs arising from the growing population and providing a distinctive new offer for young people. Additional capital funding is also being sought from Enterprise M3 Local Enterprise Partnership. Following a successful bid and launch of the UTC, funding would be provided annually in the same way as other secondary schools in Surrey are funded.

How will the UTC be developed?

11. The UTC is being developed through a close collaboration between Royal Holloway College, Guildford College of Further and Higher Education, Enterprise M3 Local Enterprise Partnership, local businesses, particularly CGI and British Aerospace, Guildford Education Partnership and Surrey County Council, working closely with local schools and communities. Local businesses will have a key role in encouraging young people to develop the skills, behaviours and attitudes sought by employers now and in the future. The UTC will offer a relevant work-related curriculum underpinned by academic rigour, providing an exciting and unique opportunity to learn in a different way, supporting economic growth and competitiveness

How are employers involved and why is there the emphasis on particular skills?

12. The bid is being developed by with local businesses to design the curriculum, which will focus on the key skills shortages of digital technologies and engineering. We are working closely with employers to develop future work-based education projects and employment opportunities, including apprenticeships. The focus on particular specialist areas will be further refined as the bid develops, and the service will continue to work with employers, higher education and other partners to focus on particular aspects of digital technologies and engineering. The focus will be designed with schools and colleges to be complementary to current provision, with a distinct offer to young people.

Who will go to the UTC and when?

13. Young people will join the UTC at age 14 (year 10) or age 16 (year 12) to take a full time academic and technical programme of study, alongside the requirements of the National Curriculum. The UTC will open in September 2017, initially offering places for about 150 students across Year 10 and Year 12 (numbers will be finalised as the bid is developed). Students will be drawn from across Surrey and neighbouring Local Authorities such as some London Boroughs and Hampshire, where the transport links provide access within a reasonable travelling time. The admission arrangements will be developed to ensure young people join from across the ability range and from a wide geographical area. In subsequent years, higher numbers will be admitted, rising to a total capacity of 700 to 800 across years 10 – 14 (ages 14-19) by 2021.

How will the bid be developed?

14. We are jointly developing a bid to national government for the UTC for submission in October 2014, working with local partners through the UTC Steering Group which comprises key partners, including employers.

What are the next steps?

15. Further involvement of partners and views of parents and young people will be sought over the next few months as the bid is developed for submission in October 2014. If successful, development funding will be allocated for the next phase and the site will be confirmed. This will be followed by further local engagement to finalise the design of the UTC.

<h3>Recommendations:</h3>

16. The Select Committee is asked to make recommendations for the proposed development of a University Technical College in Surrey, which will be taken to Cabinet on 23rd September 2014.

Report contacts:

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Sources/background papers:



Children & Education Select Committee – 10 July 2014

Transport Strategy for Schools Places Programme

1. In November 2013 a task group of the county council's Planning & Regulatory Committee was established to oversee the development of a transport strategy for Surrey's schools place programme. The schools place programme aims to meet the future need for additional school places across the county.
2. The membership of the task group was: Keith Taylor (Chair), Jonathan Essex, Margaret Hicks (also representing the Local Committee Chairmen), George Johnson and Richard Wilson.
3. The strategy is included as **annex 1** to this report.
4. The task group presented the strategy to the Planning & Regulatory Committee on the 21 May 2014. The Environment & Transport Select Committee was also invited to comment prior to a public consultation over summer 2014, with the strategy being presented on 12 June 2014.
5. The minutes of these meetings are included as **annex 2** of this report. The Environment & Transport Select Committee considered the strategy alongside a number of other reports relating to sustainable transport. For the sake of brevity, the enclosed minutes have been edited to include only the pertinent points.
6. The Children & Education and Environment & Transport Select Committees are invited to comment on the accompanying strategy prior to a three month public consultation between July and September 2014.

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Transport Strategy for Surrey's Schools Place Programme

29 May 2014

Executive summary

Surrey County Council's schools place programme aims to meet the future need for additional school places across the county. A significant number of Surrey's primary schools have already expanded, with over 12,000 more primary places required between 2014 and 2018. The growth at primary level will follow through to the secondary sector with more than 5,000 additional secondary places being planned by 2018, and further expansions/ new schools required beyond that. All Surrey's districts and borough will be affected by this growth in school demand.

This will inevitably have an impact on the local transport system in a number of ways. Residents are often understandably very concerned about the increased congestion, and schools and parents worry about road safety. It is therefore essential to plan for this growth in school places in terms of transport in order to mitigate the impacts. Given Surrey's already congested road network it will be impossible to both significantly increase school places and reduce congestion without over time reducing car journeys in the county, including to and from school.

The objectives of this strategy are to maximise the choices available to children as to how they travel and to minimise the impact of school growth on local residents and businesses. In order to achieve this the strategy focuses on five areas: travel planning; walking and cycling to school; school design and access; public transport; and parking on and off school sites. The strategy also details improvements to the process of identifying and funding transport mitigation measures for school expansions and lists the roles and responsibilities of those involved.

This strategy has been developed by a task group of the county council's Planning & Regulatory Committee and will be subject to a full consultation over summer 2014. A final version of the strategy to take on board comments received during the consultation will be considered by the Planning & Regulatory Committee autumn 2014 before the strategy is considered by Surrey County Council's Cabinet and Full Council to be adopted as part of Surrey's Local Transport Plan (LTP3). The strategy will be owned by the Programme Delivery Board for the school place programme with the Planning & Development Group Manager, a member of that board, responsible for ensuring the actions are implemented. A report will be taken to the Planning & Regulatory Committee in autumn 2015 in order to review progress and the impact of the strategy.

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1. Why we need a transport strategy

Surrey County Council's schools place programme aims to meet the future need for additional school places across the county. A significant number of Surrey's primary schools have already expanded, with over 12,000 more primary places required between 2014 and 2018. The growth at primary level will follow through to the secondary sector with more than 5,000 additional secondary places being planned by 2018, and further expansions/ new schools required beyond that. All Surrey's districts and borough will be affected by this growth in school demand.

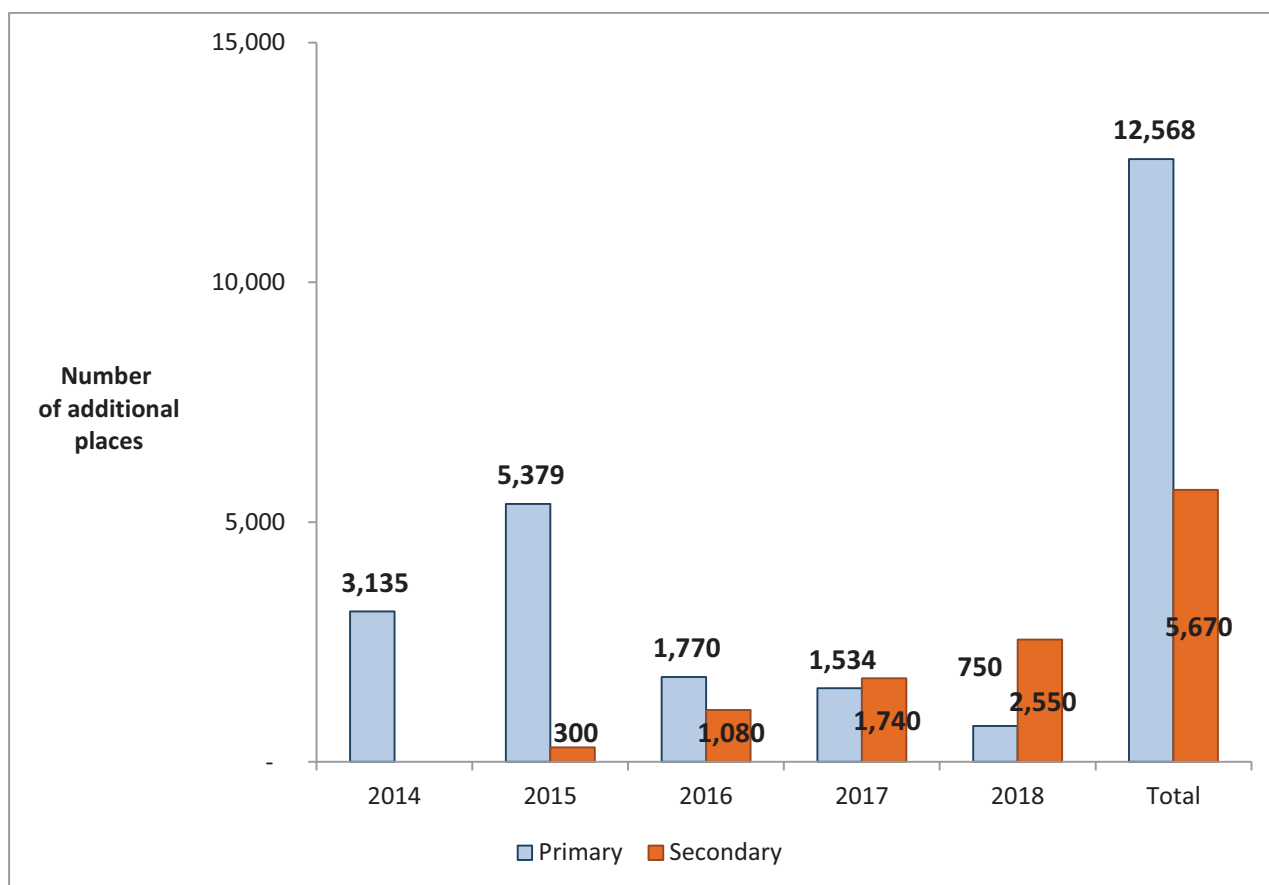


Figure 1: Number of additional school places to be delivered 2014 - 2018¹

This will inevitably have an impact on the local transport system in a number of ways. Residents are often understandably very concerned about the increased congestion, and schools and parents worry about road safety. It is therefore essential to plan for this growth in school places in terms of transport in order to: mitigate the impacts; effectively address the travel needs of the pupils in the most appropriate way; and to provide a clear evidence base which can be used to provide confidence to residents and others about the impact of proposed developments. As well as addressing the wide ranging concerns about transport impacts, this strategy aims to reduce some of the significant challenges of delivering the expansion programme to the timescales required. It seeks to complement other related county council strategies, many of which are part of [Surrey's Local Transport Plan](#) (LTP3).

¹ Estimated figures, subject to change

Along with the schools place programme, population and employment growth (forecast at 9% and 11% respectively over the next 20 years) will put further pressure on our transport network. Approximately 2,600² net additional homes per annum are currently planned for and significant developments are planned on the county's borders. The employment growth forecast alone could generate 17.5 million additional car journeys a year³.

Given Surrey's already congested road network it will be impossible to both significantly increase school places and reduce congestion without over time reducing car journeys in the county, including to and from school. In 2012 Illuma Research carried out interviews with a representative demographic sample of 500 primary aged pupils and their parents across 25 Surrey towns and villages. This research found that the car accounted for over 50% of school journeys. Data on mode of travel to school was last collected from *all* schools in 2011 and at this point 43% of primary aged pupils and 20% of secondary pupils travelled to school by car. If these percentages were to remain the same and 18,000 additional school places are provided this would equate to an additional 6,360 pupils travelling by car each day, or nearly 2.5 million additional journeys a year⁴. Additional staff at the schools will also generate increased journeys.

There are a range of plans, strategies and initiatives in place to reduce pressure on Surrey's transport network. This strategy sets out only how we will work with schools and other partners to minimise the impacts of the schools place programme on the local transport networks. It is clearly a complex challenge, however, with no single solution and cannot be achieved in isolation from other related activity.

² Based on Local Plan figures as at December 2013.

³ Based on estimated 11% growth of 574,526 employees (2011 census figures), 60% of whom would drive 5 days a week 46 weeks a year. The proportion of people driving to work is from 2011 census figures but these just consider the main mode of travel to work and do not take into account location of workplace or distance travelled.

⁴ Assumes 12,000 primary places and 6,000 secondary places and a school year of 190 days.

2. Aims and objectives of existing Surrey transport strategies

There are a number of plans already in place which set the context for this strategy. Surrey's Local Transport Plan (LTP3) sets out a transport vision and objectives for the county:

Vision

To help people to meet their transport and travel needs effectively, reliably, safely and sustainably within Surrey; in order to promote economic vibrancy, protect and enhance the environment and improve the quality of life.

Objectives

Effective transport: To facilitate end-to-end journeys for residents, business and visitors by maintaining the road network, delivering public transport services and, where appropriate, providing enhancements.

Reliable transport: To improve the journey time reliability of travel in Surrey.

Safe transport: To improve road safety and the security of the travelling public in Surrey.

Sustainable transport: To provide an integrated transport system that protects the environment, keeps people healthy and provides for lower carbon transport choices.

In addition each district and borough with an agreed Core Strategy has agreed a spatial vision for their area. Surrey County Council is working with districts and boroughs to produce local transport strategies for each area. These will form part of Surrey's Local Transport Plan and aim to support the growth set out within district and borough core strategies.

The local transport strategies are in two parts. Part one identifies existing transport problems and issues and sets out how the planned future growth within a district and borough will impact on the current transport network. This includes the transport impacts of planned school expansions. The second section of each strategy is a programme of transport infrastructure that will mitigate the impact of growth and ensure that current problems are not further exacerbated by growth. The strategies will be available for public consultation during 2014. These strategies should provide an effective context for school travel plans (see section 4.1 below) by setting out the short, medium and long term walking, cycling and public transport networks that will be required to serve communities, alongside any highway improvements and behaviour change initiatives. They are intended to be living documents which can be amended and updated as new information becomes available, including more detailed information about school expansions.

ACTION 1 The Local Transport Strategies being developed for each district and borough will consider the impact of and needs arising from planned school expansions and include mitigation in each strategy's infrastructure programme

This transport strategy for the schools place programme is therefore aiming to ensure Surrey's Local Transport Plan and district and borough local transport strategies can be delivered in the light of Surrey's schools place programme. Minimising the impacts of the school expansion programme on the local transport system will require a multi-pronged approach, pulling together a range of strategies, policies and processes, which can be tailored as appropriate for each area and school. We are aiming to address congestion, pollution, carbon emissions, improve safety and reduce costs, and in so doing address the concerns of residents, pupils, parents and schools. We are also seeking to address growing concerns about health and well-being including reducing obesity and promoting active lifestyles.

The objectives and actions of this strategy are directed at publicly funded schools in the county, of which there are just under 400, and many of the actions are about ways of working within Surrey County Council to reduce the impact of school expansions. Nonetheless the principles of this strategy will inform the council's response to all planning applications for changes to school sites, regardless of the applicant.

This strategy is a key element of delivering Surrey County Council's Environment & Infrastructure directorate priority for 2014 – 15 to “support the county council priority to deliver the necessary additional school places through a robust and timely planning process”.

3. Objectives and scope of the new transport strategy for the schools place programme

Building on the aims already identified above, and noting the different profile of primary and secondary pupils, the objectives of this strategy are:

Objective 1: At both primary and secondary level to maximise the choices available to children as to how they travel

- a) At primary level to ensure that all children who are local to the school can either walk or cycle to school via safe routes if they choose to
- b) At secondary level to ensure that all children who are local to the school can choose to walk or cycle safely, or if further away enable the use of public transport as far as possible
- c) To work with existing and new schools to deliver more choice in the way children can travel
- d) To ensure school buildings and their layout facilitate both walking and cycling
- e) Provide on-site and off-site transport mitigation measures where appropriate.

10

Measure	Reason	How it will be measured
1. 10% increase in the number of school journeys made by sustainable means between 2014 and 2018	<p>We believe that many parents and pupils recognise the potential benefits in travelling to school on foot, by bike or on the bus. If people want to walk or cycle we want to make it safe and easy for them to do so.</p> <p>During the 2013 Golden Boot challenge⁵ participating schools achieved a 13% increase in sustainable journeys over the month.</p>	<p>Annual Golden Boot Challenge data for participating schools.</p> <p>Annual follow up of transport assessment and travel plan survey data for expanding schools.</p>
2. Less disparity between how pupils currently travel to school and how they would like to travel	<p>Existing travel plans illustrate that often more pupils, and their parents, want to walk and cycle to school than currently have the opportunity to do so.</p> <p>In some cases it is not practicable for pupils to travel by sustainable means but we will work to reduce any barriers to them doing so.</p> <p>We know there are knock on health, education and cost benefits of sustainable travel.</p>	<p>The travel plan framework will be amended to include a question that specifically asks pupils whether their current mode of travel to and from school and their preferred mode is the same.</p>

⁵ [The Golden Boot challenge](#) runs for three or four weeks during the summer term and schools compete to get as many children as possible travelling to school in ways that reduce car journeys. Schools choose whether to participate or not but well over 50% of Surrey primary schools take part.

Objective 2: To minimise the impact of school growth on local residents and businesses

- a) To minimise the impact of expanding and new schools on the road network and congestion
- b) To ensure that planned changes to the transport provision for schools benefit local residents as well as the schools wherever possible

Measure	Reason	How it will be measured
3. Reduction in transport related complaints arising from school expansions	Members have received many complaints from residents as a result of school expansions to date	Anecdotally, based on member and officer report during review of this strategy
4. Provision and use of infrastructure improvements	Infrastructure provided to mitigate the impact of expansions should benefit the whole community and make it easier to cycle and walk in the local area	Monitoring as part of travel plan review

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ACTION 2 Performance monitoring and reporting of agreed measures by Sustainability Community Engagement Team

Surrey County Council has a range of strategies and policies which impact on transport issues around school expansions. These need to be looked at holistically.

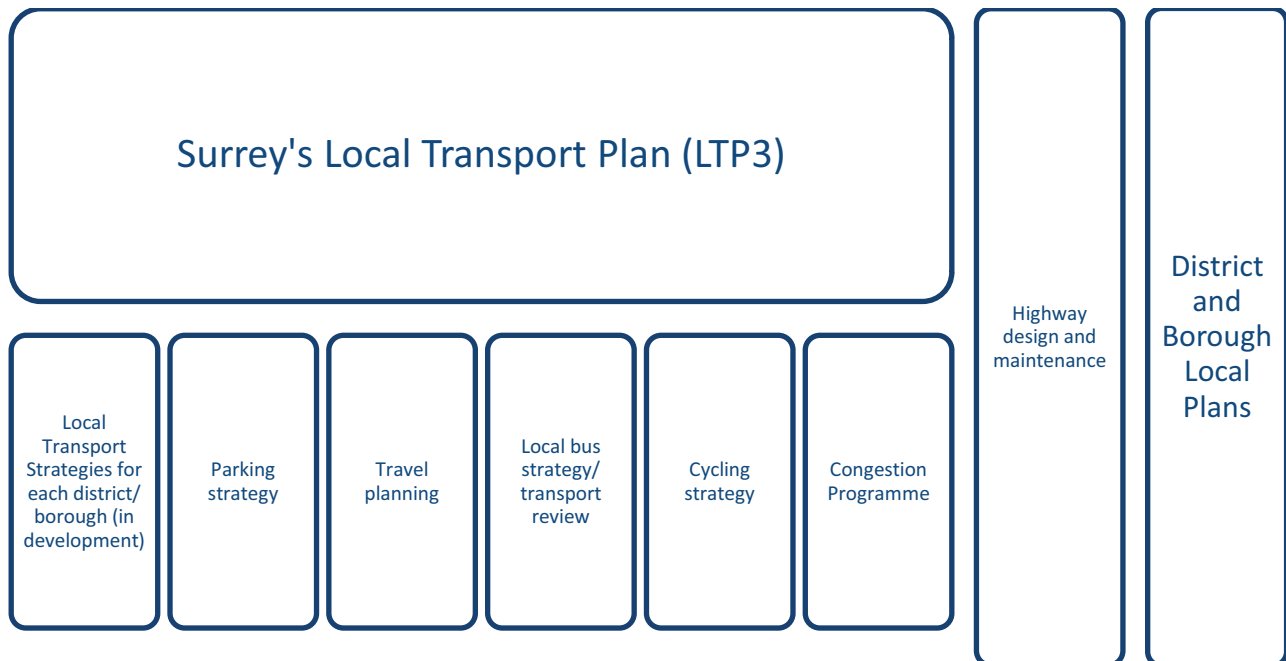


Figure 2: links between plans and strategies relating to transport issues in schools

In order to achieve the objectives above this strategy looks at some of these areas in detail in section 4 – how we will deliver the strategy. Section 4 also looks at internal process changes to improve outcomes and the roles and responsibilities of internal and external partners.

4. How we will deliver the strategy

4.1 Travel planning

Effective school travel plans can help to alleviate some of the transport challenges associated with school expansions by devising an effective action plan that relates explicitly to the school and its pupils. School travel planning has therefore been looked at in some detail as part of developing this strategy. The travel planning strategy is part of the Local Transport Plan - [Surrey's Local Transport Plan \(LTP3\) Travel Planning Strategy](#). As stated in the current strategy "School travel plans place an emphasis on safety and identify engineering, education and enforcement measures that reduce the risk of child casualties whilst at the same time encouraging sustainable modes of travel such as walking and cycling that have long term health benefits for young people." Due to the limited resources for this work within Surrey County Council only about 50 schools currently receive tailored support each year, and a lot of the related resources and activities require schools to take the initiative by delivering and promoting them. These currently include:

- web-based resources including lesson plans for years 6 and 7
- the Golden Boot challenge which runs for three or four weeks during the summer term, where schools compete to get as many children as possible travelling to school in ways that reduce car journeys
- subsidised cycle training
 - Bikeability – off road and on road cycle training for pupils in years 5 and 6
 - Pedals - bike/ scooter playground based training for pupils in year 2
 - LSTF (Local Sustainable Transport Fund⁶) customised training including 1 to 1 training and family cycle training.

For school expansions prior to March 2014 consultants were used to produce travel plans to support planning applications. There have been concerns about the timing and quality of these travel plans and in particular the lack of buy-in from schools to the plans. As part of this strategy travel planning for school expansions will be brought in-house and delivered by the team that currently work with schools to develop travel plans – the Sustainability Community Engagement team. This change has been implemented from March 2014 and the travel plans for school expansions will be developed in partnership with schools and will be monitored to ensure they are implemented and effective and to learn from each expansion. Appendix 1 includes two case studies of travel plans developed for recent expansions.

During this first tranche of school expansions travel plans have not always been produced by the time the planning application is submitted, and Surrey County Council's Planning & Regulatory Committee has reluctantly approved applications subject to travel plans being

⁶ The Local Sustainable Transport Fund is a government funding source that local authorities can bid into to fund schemes that will promote economic growth and promote sustainable travel. Surrey County Council successfully secured over £14 million of funding in the 2012 – 2015 round.

produced. Without a travel plan committee members are not able to identify whether proposed mitigation measures are sufficient, and are therefore not able to respond appropriately to any transport related objections to the applications. National guidance stated that travel plans should be submitted with planning applications. In future for all permanent expansions Surrey County Council will ensure that the requirement for an acceptable travel plan to have been completed before a planning application is submitted will be met. In the case of a new school or in exceptional circumstances where it has been agreed in advance, the minimum requirement will be a framework travel plan.

ACTION 3 All planning applications for permanent school expansions will be accompanied by a completed travel plan

There have been a number of schools that have been expanded on a temporary basis, either as a precursor to permanent expansion or to accommodate a bulge⁷. The timescale for temporary expansions is very tight as the closing date for primary school admissions is not until the end of January each year. The county council then needs to: identify where additional space is needed; prepare, submit and determine planning applications for temporary expansions; and deliver additional classrooms before September. In these cases there is simply not the time to carry out a full assessment or to prepare a framework travel plan prior to submitting a planning application.

In these situations, the Planning and Regulatory Committee have taken a pragmatic view and have accepted a condition requiring the submission of a travel plan/updated travel plan within three months of the occupation of the development. In a number of cases these have never been submitted and in at least one case, an application has been submitted for a further temporary expansion when the planning condition to submit a travel plan has still not been complied with.

This illustrates concerns that some perceive the travel plan as a box to be ticked, rather than a living document that can and should be used as a tool to manage the impact of travel to school. This will be addressed by the proposed new approach to the preparation of school travel plans. The county council will continue to attach conditions to planning permissions requiring a new travel plan to be submitted or an existing travel plan updated within three months of occupation of the development. The Sustainability Community Engagement Team will include these schools in their list of priority schools to monitor the travel plan and provide appropriate support.

If a school has not met a previous requirement for a travel plan, the Planning and Regulatory Committee would not wish to see further proposals for expansion without a full travel plan being submitted as part of the application, along with a commitment to implement it.

The school expansion programme is an opportunity to engage with schools who may not otherwise engage with the travel planning process. But in order to increase the confidence of schools and residents in the travel planning process it is vital to ensure:

⁷ A "bulge" class is usually an extra reception class, created in an existing school as a one off.

- Travel plans are standardised, while still being able to respond to the specific needs of the site, use verifiable data and are audited, monitored and enforced;
- All relevant stakeholders⁸ are involved in the process of producing and monitoring travel plans and have the opportunity to sit on the working group developing the travel plan. This has not previously included Local Committees and county council members but will do so in the future; and
- An evidence base of what is effective in addressing concerns and changing behaviour is collected and shared. This evidence base can then be used to revisit and refresh existing travel plans.

Where a school does not engage with the travel planning process the relevant Area Education Manager will become involved in order to consider how best to ensure the school meets any planning conditions.

ACTION 4 The Sustainability Community Engagement team will work with schools and all relevant stakeholders to develop high quality, robust travel plans for expanding schools.

ACTION 5 The team will develop an evidence base and collate replicable good practice and use this to inform future work.

The focus of a travel plan will differ considerably between primary and secondary schools. The majority of pupils in Surrey primary schools tend to live within easy walking distance of their school and the focus is largely on increasing walking and developing road awareness. At secondary school it will often be more viable for pupils to travel by bike if suitable links are identified, or by bus. Each travel plan should be used to reinforce the provision of a range of choices.

We are also seeking resources to complement the work of the Sustainability Engagement Team and we are part of three bids for 2015/16 LSTF funding. Two of these bids look to improve sustainable transport in the priority towns for each Local Enterprise Partnership (Woking, Guildford, Camberley and Staines-upon-Thames for Enterprise M3, and Redhill, Leatherhead, Dorking and Epsom for Coast to Capital). Both of these bids build on and develop the current LSTF work in Woking, Guildford and Reigate & Banstead.

We are also part of a partnership of thirteen local authorities working with Living Streets to bid for funding for Living Streets outreach workers. Living Streets is a national charity which promotes walking and who are successfully delivering the Walk to School outreach project using 2012 -15 LSTF grant. The project has so far achieved a 26% increase in active travel at schools and measurable reduction in congestion at peak times and many other knock-on benefits for pupils, parents and local communities.

⁸ Additional key stakeholders include: the school (teachers, governors, PTA and pupils); district and borough councillors; local community representatives as appropriate, e.g. neighbouring residents; local police and highways engineers.

We will find out late summer 2014 if our LSTF bids have been successful. If they are the benefits will include two Living Streets schools co-ordinators for Surrey and two additional Sustrans workers (see pages 18 and 32 - 33 for details of a current Sustrans post in Surrey). These posts will work with the Community Engagement Team and help implement the recommendations of the school travel plans.

ACTION 6 Continue to seek external funding for behaviour change initiatives which support school travel plans

4.2 Reviewing processes and roles and responsibilities

As part of developing this strategy we have reviewed the current processes around identifying and funding transport mitigation measures for school expansions and identified improvements which can be made immediately in order to achieve better outcomes – clearly responding to residents’ concerns about school expansions, making best use of resources and reducing costly delays. The diagrams on the next three pages illustrate the process improvements and the roles and responsibilities of those involved.

There are many stakeholders involved in delivering the schools place programme. The diagram is not an exhaustive list but rather focuses on new roles and responsibilities which are essential for the successful delivery of this strategy. Other internal teams and external partners are currently involved in various ways and will continue to be so, for example travel plans are dependent on pupils’ and parents’ engagement and Surrey Police provide support for travel safety initiatives and help with enforcement of parking restrictions.

ACTION 7 Information on planned expansions to be shared with Local Committees

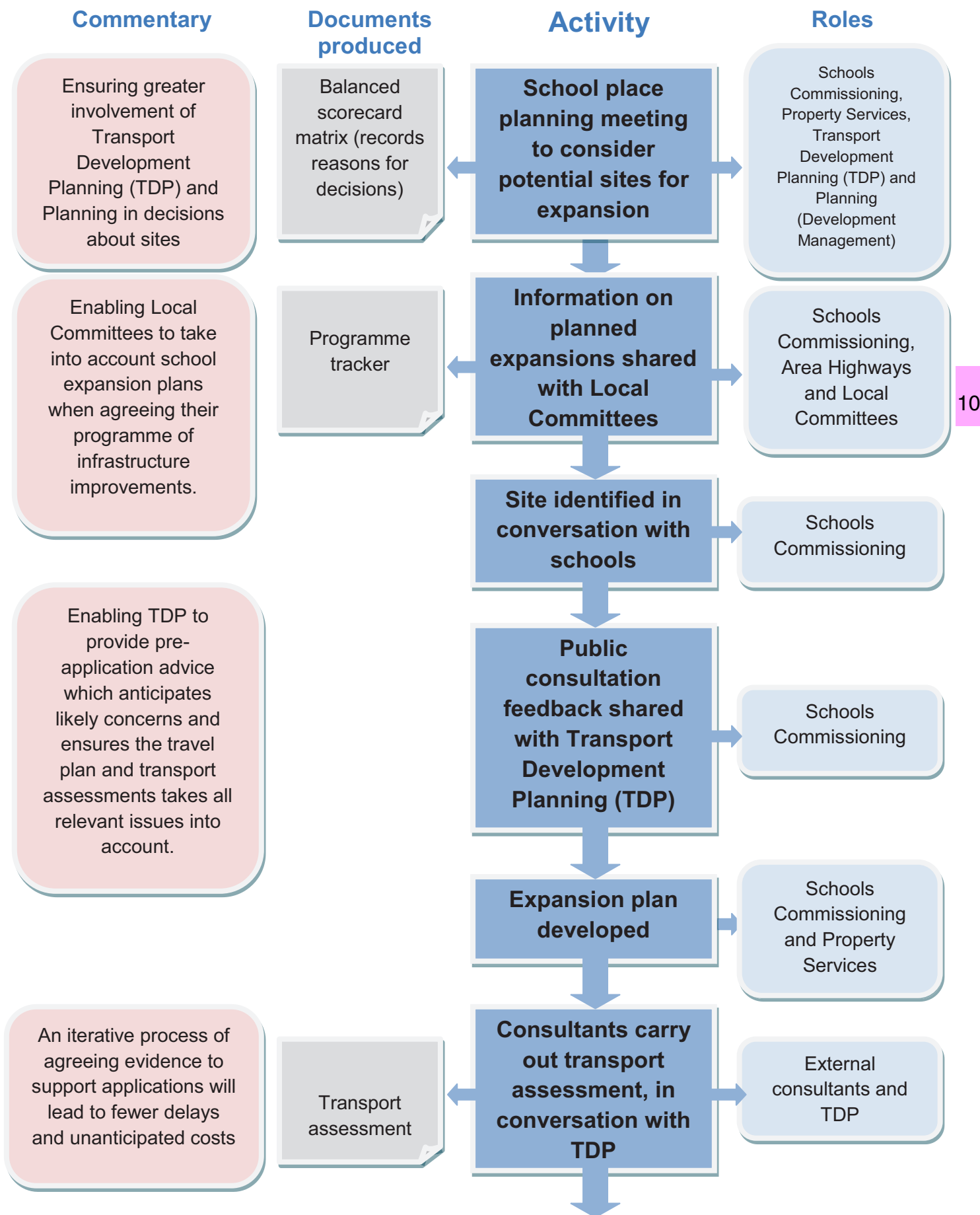
ACTION 8 Feedback from public consultation events to be shared with the Transport Development Planning team (TDP)

ACTION 9 Regular liaison between consultants carrying out the transport assessment and all relevant teams, as the transport assessment is carried out and planning application and travel plan are drawn up

ACTION 10 Transport mitigation measures for schemes cross-referenced with other infrastructure programmes

ACTION 11 Review of end to end process around school place programme to further improve the process and deliver objectives of this strategy

Figure 3: Process map



10

Commentary

Documents produced

Activity

Roles

Leading to better quality travel plans and improved confidence in the ability of travel planning to mitigate transport issues

Travel plan

Surrey CC team work with school and community to produce travel plan

Sustainability Community Engagement team and school
(travel plan working group)

Ensuring infrastructure improvements take place in a sensible, cost-effective order. As well as improvement relating to school expansions, this includes Project Horizon (five year structural road repair programme) and Local Committee improvement programmes.

Transport mitigation measures for scheme cross-referenced with other infrastructure programmes

Property Services and Area Highways

An iterative process of agreeing evidence to support applications will lead to fewer delays and unanticipated costs

Draft planning application, transport assessment and travel plan discussed with TDP and Planning

Property Services, Sustainability Community Engagement team, TDP and Planning

Planning application

Planning application submitted to Planning Service

Property Services

Site visit and determination of application (Planning & Regulatory Committee decision if going to Committee)

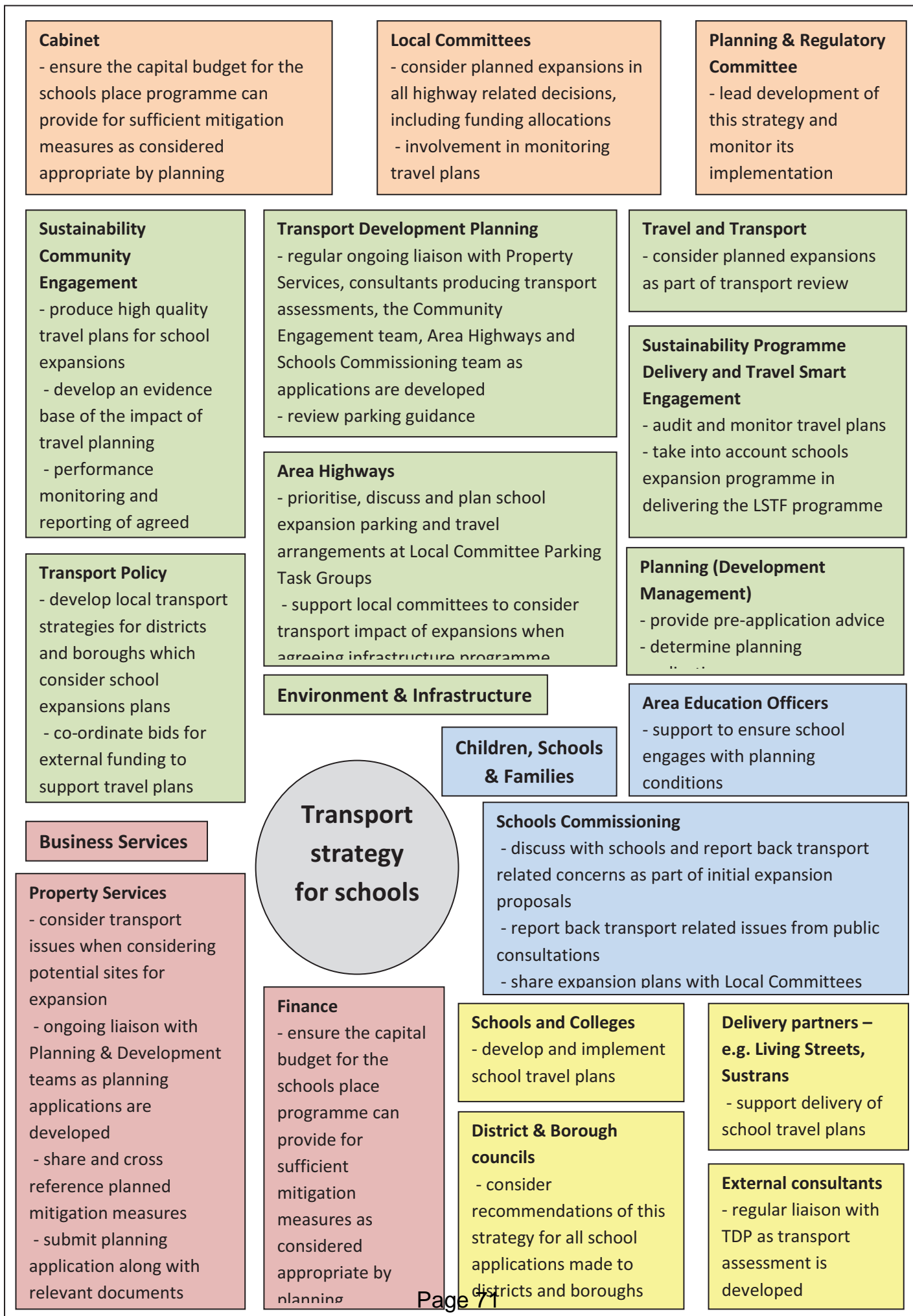
Planning and Planning & Regulatory Committee

Ensuring travel plans are implemented and building on the learning from each

Monitoring of travel plan implementation

Travel plan officer, school and Local Committees

Figure 4: Roles and responsibilities under the new process



4.3 Walking and cycling to school

While there will always be instances where it is not possible or appropriate for pupils to travel by sustainable means, our aim is to make it easy and safe for pupils to walk or cycle to school. There is considerable evidence that walking and cycling to school has many benefits beyond the impact on the local transport network. These include the health benefits, cost savings to parents and children arriving at school more ready to learn.

As part of the travel planning for school expansions the travel plan working group would seek to identify existing barriers to walking or cycling, working with pupils and parents to understand their concerns and ways to address them. The travel plan would aim to remove these barriers, prioritising those pupils who live less than a mile from the school, and then looking at those living between one and five miles away.

10 There are examples of successful local and national programmes that support schools to increase sustainable journeys. These generally involve intensive work with a small number of schools to embed a commitment to long term sustainable changes. Surrey County Council currently funds a Sustrans 'Bike It' post in Reigate & Banstead. The postholder is working with 40 schools in the borough to significantly increase regular cycling to school and reduce car journeys, at both primary and secondary level. The Bike It programme has increased regular cycling (once a week or more) from 8% in 2011 to 24% in 2013 (see appendix 1 for more information on the project).

As part of Surrey's LSTF programme, called Travel SMART, investments have been made in walking and cycling routes and bus corridor improvements in Guildford, Woking, Redhill and Reigate. These new routes and the promotion accompanying them make more sustainable travel choices safer and more appealing, encouraging people to use these modes of transport. The new routes also complement schemes such as the Bike-it programme allowing children and parents to get to school quickly and safely.

The current rate of accidents outside schools is very low. We will continue working to reduce the rate but have not included safety as a measure because given the low rate it would be very difficult to make a statistically significant difference. We do know however that perceptions about safety influence decisions about sustainable travel. The Illuma Research carried out for the council in 2012 found that both parents and pupils thought that cycling was the least safe mode of transport. Parents were asked what could be done to make the journey safer and the top three answers were:

More formal/ effective road safety training for pupils (35%)

Encourage people to walk/ cycle instead of using the car (27%)

Ban parking near schools/ better policing of parking (18%)

A new [Surrey Cycling Strategy](#) was agreed by Surrey County Council Cabinet in November 2013. The strategy aims to get more people in Surrey cycling, more safely. It forms part of the Surrey Local Transport Plan and is the basis for the development of a series of Local Cycling Plans for each of the Surrey boroughs and districts. Many aspects of the strategy

impact on school transport and it explicitly looks to increase cycling in schools. Specific related actions include providing more cycling training at secondary level; securing funding for cycle infrastructure; and various promotional activities; as well as using travel plans to increase cycling to school.

4.4 School design and access

For this strategy to be successful it is essential that transport issues are considered right from the start of the process of identifying a site for expansion. All relevant county council teams need to work together from early on in the process, and should liaise with the relevant county council elected members who understand the local issues and the views of residents.

The council has recently adopted a balanced scorecard approach to considering potential sites. This looks at three areas: educational issues (e.g. current performance of the school); planning and highways; and property issues. This approach means that any issues and risks relating to highways and planning are considered at a very early stage. It also means there is an audit trail to evidence how decisions about site expansions are made. Where relevant departments cannot agree on an appropriate site on the basis of the balanced scorecard, the schools place programme sponsor will review options, in conjunction with the Cabinet Member for Schools and Learning.

Relevant guidance dictates design requirements and constraints depending on the location of an expanding school, i.e. the relevant district and borough's policies and anything pertaining to the nature of the site for example if it is in a conservation area, and depending on the building itself, for example if it is listed. Approximately 73% of Surrey lies within the Metropolitan Green Belt and 25% of the county is part of the Surrey Hills Area of Outstanding Natural Beauty (AONB), a nationally important landscape of ancient woodland, chalk downland and heathland. This means that finding suitable sites for new schools or expansions is very difficult. Many of the planned school expansions are on existing sites and even on a new site there are often constraints.

It is therefore neither appropriate nor possible to impose a one size fits all approach using standardised designs and not possible to set standard criteria for transport requirements in school expansions. Nonetheless it is important to be as aspirational as possible to achieve the objectives of this strategy and consider accessibility of the site by all modes of transport. Cycle parking, lockers etc should be included in the design to facilitate cycling to and from school. As part of developing the travel plan the school will look at possible sites for park and stride, working with those with local car parks such as districts and boroughs, restaurants/ pubs, supermarkets etc.

Parking provision is often raised in response to applications for school expansions. Parking is considered further in section 4.6 below but suitable parking provision should be included in the site design, provided on or off site. Many expansions are of existing sites with no capacity to provide pick up/ drop off or parking facilities. The best solution will need to be identified for each school taking into account the impact on local community and constraints of the site. Appendix 1 includes examples of different types of on and off site mitigation.

According to the 2012 Illuma Research interviews, although very few were aware of anyone who had been involved in a road accident on the journey to or from school, both parents and pupils thought the most dangerous part of the journey to the school was near the school itself because of the volume of traffic dropping off and picking up pupils. As noted above

accident rates outside schools are very low but safety issues are an essential aspect of design to ensure these rates remain low.

The Community Engagement Team is often contacted directly by schools who want to change their current access arrangements, for example moving their zigzag lines. The county council is introducing a new policy on road safety outside schools, as part of a review of various road safety policies, to address issues around safety and also perceptions about safety which affect walking and cycling rates. The policy aims to make the process for considering requests for safety interventions more consistent and equitable across the county, prioritising improvements based on casualty rates and levels of public concern. Where improvements are not considered essential mitigation, funding will not have been identified as part of the expansion. Any additional proposals for highway improvements outside a school will therefore require funding from local committees and each committee will weigh up requests alongside other requests for highway improvements in their district or borough.

4.5 Public transport

Children aged 4 to 16 are eligible for free home to school travel support if:

- they live in Surrey and
- if they attend the nearest qualifying school and it is not within a safe walking distance of the child's home by the shortest available route (set at two miles for children under 8 or three miles for over 8s) accompanied by an adult as necessary or
- for children between 8 and 11 who are entitled to free school meals, or whose families are in receipt of the maximum amount of Working Tax Credit, if the walking distance between their home and the nearest qualifying school is more than two miles or
- for children 11 and over, where they are entitled to free school meals or their families receive the maximum Working Tax Credit. These children will qualify for help with travel to one of their three nearest qualifying schools where they live between two miles (measured by the shortest walking distance) and six miles (measured by the shortest road route) from the school or children who attend a school based on religion or belief which is more than two miles (measured by the shortest walking route) and not more than 15 miles (measured by the shortest road route) from the home

The county council also provides home to school travel support for children with Statements of Special Educational Needs and/or a disability, with full details of eligibility provided in the [Home to school transport policy: special educational needs 2011](#).

The shortage of school places means the county council is transporting children greater distances, and this is particularly costly for younger children where the council does not tend to use public transport. A recent consultation on the Home to School service has not resulted in any significant changes but has increased the council's ability to look for the most cost effective way to transfer pupils.

Over 7,000 children travel by public bus to get to school each day. Roughly 1,600 of these students are entitled to free school transport, meaning that the county council pays for their bus travel. A few schools run their own bus services but the cost to parents is significantly higher. Surrey pays for approximately 220 entitled children to travel on these schools organised coaches as this is more cost effective than arranging bespoke transport. Surrey County Council also organises coaches to schools (closed to the public) where there is no public transport. These take around 4,200 children to school each day, with roughly 3,200 entitled to free travel.

In addition, roughly 270 entitled children are funded to travel by school by train each day. A student fare card scheme for Surrey residents who are scholars in full time education 16-19 is also operated by the Council. This offers discounted bus or rail travel for the 5,700 pass holders.

In Runnymede the Runnymede Business Partnership operates a Yellow Bus service serving four secondary schools in the borough in order to reduce congestion, estimating the service replaces 250,000 car journeys each year. Fares only cover 40% of the cost of this service, with the rest raised from sponsorship (currently around 8%) and developer contributions. As the rules around developer contributions are changing the service may no longer be viable from 2015.

During 2014 the council is undertaking a local transport review that is looking to make around £2M savings on the annual bus subsidy budget (currently £8.3M) by 2018. It is likely that the majority of the review savings will come from local bus support. Local bus and school special bus services were assessed during the previous 2008 onwards Bus Review and these will be reviewed again. The local transport review has to start saving significant revenue from 2015/16 onwards.

Secondary expansions are planned across the county, with around 6,000 new places to be delivered between 2015 and 2021. Detailed information will be required both on where the additional places will be located and where pupils will be travelling from in order for an assessment of transport options to be made. Travel plans for expanding schools would look at pupils' postcodes and consider whether existing bus services can meet needs. As part of the transport review work can be undertaken to protect or commercialise some secondary school related routes, but given the timing of the review and the school expansion programme, unless additional or new funding can be identified, services that could provide access to new school places may have been adversely impacted upon as a result of the implementation of the local transport review.

Although some local bus services will be affected by the review, work is ongoing to improve and increase travel by bus across the county. As well as increasing sustainable travel, this is important to maintain the commercial viability of services. The Local Transport Strategies being developed for each district and borough include various schemes to improve the bus network in their implementation programmes, for example: priority bus routes; passenger improvements at bus stops including Real Time Bus Information and bus shelters; and provision of bike parking and other passenger waiting facilities at key bus stops. These schemes are also included in the county council's submission to the Local Enterprise Partnerships (see section 5 below).

ACTION 12 The local transport review will consider the impact of the review on schools, in the light of planned expansion programme, and look at possible activity to encourage a greater take up of school bus services

4.6 Parking on and off school sites

The current parking strategy is also part of Surrey's Local Transport Strategy - [Surrey's Local Transport Plan \(LTP3\) Parking Strategy](#). It is supported by [Surrey County Council Vehicular and Cycle Parking Guidance January 2012](#) which recommends against in general providing parking for parents and pupils and against providing pick up and drop off provision, although recognises there may be exceptions where it is required. There are many arguments both for and against providing parking provision and drop off space and the impact on congestion on the surrounding streets varies greatly depending on the site and local area. There are examples of where parking provision has successfully been provided in nearby car parks at the start and end of the school day.

As part of this strategy the parking guidance will be reviewed to ensure it can account for the particular local needs in the context of school travel plans. This approach can meet the needs of individual schools and consider the case for parking provision on its own merits, taking into account local context and the overall objectives set out in section 3 above. The guidance will encourage all stakeholders to find and implement creative and flexible solutions for each school, rather than imposing a 'one size fits all' approach. The review will also look at how schools can encourage local authorities and other organisations to provide suitable short term parking where appropriate and necessary for pick up and drop off.

ACTION 13 Review Surrey County Council Vehicular and Cycle Parking Guidance

Residents often request parking restrictions near to schools and currently these are considered on a case by case basis. Often decisions about controlled parking zones are made in response to these requests but do not take into account planned expansions and other longer term changes anticipated in the local area. It is essential that the Parking Strategy and Implementation team is involved when the plans are being developed for new or expanded schools. Any new parking restrictions can then be incorporated into the on-street parking reviews and the team can look at the enforcement implications with the district and borough parking teams.

The arrangements would be considered by Local Committee parking task groups who can ensure that each proposal is not looked at in isolation, but considered strategically, taking in to account the cumulative impact of planned development and the current and proposed restrictions on an area. It may be appropriate to invite officers from property service, planning and development and the sustainability community engagement team to these task groups, as well as the area highway teams. A crib sheet of key issues for the Local Committee parking task groups to consider will be prepared to help inform these discussions.

ACTION 14 Prioritise, discuss and plan school expansion parking and travel strategies at Local Committee Parking Task Groups

5. Funding

Surrey County Council is facing considerable financial pressure to deliver the school places required in the county. It is borrowing money to deliver the schools place programme, with capital investment of £354 million planned for 2013 – 2019 and estimated interest payments of £25 million per year for the next 25 years. It is essential that appropriate transport mitigation is provided as part of school expansions to avoid local transport problems and enable the council to deliver on its other corporate priorities around improving roads and easing congestion. It is considerably more cost effective to deal with the potential impact of school expansions than to provide mitigation measures at a later date.

The schools place programme budget includes a contingency for various areas of spend including transport infrastructure mitigation measures. Early identification of required transport mitigation will make it easier to confirm what funding is required from this budget.

ACTION 15 Ensure the capital budget for the schools place programme can provide for sufficient mitigation measures as considered appropriate by planning requirements

As well as transport mitigation provided as part of an expansion we will support the delivery of wider packages of schemes that will improve Surrey's walking and cycling network and make it easier for pupils to travel to school on foot or by bike. For example we have submitted detailed information on proposed sustainable travel packages for nine towns in Surrey to the two Local Enterprise Partnerships covering Surrey for them to include in their Strategic Economic Plans.

These schemes in Banstead & Epsom & Ewell, Camberley, Dorking, Egham, Guildford, Leatherhead, Redhill, Staines and Woking include capital funding for infrastructure including improved pedestrian routes, safety measures for cyclists and pedestrians, toucan crossings, cycle links, bus corridors and real time passenger information. The schemes also include revenue funding for promotion and training to increase use of the measures. All of these schemes are designed primarily to deliver both LEPs' priorities around supporting business and unlocking housing and jobs to promote economic growth, but if they receive funding from the LEPs and are delivered they will have considerable benefits for travelling to school. Many of the other schemes submitted to the LEPs would also impact on journeys to school with most aiming to reduce congestion, improve air quality and safety.

As noted in section 4.1 there are other opportunities to bid for funding to promote sustainable journeys to school, particularly through the LSTF process for 2015/16. The Local Transport Strategies (see section 2 above) will ensure we have a programme of schemes agreed by elected members which will enable the county council to take every opportunity to bid for funding. As stated in section 4.1 we will continue to seek external funding to help deliver this strategy.

As well as the county council's schools place programme, academies, free schools or independent schools may make planning applications for changes to their sites. As with

Surrey County Council sponsored schemes, these schools would be required to demonstrate the impact of their development through a transport assessment/statement, produce a travel plan and fund any transport mitigation deemed essential as part of the planning application. All applications for school expansions, whether by the County Council or other bodies, will be treated in the same way and assessed and considered consistently.

6. Delivery and governance

This strategy has been developed by a task group of the county council's Planning & Regulatory Committee and will be subject to a full consultation over summer 2014. A final version of the strategy to take on board comments received during the consultation will be considered by the Planning & Regulatory Committee autumn 2014 before the strategy is considered by Surrey County Council's Cabinet and Full Council to be adopted as part of Surrey's Local Transport Plan (LTP3).

The diagram below illustrates the governance structure for the overall Schools Place Programme.



Appendix 2 summarises the actions in this strategy and notes who is responsible and a timescale for delivery. All actions identified in this strategy will become part of the relevant team's day to day business.

The strategy will be owned by the Programme Delivery Board with the Planning & Development Group Manager, a member of that board, responsible for ensuring the actions are implemented.

Delivering the actions in appendix 2 of this strategy will be largely revenue neutral; in most part the actions ensure the county council makes best use of existing resources. Where additional revenue is required to deliver the strategy, the cost will be met from existing service budgets. Capital and revenue costs of delivering transport mitigation are covered in section 5 above.

A report will be taken to the Planning & Regulatory Committee in autumn 2015 in order to review progress and the impact of the strategy.

Appendix 1 – Good practice case studies

Marist Catholic Primary School, West Byfleet

During 2012 Surrey County Council agreed a proposal to expand the Marist Catholic Primary School in West Byfleet in order to meet an increased demand for places. The school expansion means the number of pupils at the school will be increasing from 345 in 2012 to 420 by 2017.

The school is sited on a busy road just outside West Byfleet centre. There is one vehicle entrance to the school off the A245, with parking for staff and visitors only on the school site. Parents who drive their children to school park in the surrounding streets at drop off and pick up times.

As part of the plans for this development the school developed a travel plan in October 2012. A working group was set up to oversee this work and a school travel plan co-ordinator appointed from within the school.

The school already had in a place a number of activities to encourage sustainable travel to and from school and to minimise the impact on the local road network. These included:

- Early access to the school site to stagger drop off and reduce congestion in the roads around the school
- Extra curricular activities at the start and end of the school day, including a breakfast club and a wide range of after school clubs which reduced the end of school day parking crush
- Yearly engagement in the Golden Boot challenge, with a 20% increase in sustainable travel during the 2012 challenge
- Cycle training for pupils in the last two years of the school
- Promoting green travel in the weekly school newsletter and via the pupil eco committee.

The travel plan found that the majority of pupils lived within 2km of the school. As of June 2012 56% of pupils tended to travel to school by car, either alone or with siblings. 16% walked to school, 7% cycled and 21% travelled by car but with other pupils who weren't family members. 26% of pupils said they would like to walk to school and 44% would like to cycle.

The travel plan looked at barriers to walking and cycling and found that both parents and pupils thought that improved footways, cycleways and crossing points would increase travel on foot and by bike. Surrey County Council had already agreed to a puffin crossing outside the school, due to be delivered by March 2013.

Actions proposed in the travel plan included:

- Continuation of all the activities listed above
- Additional bike racks and scooter pods on the school site
- Encouraging considerate parking on surrounding roads via the newsletter and by community police and school staff presence at the end of the day
- Explore options of:
 - walking bus and/ or park and stride
 - Road Safety Education programme and cycle training for younger years
 - Extending other existing school bus routes to serve the school
- Various initiatives to encourage staff and governors to travel by more sustainable means.

Specifically the travel plan aimed to:

Target	Numbers in 2012 (340 pupils, 49 staff)	Numbers in 2017 (420 pupils, 55 staff)
Reduce the proportion of pupils travelling to school by car from 77% (including 21% car share) to 60%	262	252
Reduce the proportion of staff travelling to school by car from 91% (including 9% car share) to 80%	45	44
Increase the proportion of children walking to school from 16% to 25%	54	105
Increase the proportion of children cycling to school from 7% to 11%	24	46
Increase the proportion of staff walking to school from 8% to 16%	4	9
Increase the proportion of staff cycling to school from 0% to 2%	0	1

If these targets are achieved the school expansion would appear to have minimal impact on the local transport network.

As at March 2014 many of the proposed actions were taking place, with a survey on mode of travel planned for the summer term to confirm the impact of actions and progress towards the targets above. The school already knew that five families had joined the school's new car sharing scheme since Sept 2013 and there had been an increase in the number of staff walking, cycling and car sharing.

The 20% increase in sustainable travel during the 2012 Golden Boot challenge was repeated in 2013 and in addition the school's Eco warriors now organise Walk to School days each half term with around 80% of the school using green methods of travel to and from school on these days.

The actions in the travel plan have all been explored and many have been implemented or are due to be implemented shortly. The school entered into an agreement with the Harvester Restaurant near to the school to allow up to 30 parents to park and stride using their car park in the morning. Combined with the new puffin crossing this has made the journey smoother and safer.

Changes to the entrances to the school have significantly reduced complaints about parking from neighbours. A new cycle/ scooter facility is planned on the other side of the school and will mean parents and children will not need to walk the entire perimeter of the school to deposit their bikes/scooters.

St Peter's School, Farnham

By 2015 the number of pupils at St Peter's C of E Primary School in Farnham will have doubled over the previous seven years, from 210 pupils in 2008 to 420 in 2015. The number of staff using the site will have increased from 42 in 2008 to 58 by 2014. The school is sited in a small residential road in Wrecclisham on the outskirts of Farnham. This road is particularly narrow and with cars parked along one side the road is reduced to a single lane. In order to pass traffic often mounts the pavement or grass verge. The lane is also on a hill, making it difficult to cross as lines of sight are obstructed.

Severe traffic congestion occurs outside the school from 8.30am to 8.50am and from 3pm to 3.30pm. Increasing pupil numbers are having a significant effect on the congestion and parking issues. The school has zigzag markings that restrict parking and drop-offs immediately outside the premises. They are in good condition but are often ignored by parents. A number of parents have commented on how dangerous it is crossing the road. Complaints have also been made to the school, local council and police by neighbours experiencing problems from parents parking inconsiderately, for example across driveways, on grass verges and close to side roads and corners.

As pupil numbers increase further the school is aware of the need to proactively address these issues. A comprehensive school travel plans was a condition of the planning consent for expansions to the school in 2009 and 2012/13. A travel survey was carried out in 2011 and the results informed a school travel plan in 2011. One of the actions was to appoint a travel co-ordinator who works six hours a week to deliver the actions in the travel plan. The travel plan has been reviewed and updated annually, most recently in February 2014.

The last full survey of how pupils travel to school in 2011 found that 48% of pupils walked and 2% cycled. More pupils and parents expressed a desire to walk or cycle if local crossing facilities were improved and safer cycle routes identified.

The 2014 travel plan includes an action plan with activity for the year ahead to promote sustainable travel, with specific actions to encourage walking, scooting and cycling to school and to promote car sharing. The action plan also includes a range of activity to encourage

considerate parking and responsible driving in the vicinity of the school, in order to minimise the impact of those who do travel by car on the local area.

Recent activity has included:

- New cycle/ scooter shelters
- A voluntary one way system to ease congestion
- The school explored options to stagger the end of the school day but over 50% of parents disagreed with the proposals and the school did not proceed with this plan.

Proposed activity for this year includes:

- Revisiting options for a walking bus and park and stride sites
- Broadening existing safety training to other age groups
- Exploring options for kerb side drop off where parents pull up to the kerb either outside the school or very nearby and teachers, other parents or volunteers open the door and transfer the pupils to the school grounds. This reduces the time each car spends outside the school to keep the traffic moving and reduce congestion.
- Discussions with Surrey County Council to explore the feasibility of improved walk and cycle routes. The county council has compiled a 'dot plot' of where pupils live in relation to the school to inform these discussions.
- A further survey to see how mode of travel to the school has changed.

Wonersh and Shamley Green School

The school is located in a rural area to the south of Guildford and was earmarked for expansion to meet a rising need for school places in the area. The proposal was for the expansion of the school from a one form entry infant school to a one form entry junior school, increasing the capacity of the school from 90 to 210 children and increasing the age range from 4-7 to 4-11.

For the majority of the children currently enrolled, Wonersh and Shamley Green is their closest school but given the nature of the area, the majority arrive and depart by car with little or no option for alternative means of transport. The expansion will mean that many children who currently have to travel further afield for junior schools will be travelling shorter distances.

Proposals to mitigate the transport impacts of the development also aimed to address existing problems. These included:

- Parking provision expanded from 30 to 47 spaces
- Modifications to the school access to improve visibility and turning movements
- Staggering the start and finish of the school day

- Widening the school access road to remove existing pinch points and to permit two vehicles to pass
- Formalising the one-way drop off system currently used in the mornings.

Planning permission was granted January 2014 when it was accepted that the proposal provided adequate capacity on site for parents to drop-off and collect their children particularly considering the additional vehicles would be spread over an extended period of time.

Leatherhead Trinity School

Leatherhead Trinity School is located in the urban area of Leatherhead and was formed from the merger of three local schools. The school is a two form entry primary school with a total of 420 children, although one of the reception classes is currently located away from the main school site. The main site consists of a purpose built school with facilities for parents to pick up and drop off children. It is unusual for such a facility to be provided and it was justified on the basis of the localised circumstances relating to this site. It was considered that it struck a balance between the interests of residents and the provision of educational facilities and also between the competing concerns of different groups of residents.

Vehicular access to the school was from a private road and the school also has two pedestrian only accesses. The school was completely rebuilt in 2008 and the parent pick up, drop off and parking area was provided as part of that within the school grounds. This provides 66 spaces for parents.

A planning application submitted in 2013 for a new classroom to facilitate the off-site reception class to be moved into the school included analysis of the operation of the parent parking area and other information about school travel. This showed that 52% of pupils walked, cycled or scooted to school and 43% came by car. Although there was spare capacity for cars in the morning drop off, at pick up time in the afternoon demand for spaces exceeded supply and parents park on local roads. The provision of facilities for parents within the site has reduced the impact of parent parking on local roads but it has not removed it completely.

Promoting cycling to school - Sustrans Bike It project

The Sustrans Bike It project is a behaviour change programme that aims to create a sustainable culture of safe cycling to school. It has been operating in Reigate and Banstead Borough for nearly seven years, and is currently being delivered in 40 local schools. This includes state, independent, primary, secondary and SEN schools.

The project is delivered by a regional Sustrans officer, who works intensively with a small selection of schools over a period of one year; six new schools are recruited each academic year. The officer takes a four-stage approach:

- raising awareness of the benefits of cycling through assemblies, parent and staff engagement and school events
- empowering the schools by providing cycle routes, coordinating the delivery of cycle training and sourcing suitable cycle storage facilities
- motivating the pupils through fun events and activities
- creating a sustainable culture through training school staff and offering an awards scheme as a framework for monitoring progress.

The officer works closely with community partners such as bike shops, other cycle schemes and the local authorities.

The impact of this work has been considerable; average cycling figures in Bike It schools have risen from 8% to 24% over the seven year period. In schools that began the project in 2011, regular car use for the school run decreased by 5% from 56% to 51% over a year. Schools that have been involved with the Bike It project since 2009 have seen regular car use drop from an average of 63% to 51%. In their first year of engagement, schools often see regular cycling figures (at least once a week or more) increase by an average of 10%.

Appendix 2 – Summary of actions

Ref	Action	Who	Timescales	What we are aiming to achieve
1.	The Local Transport Strategies being developed for each district and borough will consider the impact of and needs arising from planned school expansions and include mitigation in each strategy's infrastructure programme	Transport Policy Team	Throughout 2014	<ul style="list-style-type: none"> • Provide context for school travel plans • Ensure school transport priorities are identified and included in programmes of required infrastructure, and can be included in bids for funding
2.	Performance monitoring and reporting of agreed measures	Sustainability Community Engagement Team	From July 2014	<ul style="list-style-type: none"> • Collate information to monitor the impact of this strategy and inform a review of the strategy autumn 2015
3.	All planning applications for a permanent expansion will be accompanied by at minimum a framework travel plan	Property Services	From April 2014	<ul style="list-style-type: none"> • Ensure the Planning & Regulatory Committee can identify whether proposed mitigation measures are sufficient, and respond appropriately to any transport related objections to applications
4.	Produce high quality, robust travel plans for expanding schools, in consultation with schools and all relevant stakeholders	Sustainability Community Engagement team	From March 2014	<ul style="list-style-type: none"> • Ensure travel plans are standardised and also able to respond to the specific needs of the site • All relevant stakeholders, including Local Committees and county council members, will be involved in the process of producing and monitoring travel plans
5.	Develop an evidence base of the impact of travel planning and collate replicable good practice, and use these to inform future work	Sustainability Community Engagement team	From March 2014	<ul style="list-style-type: none"> • Build on learning from each expansion and collect evidence to use to inform future expansion plans

Ref	Action	Who	Timescales	What we are aiming to achieve
6.	Continue to seek external funding for behaviour change initiatives which support school travel plans	Transport Policy team and Sustainability Group	From March 2014	<ul style="list-style-type: none"> • Agreements with external agencies such as Living Streets and Sustrans to complement the work of the Community Engagement Team • Infrastructure to support and help deliver travel plans
7.	Information on planned expansions to be shared with Local Committee	Schools Commissioning team	From July 2014	<ul style="list-style-type: none"> • Ensure Local Committees take into account school expansion plans when agreeing their programme of infrastructure improvements
8.	Feedback from public consultation events to be shared with the Transport Development Planning team (TDP)	Schools Commissioning team	From April 2014	<ul style="list-style-type: none"> • Enable TDP to anticipate likely concerns and ensure the travel plan takes the issues into account in its proposals, reducing delays once an application has been submitted
9.	Regular liaison between the consultants carrying out the transport assessment and all relevant teams, as the transport assessment is carried out and planning application and travel plan are drawn up	Property Services, Sustainability Community Engagement team and Transport Development Planning (TDP)	From April 2014	<ul style="list-style-type: none"> • Fewer delays and unanticipated costs
10.	Transport mitigation measures for schemes cross-referenced with other infrastructure programmes	Property Services	From April 2014	<ul style="list-style-type: none"> • Ensure infrastructure improvements are joined up, take place in a sensible, cost effective order and do not negatively impact on each other
11.	Review of end to end process around school place programme	Planning & Development Group, Property Services and Schools Commissioning	During 2014	<ul style="list-style-type: none"> • To refine processes and ensure they help deliver the objectives of this strategy

Ref	Action	Who	Timescales	What we are aiming to achieve
12.	The local transport review will consider the impact of the review on schools, in the light of planned expansion programme, and look at possible activity to encourage a greater take up of school bus services	Travel and Transport Group	During 2014	<ul style="list-style-type: none"> Minimise the impact of the review on options to travel by public transport to Surrey schools Increase commercial viability of bus routes that serve schools
13.	Review Surrey County Council Vehicular and Cycle Parking Guidance	Transport Development Planning (TDP)	During 2014	<ul style="list-style-type: none"> A revised policy which ensures a flexible approach which can meet the needs of individual schools and areas and consider each case on its own merits, taking into account local context Incentivise local authorities and other organisations to provide suitable short term parking where appropriate and necessary for pick up and drop off
14.	Prioritise, discuss and plan school expansion parking and travel arrangements at Local Committee Parking Task Groups Prepare crib sheet to inform these discussions.	Area Highways team Sustainability Community Engagement Team, TDP and Area Highways team	From July 2014	<ul style="list-style-type: none"> Enable committees to respond to requests for parking restrictions and enforcement strategically, taking into account the cumulative impact of planned development and the current and proposed restrictions on an area
15.	Ensure the capital budget for the schools place programme can provide for sufficient mitigation measures as considered appropriate by planning requirements	Finance and Property Services	From April 2014	<ul style="list-style-type: none"> Ensure funding is available for transport mitigation to avoid local transport problems Achieve best value by avoiding retrofitted mitigation

Appendix 3 – Those involved in developing this strategy

This strategy was developed by a Task Group of Surrey County Council's Planning & Regulatory Committee. Members of the Task Group were:

Keith Taylor – Chairman

Jonathan Essex

Margaret Hicks – also representing Local Committee Chairmen

George Johnson

Richard Wilson

Officer support for the Task Group was provided by:

Dominic Forbes, Planning & Development Group Manager

Rebecca Harrison, Sustainability Community Engagement Team Leader

Hannah Philpott, Strategy Group Senior Policy Manager

Caroline Smith, Transport Development Planning Team Manager East

The following people were interviewed by Task Group members and officers:

Surrey County Council officers

Richard Bolton, Local Highway Services Group Manager

Keith Brown, Schools and Programme Manager

Bill Christie, Senior Project Manager Schools

Lyndon Mendes, Transport Policy Team Manager

Paul Millin, Travel and Transport Group Manager

Andrew Milne, Area Team Manager (NW)

Julie Stockdale, Strategic Lead for School Commissioning

Other organisations

Lynda Addison, Lynda Addison Consulting

Jeni Jackson, Head of Planning Services, Woking Borough Council

Ian Maguire, Head of Planning, Runnymede Borough Council

Richard Muncaster, Director of Development, Living Streets

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PLANNING & REGULATORY COMMITTEE – 21 MAY 2014

52/14 TRANSPORT STRATEGY FOR SCHOOLS PLACE PROGRAMME [Item 7]

Declarations of interest:

None

Officers:

Hannah Philpott, Senior Policy Manager

Nancy el Shatoury, Principal Lawyer

Caroline Smith, Transport Development Planning Team Manager

Alan Stones, Planning Development Control Team Manager

Stephen Jenkins, Deputy Planning Development Control Team Manager

Key Points raised during the discussion:

1. The report was introduced by the Senior Policy Manager who listed the key findings and recommendations of the report. Key issues raised in the report included the need to put together travel plans before school applications go to Committee and recognising that onsite parking/drop offs should be judged on a case by case approach.
2. The Transport Development Planning Team Manager explained that generally academy and free school planning applications went through the district and borough planning process, although the County Council would still have some involvement in the application as the designated highway authority.
3. Some Members of the Committee felt that pickup and drop off points should have been considered in more detail in the report especially when taking account of safety around schools.
4. Concerns were raised around the cut to bus budgets proposed by the County Council and the implications this would have on increased car journeys to and from schools.
5. The Chairman explained that the Committee was restricted in its powers and officers would take a flexible approach when considering parking and pick up/drop off points.
6. A Member of the Committee asked when work included on the process map, figure 3, would come into force. The Senior Policy Manager explained that a lot of the work on the process map was already being done. Monitoring, auditing and reviewing travel plans have been included as part of the travel plan process. It was further explained that the county did not have any statutory powers to enforce travel plans.
7. Members asked that schools ensure necessary action is taken to budget for transport impacts and any necessary travel measures required.
8. A Member of the Committee asked whether statistics relating to accidents outside of schools was available. The Transport Development Planning Team Manager explained that any transport assessment relating to a school application had to take account of accident rates. The accident rates around schools in Surrey were low with a majority of the accidents not involving children.

- 10
9. Concerns were raised around whether the Cycling Guidance mentioned in the strategy was being viewed in respect of school place planning or the county as a whole. The Senior Policy Manager explained that Cycling Guidance would be viewed in respect of schools.
 10. A number of options including 'drive by drop offs' had been considered by the travel planning team who were now focussing on new ways of doing things.
 11. Concerns were raised around new housing developments and the increase in school spaces this would create. The Transport Development Planning Team Manager explained that discussions were ongoing to ensure that enough consideration was being given to new housing provisions.
 12. Members queried whether training on unilateral undertaking could be given to the Committee. The Principal Lawyer explained that in any unilateral undertaking the parties involved had to be two distinct entities. Therefore the county council could not undertake this process with itself in regards to school planning.
 13. It was suggested that training on Community Infrastructure Levy (CIL) be organised for the Committee.
 14. The Senior Policy Manager explained that if a school planning application did not go to the planning and regulatory Committee the travel planning team could include the application on their priority list and ensure there was engagement with the creation of the school travel plan.
 15. On page 47 of the report a Member of the Committee asked for clarification around 'largely revenue/capital neutral' and asked for this to be amended as necessary.
 16. It was explained that a great amount of work would go into the public consultation for the strategy. Organisations and groups signed onto the list of consultees including voluntary, resident organisations and planning groups would be consulted as part of the process. Media publicity around the consultation would also be undertaken.
 17. The Committee thanked the Member Reference Group and officers for their hard work pulling together the draft strategy.

Actions/Further information to be provided:

For training on CIL to be organised for the Committee.

RESOLVED:

1. That Planning & Regulatory Committee invites Children & Education and Environment & Transport Select Committees to comment on the transport strategy for schools place programme.
2. That it be agreed that a three month public consultation is held on the strategy document to enable its adoption as part of Surrey's Local Transport Plan.

ENVIRONMENT & TRANSPORT SELECT COMMITTEE – 12 JUNE 2014

35/14 OVERVIEW OF SUSTAINABLE TRANSPORT ACTIVITIES [Item 7]

Declarations of interest: None

Witnesses:

Jason Russell, Assistant Director for Highways
Keith Taylor, Chairman, Planning and Regulatory Committee
Dominic Forbes, Planning and Development Group Manager
Lesley Harding, Sustainability Group Manager
Mike Goodman, Cabinet Member for Environment and Planning

Key points raised during the discussion:

[...]

11. The transport strategy for Surrey's school place programme was introduced by the Chairman of the Planning and Regulatory Committee who was also the Chairman of the transport strategy Task Group. The Chairman of the Planning and Regulatory Committee referred to the process map (figure 3), which detailed the planned activity for each stage of the school expansions planning process.
12. The Committee welcomed the transport strategy but recognised that school transport plans were not always adhered to.
13. It was felt that Local Committees needed to be made aware of planned school expansions well in advance of an application being submitted to the county planning department. The Chairman asked for this issue to be raised with the Cabinet Member for Schools and Learning.
14. The Planning and Development Group Manager explained that a significant amount of work had been done to understand how best to improve the consultation process and develop good working relations with Local Committees.
15. The Planning and Development Group Manager reassured the committee that 95% of major expansions required in Surrey's schools had already been identified by the planning service.
16. Members identified an opportunity to reconcile cuts to bus subsidies through the school place programme. This would be picked up by the Cabinet Member for Environment and Planning and the Local Transport Review Member Reference Group.
17. The development of the electric vehicle sector was recognised as a good economic opportunity for the county. Opportunities for funding would open in the autumn. Members commented on encouraging the take up of electric vehicles through parking subsidies.

Recommendations:

The Environment and Transport Select Committee endorsed the Transport Strategy for Schools Place Programme and asked that the Cabinet Member for Environment and Planning agree with colleagues a set of procedures to make it possible for planning applications, including detailed travel plans, to be submitted to Planning Committees well in advance of required works. These procedures should also enable Local Committees to be consulted before the plans are submitted.

Actions/further information to be provided:

For officers to share details around current bus service partnership activities with the committee.

Committee Next Steps:

None.