

Notice of Meeting

Education and Skills Board



Date & time
Wednesday, 8 June
2016 at 10.00 am

Place
Members
Conference Room,
County Hall,
Kingston upon
Thames, Surrey KT1
2DN

Contact
Dominic Mackie or Richard
Plummer
Room 122, County Hall
Tel 020 8213 2814 or 020
8213 2782
dominic.mackie@surreycc.gov.uk or
richard.plummer@surreycc.gov.uk

Chief Executive
David McNulty



We're on Twitter:
@SCCdemocracy

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email dominic.mackie@surreycc.gov.uk or richard.plummer@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Dominic Mackie or Richard Plummer on 020 8213 2814 or 020 8213 2782.

Elected Members

Mrs Liz Bowes, Mr Mark Brett-Warburton (Chairman), Mr Ben Carasco, Mrs Carol Coleman, Mr Robert Evans, Mr Denis Fuller, Mr David Goodwin, Mrs Margaret Hicks, Mr Colin Kemp, Mrs Marsha Moseley (Vice-Chairman), Mr Chris Norman and Mr Chris Townsend

Independent Representatives:

Peter Corns (Surrey Governors' Association), Derek Holbird (Diocesan Representative for the Anglican Church) and Simon Parr

TERMS OF REFERENCE

The Committee is responsible for the following areas:

Performance, finance and risk monitoring for education services

Schools and Learning

Services for Young People (including Surrey Youth Support Service)

Special Education Needs and Disability

Further Education

Early Years Education

Services to improve achievements for those children in Surrey's care

Virtual school

School places

School transport

Participation of young people not currently in employment , education or training

Apprentices and skills for employment

Adult and Community Learning

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 19 APRIL 2016

(Pages 1
- 6)

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 (Thursday 2 June 2016).
2. The deadline for public questions is seven days before the meeting (Wednesday 1 June 2016)
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 SCRUTINY BOARD

To review responses from Cabinet to recommendations made by the Board.

6 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME

(Pages 7
- 14)

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

7 SURREY AREA REVIEW (Pages 15 - 18)
Purpose of the report: To update the Education and Skills Board on the Surrey Area Review of Post-16 education.

8 PROCUREMENT FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES TRANSPORT SERVICES (Pages 19 - 48)
Purpose of the report: Scrutiny of Services
To review the procurement processes home to school transport services for young people with Special Educational Needs and Disabilities (SEND).

9 EXCLUSION OF THE PUBLIC
Recommendation: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of the Schedule 12A of Act.

10 PROCUREMENT FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES TRANSPORT SERVICES - ANNEX B (Pages 49 - 52)
This is a Part Two Annex for [Item 8]

CONFIDENTIAL
Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972

11 PUBLICITY FOR PART TWO ITEMS
To consider whether any item considered under Part Two of the agenda should be made available to the Press and public.

12 DATE OF NEXT MEETING
The next meeting of the Board will be a private meeting held at County Hall on 7 July 2016 at 10.00am.
The next public meeting of the Board will be held at County Hall on 15 September 2016 at 10.00am.

David McNulty
Chief Executive
Published: Friday 27 May 2016

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

MINUTES of the meeting of the **EDUCATION AND SKILLS BOARD** held at 10.00 am on 19 April 2016 at Ashcombe, County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DN.

These minutes are subject to confirmation by the Board at its meeting on Wednesday, 11 May 2016.

Elected Members:

- * Mrs Liz Bowes
- * Mr Mark Brett-Warburton (Chairman)
- Mr Ben Carasco
- Mr Robert Evans
- * Mr Denis Fuller
- Mr David Goodwin
- * Miss Marisa Heath
- Mrs Margaret Hicks
- * Mr Colin Kemp
- * Mrs Marsha Moseley (Vice-Chairman)
- * Mr Chris Norman
- * Mr Chris Townsend

Ex officio Members:

Mrs Sally Ann B Marks, Chairman of the County Council
Mr Nick Skellett CBE, Vice-Chairman of the County Council

Co-opted Members:

- * Peter Corns, Surrey Governors' Association
- Derek Holbird, Diocesan Representative for the Anglican Church
- * Simon Parr, Diocesan Representative for the Catholic Church

26/16 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Ben Carasco, Margaret Hicks, Derek Holbird, Robert Evans and David Goodwin.

Karen Persand attended as a substitute for Ben Carasco and Ramon Gray attended as a substitute for Margaret Hicks.

27/16 MINUTES OF THE PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 24 March 2016 were agreed as an accurate record of the meeting.

28/16 DECLARATIONS OF INTEREST [Item 3]

There were no Declarations of Interest to report.

29/16 QUESTIONS AND PETITIONS [Item 4]

There were no questions or petitions.

30/16 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD [Item 5]

There were no responses to report.

31/16 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME [Item 6]

The Board noted and agreed the Recommendations Tracker and Forward Work Programme.

32/16 EDUCATIONAL ACHIEVEMENT OF CHILDREN IN CARE [Item 7]

Witnesses:

Maria O'Shaughnessy, Head of Surrey Virtual School

Key points raised during the discussion:

1. The Head of Surrey Virtual School (SVS) introduced the report and informed the Board that the joint policy paper was positive and unique; with the right organisations communicating and focussed together on the best interests of children in care. The importance of supporting Looked After Children (LAC) achievement at school as a corporate parent was highlighted. The Board was informed that some LAC have had school interrupted while others have not; the key to educational achievement was stability.
2. The recommendations in the report were noted and the Board were informed that the Department of Education (DfE) and Ofsted had established a workshop with Virtual School Services to begin supporting and implementing them.
3. The Board was informed that the SVS agreed that it was necessary to be able to compare information on LAC achievement in a way that is fair over all abilities and ages. It was added that LAC in Surrey were

achieving better results at Key Stage 4 when compared nationally and against other local authority neighbours.

4. The Cabinet Member for Schools and Learning supported what the Head of SVS had said and added that the profile of SVS had risen and major improvements had been made to logistics and communication.
5. A Member commented that the report was positive and suggested that Members could find value in regional updates to help identify areas in Surrey that could use specific support. It was expressed that communication was vital; the service had improved on this considerably. The Board noted to officers that Local Members can be used to support work in individual areas.
6. There was a discussion around Academies, officers informed the Board that if needed it can be made a requirement for an academy to enrol a LAC. Each academy must have a designated teacher to communicate progress back to SVS.
7. Members questioned the repetition in the recommendations, it was responded that three different authorities had input into the recommendations and repetition emphasised the importance of targeting certain areas of work.
8. Members were informed that the service had a statutory requirement to support LAC until the end of year 13, officers noted that SVS would always provide support for a LAC of any age; in the past this has included supporting young people getting into university.
9. The Board was informed that Electronic Personal Education Plan's was a cost effective measure to look at the history and future aims of a LAC; they would identify more specific support requirements for individual cases.
10. Officers noted that work had been started on the national LAC database and that the different categories of information were currently being compiled.
11. Members of the Board emphasised that they could be used to support the service by writing to the DfE, in particular to raise the issue of academies accepting LAC.
12. Learning Mentors were discussed and it was noted that these were always sought after; mentors with specific trade backgrounds as well as educational achievement were important. Placements that offered educational stability were vital.

Recommendations:

- It was agreed that the Cabinet Member would write to the Department for Education, further endorsing Surrey Virtual School's responses to the report recommendations.
- The Board noted and agreed the recommendations set out in the report

33/16 HENRIETTA PARKER TRUST UPDATE [Item 8]

Witnesses:

Paul Hoffman, Principal Community Learning and Skills

Key points raised during the discussion:

1. The Principal Community Learning and Skills introduced the report and informed the Board that the item was a result of the 'significant

improvement required' outcome from an internal audit report in 2015. He noted that the Henrietta Parker Trust Management Board had been re-established, with the first meeting held in March 2016. This would begin regular bi-annual management meetings, ensuring that money was managed effectively. He noted that there was a shared enthusiasm at the first meeting to improve the management of the Trust.

2. A Member expressed that the new Management Board should include Surrey Local Members, it was responded that the first meetings of the Board were to discuss constitutional set up, and that Local Members may be invited to future meetings of the Management Board.

Liz Bowes left the room at 10.53am and returned at 10.59am.

3. The Cabinet Associate for Children, Schools and Families noted that the Education and Skills Board would monitor the Trust and agree the annual plan but would not duplicate the Services' Management Board.
4. It was agreed that the item would be considered at the Board again in November 2016 to look at what has been completed and early stage results.

Recommendations;

It was agreed that the Board would receive a progress report covering:

- Further detail of the constitutional makeup of the Henrietta Parker Trust Management Board, including any management structures created, and
- Results and activities of the Trust to date.

34/16 SEND TRANSPORT CONSULTATION REVIEW [Item 9]

Witnesses:

Liz Mills, SEND Strategic Programme Lead
Sue Roch, South East Area Education Officer

Key points raised during the discussion:

1. The Area Education Officer introduced the report and informed the Board that the item was a summary of the update on consultation surrounding pre 16 and post 16 SEND travel and that a report would be taken to Cabinet in May 2016.
2. Members questioned the reason for service users not being targeted for feedback during the consultation. Officers informed the Board that service partners were targeted for responses to the consultation, but that consultation with service users would be undertaken in the future.
3. Officers informed Members that the transport charge was reviewed annually and confirmed that further information on the flat rate contribution would be brought to the next Board meeting. Under the policies in place there was some disparity around parental contribution to transport costs; therefore the service wanted to make this fairer for all parents, depending on ability to afford costs.
4. There was a discussion around the survey results which found that 40% of parents thought the service had a fair way of charging. There

were mixed views among Members as to whether this was a successful result.

5. The Board was informed that the proposed travel allowance payments to parents would be within tax guidelines, and would not put parents into a compromised position with HMRC. The proposal was also found to be less expensive than other authorities on comparison. It was added that the final policy document would contain the exact financial commitment for families.
6. The document had been co-produced with parental representatives to help ensure transparency. The Board was informed that any changes made would only apply to new service users or existing service users that request the change. It was expressed that the service would continue to improve and identify more effective solutions while ensuring that statutory responsibilities are adhered to.
7. Officers noted that the service had started to run co-design workshops for the Parent Guide with families and would implement work with individuals to address challenges and solutions through co-design. It was added that parents were critical in deciding the content of the document along with different agencies involved.
8. Members were informed that the charging of existing families was considered but this proposal was reject as the policy would not support how the service wanted to work with parents. Evidence showed that it would be more effective to implement the changes for post 16 travel.
9. The Board was informed that the service allowed a full range of consultees to contribute to the policy, this included SOS SEN which is a national organisation. They raised points predominately on residential transport.
10. Officers concluded by agreeing with the Board that the item would come back to the Education and Skills Board in September 2016 once further work with families had been completed.

Recommendations:

The Board requested:

- To review the Parent Guide at the Board meeting in September 2016
- A review of the methods and results of the consultation of the Parent Guide with parents and customers of SEND Transport.
- To review SOS SEN's response to Surrey County Council's Pre & Post 16 SEND Transport Policies; Officers' responses to SOS SEN, and details on amendments to the Policies accordingly.

35/16 DATE OF NEXT MEETING [Item 10]

The next meeting of the Education and Skills Board would be held at 10.00am on 11 May 2016.

Meeting ended at: 11.40 am

Chairman

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Education and Skills Board

8 June 2016

Recommendation Tracker

1. The Board is asked to review its Recommendation Tracker and provide comment as necessary.
2. The Forward Work Plan is attached for the Board's reference.

Report contact:

Dominic Mackie, Scrutiny Officer, Democratic Services

Contact details: dominic.mackie@surreycc.gov.uk 020 8213 2814

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EDUCATION AND SKILLS BOARD 2016/17
ACTIONS AND RECOMMENDATIONS TRACKER – 11 May 2016

The recommendations tracker allows Board Members to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each Board. Once an action has been achieved and reported to the Board it will be removed from the tracker.

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
22 October 2015	SEND Transport	N/a	That the Board nominates its Wellbeing and Social Care sub-group to undertake a three-monthly progress check on delivery of the SEND programme and that health and school partners in the SEND programme are invited to meet with the sub-group.	Outstanding	July 2016	This will be scheduled as part of the work of the Wellbeing & Social Care Sub Group
22 October 2015 Page 9	SEND Transport	N/a	That the Chairman of the Resident Experience Board engages with the Customer Experience work-stream of the SEND programme, and reports back to the Education and Skills Board on progress.	Outstanding Update 22/02/2016: The Customer Service Excellence workstream has launched, an update will be provided in due course.	July 2016	The Chairman of the Resident Experience Board
17 September 2015	Funding Schools for Deprivation [Item 5]	N/a	That officers proactively explore options with schools about how to best develop a collaborative alternative mechanism for targeting deprivation.	Outstanding Update: The Demographics Sub Group will receive an update and report back to the Board in due course.	July 2016	Assistant Director for Schools and Learning
17 September 2015	Funding Schools for Deprivation [Item 5]	N/a	That officers develop a strategy with schools to encourage families to register children for Free School Meals where eligible, in order to ensure schools are receiving the appropriate level of Pupil Premium funding.	Outstanding Update: The Demographics Sub Group will receive an update and report back to the Board in due course.	July 2016	Assistant Director for Schools and Learning

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
17 September 2015	Funding Schools for Deprivation [Item 5]	N/a	That officers support the Primary Phase Council in understanding the low response rate to the consultation, in order to develop a wider evidence base of how funding is used.	Outstanding Update: The Demographics Sub Group will receive an update and report back to the Board in due course.	July 2016	Assistant Director for Schools and Learning
14 January 2016	The Impact On The Local Education Authority Of The Academy Agenda [Item 7]	ESB 01/2016	<p>The Board requests a further report from the council's school commissioners, with input from schools, on the results and outcomes of the 'academisation' process.</p> <p>The Board recommends that Officers compile a comparison of school results against the types and profiles of institution (i.e. Local Authority Maintained School, Academy, part of a Multi-Academy Trust).</p>	Outstanding Update: Due to announced changes to the way the Government plans to implement the White Paper, Education Excellence Everywhere, the Board will receive an update report addressing this recommendation later in 2016.	July 2016	<p>Nicholas Smith, Schools Commissioning Officer</p> <p>Julie Stockdale, Head of School Commissioning</p>
14 January 2016	The Impact On The Local Education Authority Of The Academy Agenda [Item 7]	ESB 02/2016	The Board also recommends that it receive a report on the council's ongoing strategy to maintain proactive involvement with education in Surrey in light of the shift towards 'academisation', including business plans for the provision of services, development of good governance, and consideration of how to develop Teaching Schools to maintain supply of high quality teachers to Academies in Surrey.	Outstanding Update: Due to announced changes to the way the Government plans to implement the White Paper, Education Excellence Everywhere, the Board will receive an update report addressing this recommendation later in 2016.	July 2016	<p>Nicholas Smith, Schools Commissioning Officer</p> <p>Julie Stockdale, Head of School Commissioning</p>

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
14 January 2016	Henrietta Parker Trust Fund - Interim Report [Item 9]	ESB 04/2016	<p>The Board recommends to the Council Overview Board that it considers a request for Officers to:</p> <ul style="list-style-type: none"> • Collect details of the various local Trusts operating in Surrey into a single register indicating the level of council involvement in each one • Provide the details of relevant Trusts by area to the Chairmen of the Local Committees. 	Outstanding	July 2016	The Council Overview Board
19 April Page 11	Educational Achievement for Children in Care [Item 7]	ESB 05/2016	For the Cabinet Member to write to the Department for Education, further endorsing Surrey Virtual School's responses to the report recommendations.	Outstanding	July 2016	Linda Kemeny, Cabinet Member for Children, Skills and Educational Achievement
19 April	Henrietta Parker Trust – Update [Item 8]	ESB 06/2016	<p>For the Board to receive a progress report covering:</p> <ul style="list-style-type: none"> • further detail of the constitutional makeup of the Henrietta Parker Trust Management Board and any management structures created, and • results and activities of the Board since 19 April 2016. 	Outstanding	November 2016	Paul Hoffman, Principal, Community Learning and Skills
19 April	SEND Transport Consultation Review [Item 9]	ESB 07/2016	The Board requests to review the Parent Guide for SEND Transport.	Outstanding	September 2016	<p>Sue Roch, Area Education Officer (South East)</p> <p>Liz Mills, SEND Strategic Programme Lead</p>

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
19 April	SEND Transport Consultation Review [Item 9]	ESB 08/2016	The Board requests a review of the methods and results of the consultation of the Parent Guide with parents and customers of SEND Transport.	Outstanding	September 2016	Sue Roch, Area Education Officer (South East) Liz Mills, SEND Strategic Programme Lead
19 April	SEND Transport Consultation Review [Item 9]	ESB 09/2016	The Board also requests to review: <ul style="list-style-type: none"> • SOS SEN's response to Surrey County Council's Pre & Post 16 SEND Transport Policies; • Officers' responses to SOS SEN, and • Details on amendments to the Policies accordingly. 	Outstanding	July 2016	Sue Roch, Area Education Officer (South East) Liz Mills, SEND Strategic Programme Lead

Education and Skills Board Forward Work Programme 2016/17

8 June 2016
Council Chamber

- Further Education Colleges in Surrey
- SEND Transport - Contract Procurement
- *Performance & Finance Sub-Group Report*

07 July 2016
Conference Room
(Business Meeting)

- Performance and Finance Sub Group Report (SEND Funding Model Consultation)
- Wellbeing and Social Care Sub Group Report
- Attainment and Outcomes Sub Group Report
- Work and Prosperity Sub Group Report
- Demographic Trends Sub Group Report

15 September 2016
Ashcombe

- Adult Learning Report (Mid-Year Report)
- SEND Parent Guide & Consultation
- *Transforming Adult Learning Service*
- *Further Education Improvement*

24 November 2016
Ashcombe

- Henrietta Parker Trust - Progress on 2016
- *A Review Future Education Landscape in Surrey*
- *SEND Engagement Review for 2016*
- *Early Years - The Impact of "30 Hours" Provision*
- *Safeguarding*

Potential topics for future scrutiny:

- Recruitment of headteachers, specialised teachers and school governors
- Vision for “Education in the future”
- Services for Young People
- SEND Social Impact Bond
- Surrey County Council’s work with and for disadvantaged children
- Assets – Using land to help support school staff
- SEND Programme
- School Admissions – Admissions Code
- Free Schools Programme & Special Schools
- Disadvantaged Children in Surrey



Education and Skills Board
8 June 2016

Surrey Area Review

Purpose of the report: To update the Education and Skills Board on the Surrey Area Review of Post-16 education

Introduction:

1. In September 2015, the Government announced a programme of Area Reviews for post-16 education. Surrey is part of the second wave of reviews which commenced in March 2016 and will conclude in July 2016.

Area Review

2. The purpose of the Area Review is to review post-16 provision to ensure that the balance is right to meet local, regional and national skills needs and deliver the national target of three million additional Apprenticeships from 2015 to 2020.
3. The Review will also focus on developing institutions that are financially viable and resilient, with the potential of rationalisation to fewer colleges, although not necessarily fewer sites.
4. A new network of prestigious Institutes of Technology is proposed, delivering provision at levels 3 to 5 (vocational equivalent of A Level to undergraduate) to address skill gaps highlighted by businesses.
5. The review covers General Further Education (FE) colleges and Sixth Form colleges. School sixth forms, training providers, University Technical Colleges and Higher Education providers are not required to be part of the review, although they are invited to feed-in.
6. Recommendations of Area Reviews are not binding on colleges as they are independent corporations, but governors are expected to follow the recommendations, with implied implications for future funding otherwise.

Surrey Area Review

7. The Surrey Area Review includes the following colleges:
 - a) Brooklands College
 - b) East Surrey College
 - c) Esher College
 - d) Godalming College
 - e) Guildford College
 - f) North East Surrey College (NESCOT)
 - g) Reigate College
 - h) Strode's College
 - i) Woking College
 - j) The College of Richard Collyer
 - 7.1 The College of Richard Collyer, in Horsham, is included as it was not part of the first wave Sussex Coast Area Review and would otherwise not be included in the national review programme.
 - 7.2 Across the Surrey Area Review and the Sussex Coast Area Review, the full 3SC area will have been covered, this is in line with national expectations that Area Reviews would generally align to areas with devolution proposals.
8. The Surrey Area Review is being led by a local steering group, chaired by Peter Mucklow, Sixth Form College Commissioner and including the County Council, the two Local Enterprise Partnerships (LEPs), Chairs and Principals of each college, Education Funding Agency, Skills Funding Agency, Department for Business, Innovation and Skills, Further Education Commissioner and the Regional Schools Commissioner.
9. The first Steering Group meeting was held on 10 March and three steering group meetings have now taken place. The review process is moving at considerable pace and the fourth meeting on 7 June is expected to consider some broad options for the future.
10. To support the process Surrey County Council working with the Employment and Skills' Board, Coast 2 Capital and Enterprise M3 LEPs provided an information submission to the Area Review team looking at the economic need of the area, existing FE capacity and demographic growth. The Chairman of the Employment and Skills Board asked the Area Review team that the following areas be addressed:
 - a) The need for a range of high quality provision, matched to areas of significant employment, such as finance, IT and construction
 - b) The need to increase and develop provision to support high growth sectors, particularly through STEM skills
 - c) The need for high quality information advice and guidance based on the needs of employers
 - d) The need to plan ahead for demographic growth
 - e) The need for more local provision and pathways to employment for young people with Special Education Needs or Disabilities (SEND).

11. Surrey County Council, Coast 2 Capital and Enterprise M3 LEPs have drawn together an outline proposal to improve the skills match between employers' needs, curriculum offer in schools and colleges and information, advice and guidance. This will be discussed at the Area Review on 7 June 2016 and the Surrey Employment and Skills Board on 8 June 2016, where it will be further developed. There is the potential for Area Review transition funding to provide year one start up finance for this proposal.
12. The Area Review team will develop a report on findings and recommendations with a summary report expected to be published in August 2016. Implementation of changes is due to start in September 2016.
13. This is an opportunity for Surrey County Council to influence the future shape of further education in Surrey and the learning offer for young people, adults and employers. This links strongly to the 3SC Devolution programme and the focus on developing an improved match between the skills needs of the Surrey economy and the learning offer.
14. A presentation will be given to the Education and Skills Board to outline key issues.

Conclusions and next steps:

15. The view of Education and Skills Board will be fed in to the Area Review to influence findings and recommendations. The Area Review report will be published in August 2016 and will be communicated to all Members and partners. This is expected to link to the development of devolution proposals, particularly in relation to skills.
16. If the proposal for development of greater skills match between employers' needs, curriculum offer and information, advice and guidance is progressed, then this would be expected to start in 2016/17.

Recommendations:

17. The Education and Skills Board is asked to agree any key issues it wishes to refer to the Area Review Team for consideration in the Area Review, in particular in relation to the potential for a development to improve the skills match between employers' needs, curriculum offer in schools and colleges and information, advice and guidance for young people.

Report contact: Frank Offer, Head of Commissioning for Young People

Contact details: frank.offer@surreycc.gov.uk, 0208 541 9507

Sources/background papers:

Reviewing post-16 education and training institutions, 2015

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Education and Skills Board
Wednesday 8 June 2016

Procurement of Special Educational Needs and Disabilities Transport Services

Purpose of the report: Scrutiny of Services

To review the procurement processes home to school transport services for young people with Special Educational Needs and Disabilities (SEND).

Introduction:

1. The Education and Skills Board received a report on policy changes for home-to-school transport services for young people with Special Educational Needs and Disabilities (SEND) in March 2016. Throughout the discussion of this paper a number of queries were raised in regard to the procurement processes of these services.
2. The Board made a recommendation for Procurement officers to report on the processes for tendering and awarding SEND Transport services in Surrey.

Presentation:

3. Procurement, Finance and Transport officers have worked collaboratively to produce presentations for the Board, explaining the various methods and techniques of SEND Transport procurement in the county. The presentations will also address how employing different methods of transport procurement helps the Council realise its planned savings outlined in the Medium Term Financial Plan (MTFP).

Recommendations:

4. For the Board to:
 - 4.1 Note the procurement procedures for SEND Transport services.
 - 4.2 Identify further areas for future scrutiny, if appropriate.

Report contact: Shona Snow, Senior Category Specialist, Business Services

Contact details: shobhana.snow@surreycc.gov.uk

Sources/background papers:

Special Educational Needs and Disabilities (March 2016), Education and Skills Board [Item 8].

Education Scrutiny Board

SEN Transport 2015/16 Outturn

8th June 2016

SEN Transport Budget

www.surreycc.gov.uk



Making Surrey a better place

SEN Transport Budget vs Actual



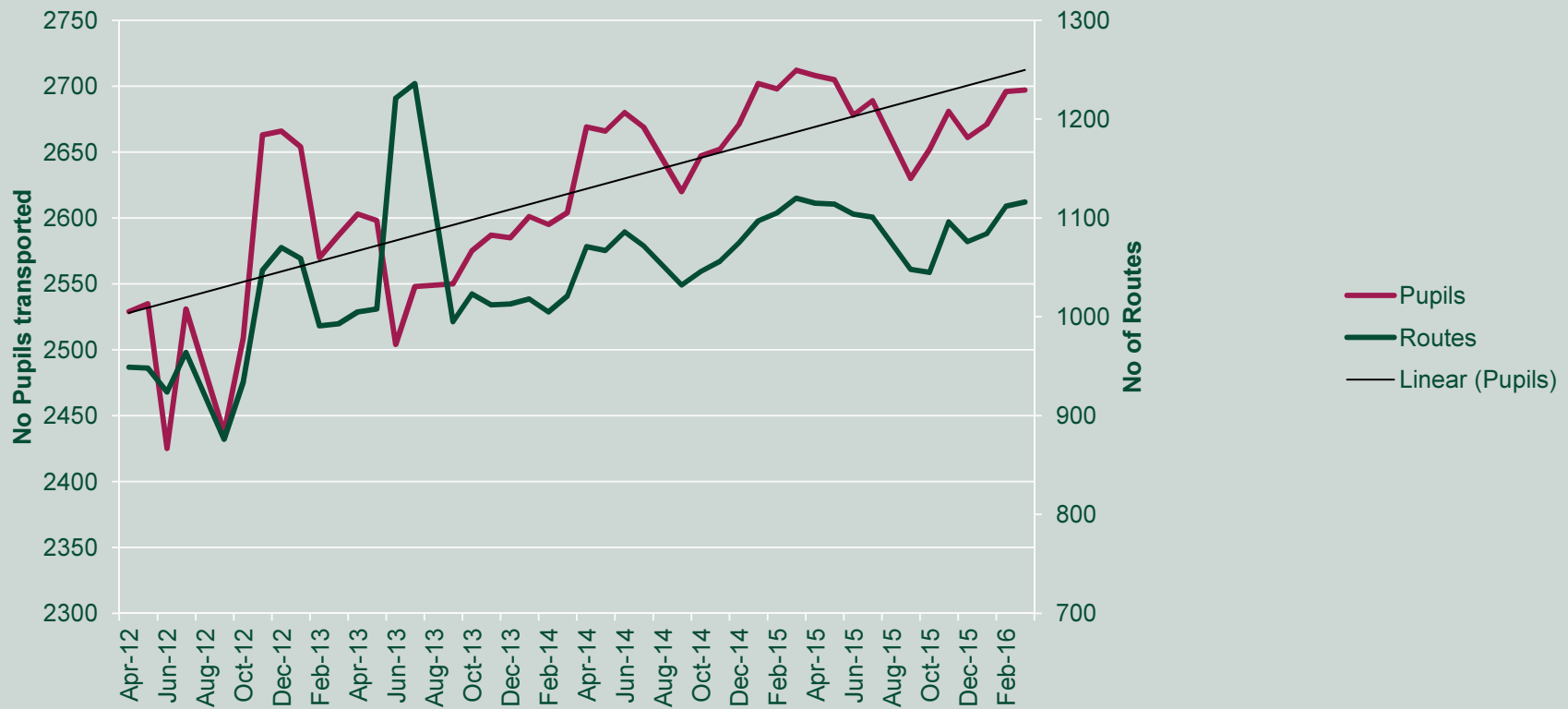
Pupil Numbers and Routes

www.surreycc.gov.uk



Making Surrey a better place

SEN Transport, Pupil nos and Routes



2015/16 Provisional Outturn

www.surreycc.gov.uk



Making Surrey a better place

2014/15 Actual		2015/16 Budget	2015/16 Provisional Outturn	Variance to Budget
£m		£m	£m	£m
23.5	Direct Transport Provision	23.1	24.6	1.5
0.4	Parental Mileage	0.4	0.4	0.0
23.9	Total	23.5	25.0	1.5

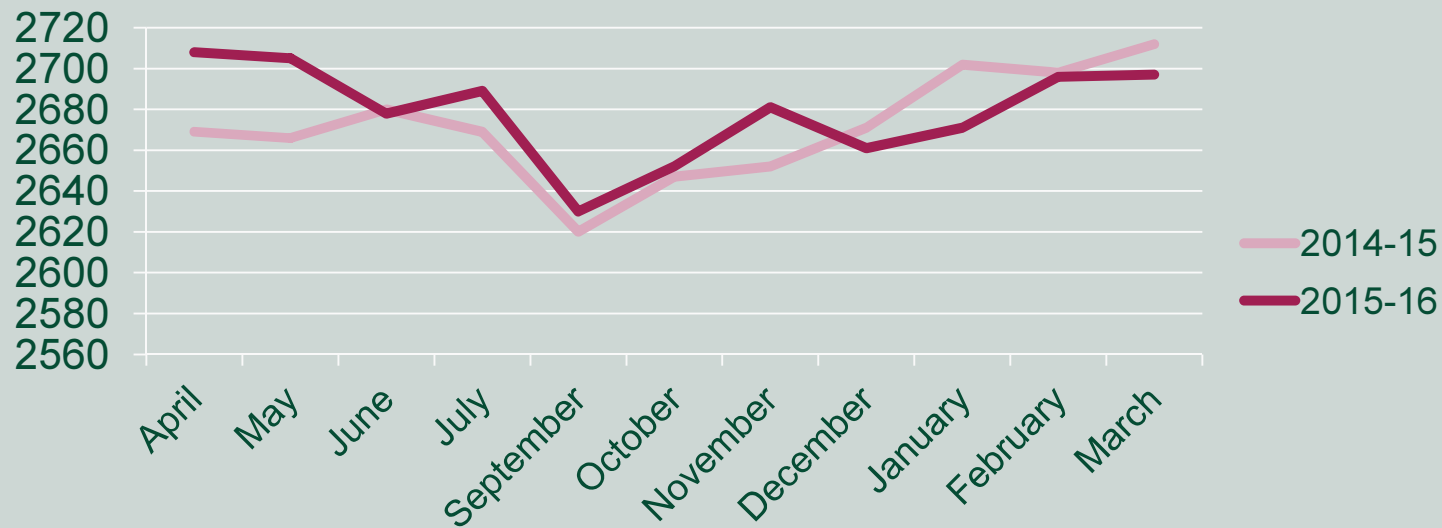
Pupil Numbers

www.surreycc.gov.uk



Making Surrey a better place

Number of SEN Pupils with Transport



	2014/15	2015/16
Average no of SEN Pupils with Transport	2,671	2,679
As a % of All SEN Pupils	47.4%	46.6%
Cost per pupil per day	47.94	50.70

Influences on Cost

www.surreycc.gov.uk



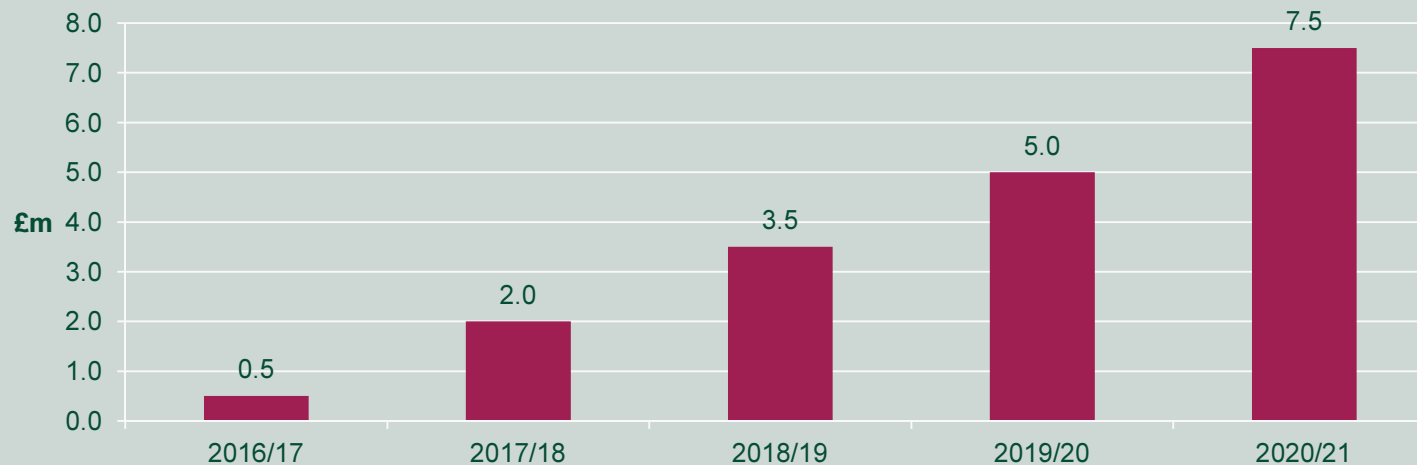
Making Surrey a better place

- Reduction in the number of pupils per route from 2.48 to 2.45
- Therefore additional routes needed
- Reflects increase in no of solo routes required from 83 to 90, +8%
- Cost approx £0.3m

- Although number of medical escorts has reduced
- The overall number of escorts has increased by 28
- Cost approx £0.4m

- Increase in overall miles travelled
- Increase in prices – average per mile from £2.15 to £2.18
- Cost approx £0.8m

MTFP Planned Savings



Additional Investment in 2016/17 and 2017/18 of £3.3m

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Procurement Briefing for Education & Skills Board

8th June 2016

Shona Snow



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1. Dynamic Purchasing System

The Client Transport DPS

Established Jan 2015 to replace previous Taxi Framework. Joint Agreement with East & West Sussex to align standards and share suppliers. Each Council replaced its previous contracts with the new Client Transport DPS by July 2015.

Objectives were to;

- Increase competition
- Bring down prices through online tendering and use of e-auctions
- Improved visibility and reporting
- Raise service standards

What is a DPS?

Similar to a Framework except there is no restriction on its length, it must be run electronically and suppliers must be allowed to join at any time.



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The Transport Coordination Centre (TCC) receives requests for home-to-school transport and uses Mobisoft to plan routes, merging with existing routes wherever possible and re-negotiated pricing.

- If a **new route** is required, this is tendered as a “mini-competition” through the DPS, but without a direct comparison to benchmark against, we can only track cost avoidance savings. The majority of requirements tendered are new routes.
- **Existing routes** are re-tendered as mini-competitions regularly to ensure value for money, through the DPS. All approved suppliers have visibility of routes and the opportunity to bid for them. Over time the evidence suggests prices are coming down for existing routes (see next slide).
- This year routes are gradually being e-auctioned, which we anticipate will generate further savings in FY2016/17.



Supplier's View



Home Help/Guidance Documents Messages Tenders Contracts Company Details Help Logout

Tenders

Search

My Tenders
Current
Forthcoming
Show all..

Filter

Customer

Surrey County Council

Involvement

All

Showing 1 to 10 of 137 [Next](#)

SCC AGC Route S283/T/16 Temporary run from Tandridge to Oxted School Date documents can be requested until: 30 March 2016

Oxted School

Status	Your return has not yet been sent
Reference	SCC - 006278
Customer	Surrey County Council
Title	SCC AGC Route S283/T/16 Temporary run from Tandridge to Oxted School
Description	Surrey County Council is seeking quotes for the attached Taxi Route. Please complete the questionnaire to submit your quote. PLEASE NOTE That this route is for a maximum of seven weeks only

[View Details](#)

SCC AGC Route ADHOC336 Camberly to Guildford Date documents can be requested until: 29 March 2016

Status	Your return has not yet been sent
Reference	SCC - 006249
Customer	Surrey County Council
Title	SCC AGC Route ADHOC336 Camberly to Guildford
Description	Surrey County Council is seeking quotes for the attached Taxi Route. Please complete the questionnaire to submit your quote. PLEASE NOTE That this route starts on 13 April Please note that this route is for one day a week only, (Wednesdays), Start time 9.30am, Finish at 14.30

[View Details](#)

Tender Management

Your return has not yet been sent

Tender **Mini-Competition Documents** Correspondence History

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE : Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time : 22 Apr 2016 10:40:32 Due Date : 30 Mar 2016 12:00:00 Time Remaining : Finished

Tender Details

Stage Name	Mini-Competition Documents
Closing Date	30 March 2016
Stage Start Date	23 March 2016
Project Title	<u>SCC AGC Route S283/T/16 Temporary run from Tandridge to Oxted School</u>
Project Description	Surrey County Council is seeking quotes for the attached Taxi Route. Please complete the questionnaire to submit your quote. PLEASE NOTE That this route is for a maximum of seven weeks only

Tender Documents Received - Main	Description	Options
S283 T 16.xls		View Download

Questionnaire - Internet Explorer provided by Surrey County Council
https://in-tendhost.co.uk/sesharedservices/asp/Questionnaire.aspx?&WebReturnItemID=179068&StageID=6627&LotID= Identified by thawte

Control Panel
Save Answers
Save Answers and Close
Close

10 in total
0 answered
9 mandatory unanswered

Unanswered Mandatory Questions
Question 1
Go To Mandatory Question
Go To Question
Go

Taxi Mini-Competition Questionnaire

To save your answers, click the "Save Answers" button on the left hand menu panel.
Please note: yellow denotes mandatory question
Please note: orange denotes auto populated question

1. Type of vehicle to be used

2. Vehicle Capacity

3. Total Daily Mileage

4. Cost Per Day (£)

5. Escort Cost Per Day (if applicable)

Please be aware that the mileage on the route schedule will not necessarily be accurate, specifically this will be the case for the out of county schools. In the case of out of county schools the mileage will go as far as the map allows on the new system, therefore please ensure that you check these for accuracy when quoting

6. Subject to the conditions contained in the Surrey County Council Conditions of Contract, a copy of which I have been supplied with, I am prepared to transport pupils in accordance with the attached schedule at the cost set out for the entire journey. I understand that I may be required to pick up children at additional points in the route outlined.

Agree

7. I understand that TUPE may apply to the contract and that it is my responsibility to ensure that any requirements in this regard are met.

Agree

8. Name of Person

Options
View Download
View Download

Options
View Questionnaire

Attach Documents button below.

Return, click the **Submit Return** button.
Rescind any previous returns.

Reserved. Version: 03.07.02.07 Secured by thawte
Date: 23/03/2016
Server: VSUPWEB2
2016-04-22



Service : CLUBHOUSE1 - AM
Week Commencing : 29/08/2016 (ACTUAL)
Operator : OUT FOR TENDER
Operator Tel. No. :

Escorts :

Operator Comment

Passenger Details	Pickup	Dropoff	Distance :	M	T	W	Th	F	Sa	Su	Esc.	W/C
	St. Annes Avenue, Staines-upon-thames, TW19 7RL	The Clubhouse, St Georges College, St. George's College, Weybridge Road, Addlestone, KT15 2QS Tel: 0900 - 1500		8.3	8.3	8.3	8.3	8.3	n/a	n/a	Y	N

MLD

Please note it is the operators responsibility to inform the Transport Co-ordination Team if any of the above details are incorrect. Please amend schedule and fax to 0208 541 9893



Existing routes re-tendered through the Client Transport DPS

	Annual cost of routes	Saving on existing routes	No. Routes	No. Bids	Avg bids per route
2015					
May	£ 264,347.00	£ 4,997.00	8	32	4.0
June	£ 253,249.10	£ 45,769.10	11	68	6.2
July	£ 323,440.80	£ 44,688.00	17	88	5.2
August	£ 510,047.40	£ 96,639.70	24	156	6.5
September	£ 52,970.10	£ 3,760.10	3	38	12.7
October	£ 292,824.20	£ 16,089.20	11	65	5.9
November	£ 173,565.00	-£ 7,999.00	8	36	4.5
December	£ 184,965.00	£ 10,944.00	10	27	2.7
2016					
January	£ 114,950.00	£ 24,396.00	4	36	9.0
February	£ 63,080.00	-£ 16,340.00	3	11	3.7
March	£ 347,909.00	£ 55,993.00	13	67	5.2
April	£ 109,168.30	£ 34,118.30	4	28	7.0
	£ 2,690,515.90	£ 313,055.40			

This represents a small portion of the total contracts that exist. In reality most routes are New Routes and are an additional cost. Cashable saving of £313K over 12 months.



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Factors affecting transport

- **Distance**; longer distances are more cost effective per mile, short distances result in a high cost per mile. Out of County routes have low cost per mile but are expensive in total.
- **Location** of passengers may limit opportunity to maximise route efficiency; location of providers will impact costs (level of competition)
- **Capacity/efficiency**; impact of no. students being transported in a vehicle – larger vehicle/greater number, lower cost per head, compared to solo routes (with one passenger) which are very expensive
- **Wheelchair accessible vehicles** are more expensive than standard vehicles and limit the vehicles capacity to take more children
- **Specialist needs** of the children; e.g. behavioural challenges may result in the need to split/amend routes; could also result in vehicle modifications and/or special training for escort and driver
- **Escorts**; requirement for escort means higher transport costs and limits vehicle capacity
- **Increasing parental expectations**; results in complaints and increased officer time dealing with demand for flexibility and a bespoke service
- **Non-reciprocal arrangements with other local authorities**; Surrey arranges transport for other Local Authorities at no additional charge but other Local Authorities do charge or refuse to assist.
- **Risk management** in delivering SEN transport
 - Safeguarding (managed through contract and performance management, authorised IT badging process, code of conduct);
 - Legislation (transport is recognised as one of the most highly regulated industries in the UK);
 - Issues involved in transporting children with complex medical needs and administering of medication.
- **Labour costs** and minimum wage (up to 60% of cost base)



2. Block Contracts

“Block contracts” for 5 Special Schools were tendered in April 2016 through the DPS.

There is a rolling programme of annually tendering SEN Schools for block contracts. 30% of SEN Transport spend is currently on Block Contracts.

One provider contracted to deliver all the transport into one school.

- Successful in past with schools such as Pond Meadow, Walton Leigh, Portesbery.
- More client focussed, operators have greater knowledge of client needs and an interest in working with schools & parents to integrate students with their peers and reduce the number of solo routes
- One point of contact for the school, better communication
- Better use of Transport Coordination Centre resource, fewer complaints received due to overall improved performance
- Only awarded where it saves money



Pricing Mechanism

- This is the only contract charged on a Cost Per Mile basis (individual routes are awarded on a spot price)
- Operator applies mileage rate to any route changes (e.g. caused by increase or decrease in number of passengers)
- Operator must accept all new passengers and find a way to deliver most efficient transport route (can not 'cherry pick' most profitable routes)
- Vehicles types and sizes vary, some must be wheelchair accessible
- Operator Performance is managed by the Contracts & Control team who manage a vetting process, undertake spot checks on site and apply penalty points or financial deductions for poor performance

vehicle type	wheelchair accessible?	number passenger of seats	Vehicle code	Block Contract Prices	
				Mileage Rate Without Escort	Mileage Rate With Escort
Saloon	No	Up to 5	S		
MPV	No	Up to 8	MPV		
MPV	Yes	Up to 8	MPVW		
Minibus	No	Up to 16	M		
Minibus	Yes	Flexible	MW		

A	B	C	D	E	F	This column is automatically generated by populating the Block contract Prices
Route No.	Total number of Passengers	Number of pupils in wheelchairs	Escort required Yes/No	Average daily mileage to and from School	Suggested vehicle type	Block Contract Price per day
S30A/11	4	0	Yes	70.7	S	£0.00
S30AB/13	3	0	No	72.86	S	£0.00
S30AC/15	1	0	No	25.3	S	£0.00
S30B/16	2	0	No	76.25	S	£0.00
S30C/11	4	0	No	63.2	S	£0.00
S30D/15	4	0	No	32.5	S	£0.00
S30E/11	6	0	Yes	39.2	MPV	£0.00
S30F/11	3	0	No	45.02	S	£0.00
S30H/14	6	0	No	25.42	MPV	£0.00
S30J/11	5	0	No	26.66	MPV	£0.00
S30K/11	5	1	Yes	35.92	MPVW	£0.00
S30P/11	4	0	No	35.06	S	£0.00
S30Q/11	7	0	Yes	56.42	MPV	£0.00
S30R/12	2	0	No	75.08	S	£0.00
S30V/14	1	0	No	96.4	S	£0.00
S30Y/15	3	0	No	41.6	S	£0.00
TOTAL	60	1		817.59		£0.00

Contract Terms

Contract terms for Block contracts are those of the DPS.

- Operators are to provide training for drivers and escorts, such as Health & Safety, manual handling, customer service, or whatever is deemed necessary to meet the needs of the child being transported
- Penalty points can be applied to company, driver or escort for service failures. Financial penalties can also be applied for some service failures
- Drivers and escorts must adhere to the Code of Conduct
- Operators can be removed from the DPS for reaching the maximum of 70 penalty points
- Block contract operators are expected to take on responsibility for all transport into the school, whether they can make a profit from an individual route or not.
- **Mutual termination for convenience – 90 days notice** (operators usually acquire vehicles on lease – they can be cancelled at short notice)
- Length of contract – 3 years (fixed price) plus up to 4



3. Transport Commissioning Strategy

Procurement will continue to work with Transport on e-tendering routes and e-auctioning, improving performance and finding efficiencies.

We are also developing a new strategy for commissioning transport and will produce a recommendation paper by September 2016 considering options such as;

- Joint ventures
- Social enterprise
- Partnerships
- In-house fleet
- Employment of drivers & escorts
- Devolving transport to schools
- Independent travel
- Redefining the relationship between parents and the Council
- Community Transport / adjusting Day Care Centre opening hours

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ANNEX A



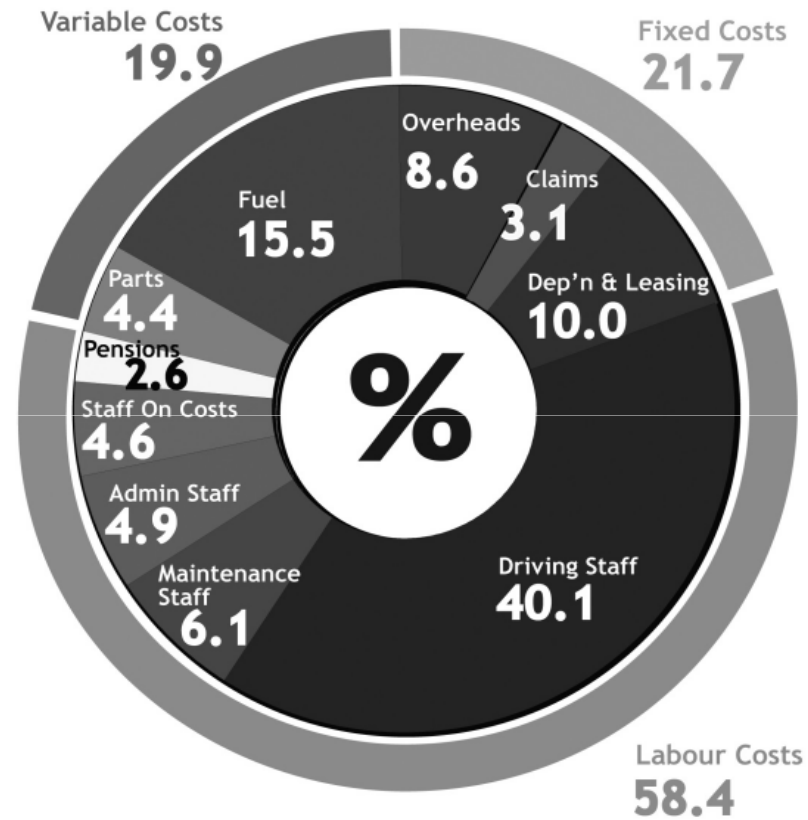
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Hackney Carriage Taxi Tariffs

	Day time		Night & holiday	
	Min charge	Additional charge per mile	Min charge	Additional charge per mile
Guildford	£3.00	£2.05	£3.50	£3.41
Runnymede	£3.80	£2.20	£5.70	£3.30
Tandridge	£3.40	£2.00	£3.70	£2.60



Transport Costs



Bus Industry Monitor Report 2013

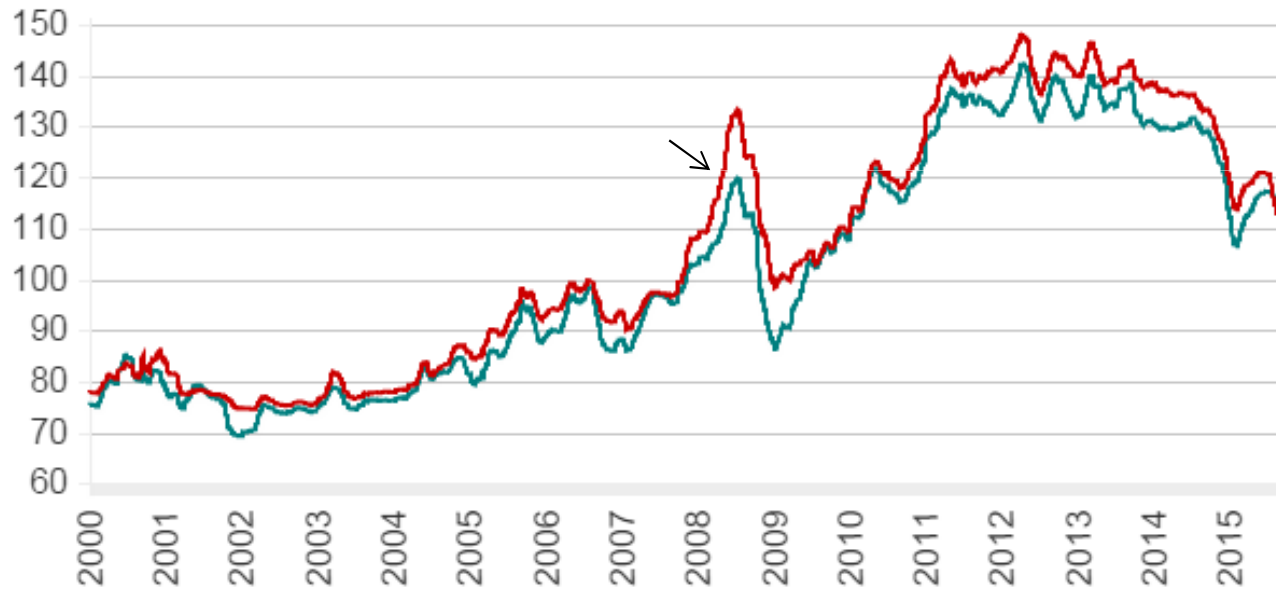


Petrol & Diesel

Cost of petrol v diesel at pumps

Pence per litre

— Petrol — Diesel



Experian Catalist

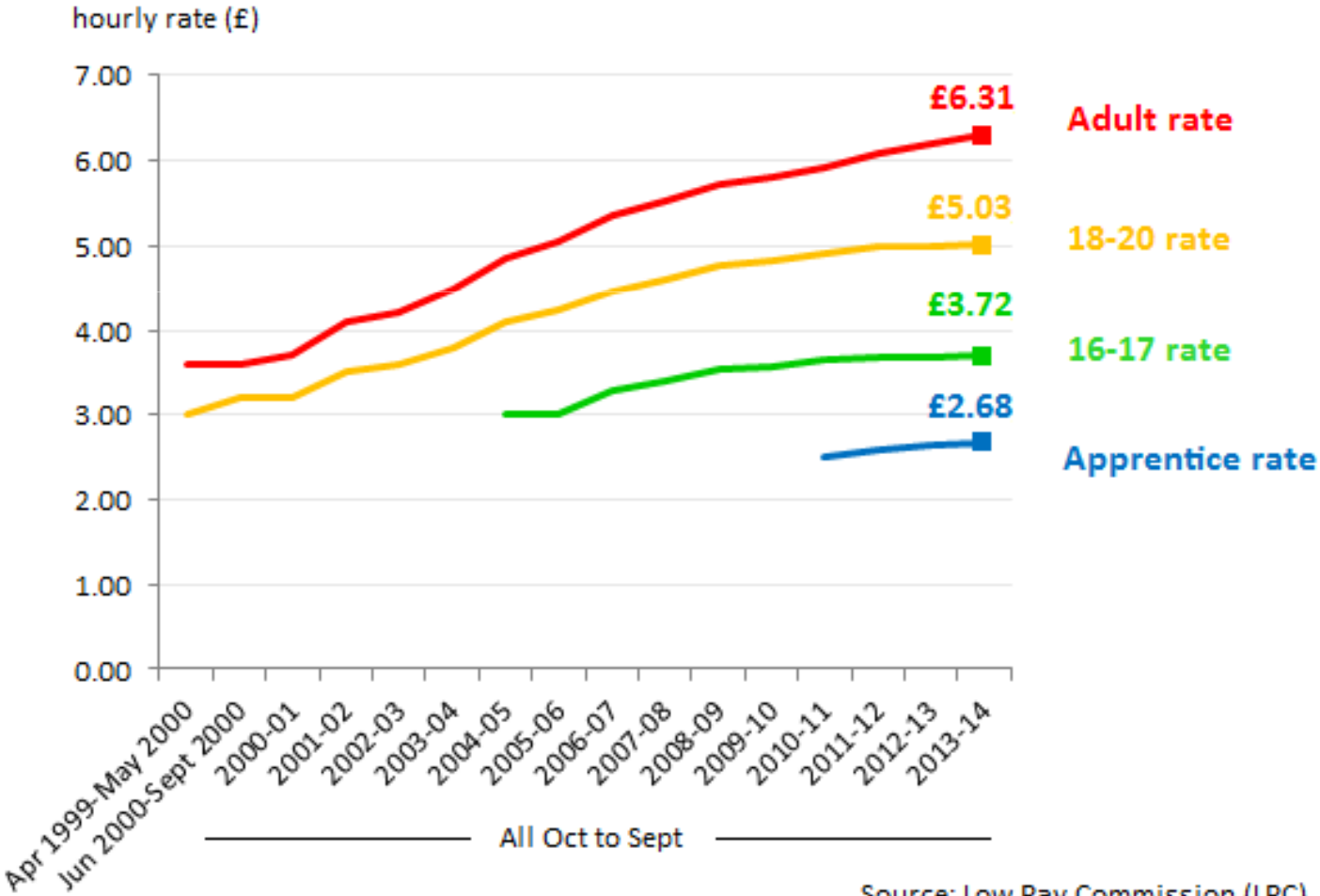
BBC



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Labour Costs

National Minimum Wage rates



Source: Low Pay Commission (LPC)



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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