


Cabinet



Date & time	Place	Contact	Acting Chief Executive
Tuesday, 28 November 2017 at 2.00 pm	Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN	Vicky Hibbert or Angela Guest Room 122, County Hall Tel 020 8541 9229 or 020 8541 9075	Julie Fisher
		 vicky.hibbert@surreycc.gov.uk c angela.guest@surreycc.gov.uk	We're on Twitter: @SCCdemocracy

Cabinet Members: Mr David Hodge CBE, Mr John Furey, Mrs Helyn Clack, Mr Mel Few, Mr Mike Goodman, Mr Colin Kemp, Mrs Mary Lewis, Mr Tim Oliver, Ms Denise Turner-Stewart and Mrs Clare Curran

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 9698, fax 020 8541 9009, or email vicky.hibbert@surreycc.gov.uk or angela.guest@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Vicky Hibbert or Angela Guest on 020 8541 9229 or 020 8541 9075.

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If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING:

The minutes will be available in the meeting room half an hour before the start of the meeting.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PROCEDURAL MATTERS

a Members' Questions

- (i) The deadline for Member's questions is 12pm four working days before the meeting (*22 November 2017*).

b Public Questions

The deadline for public questions is seven days before the meeting (*21 November 2017*).

c Petitions

The deadline for petitions was 14 days before the meeting, and one petition of 2019 signatures has been received. The petition states:

"We the undersigned value the unique service provided by Surrey's Performing Arts Library and call upon Surrey County Council to retain the service, with staff, on one site and in its current format for the benefit of all Surrey residents".

A response will be presented at the meeting.

d Representations received on reports to be considered in private

To consider any representations received in relation why part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

5 REPORTS FROM SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL (Pages 1 - 2)

A report has been received from the Environment and Infrastructure Select Committee regarding Proposals to Change Financial Arrangements for Waste Management in 2018/19.

CORPORATE PRIORITIES: 1. WELLBEING

6 NEW SEND TRAVEL ASSISTANCE POLICY FOR CHILDREN AND YOUNG PEOPLE WITH AN EDUCATION, HEALTH AND CARE PLAN OR STATEMENT OF SPECIAL EDUCATIONAL NEEDS, 0-25 YEARS (Pages 3 - 56)

Following extensive consultation with families, Surrey County Council (SCC) is introducing a new Travel Assistance Policy for children and young people with special educational needs and disabilities (SEND), designed to better support them to get to school, college or placement through a broader, more flexible range of assistance options. The Council's existing policy provides limited flexibility to work with families to explore alternative arrangements that might better meet children and young people's needs, contributing to costs rising to almost £27m in 2016/17.

Building on the Council's decision to commission independent travel training for children and young people with SEND in October 2017, the new Travel Assistance Policy recognises that whilst some children and young people will continue to require door-to-door transport, many others could benefit from other, more sustainable options that enable them to travel successfully with their peers, family members, or independently, where appropriate, increasing their confidence and better preparing them for adulthood and independence.

[The decisions on this item may be called in by the Children & Education Select Committee]

7 FARNHAM HEATH END SECONDARY SCHOOL, FARNHAM (Pages 57 - 62)

There has been a significant increase in the demand for school places in the Farnham area reflecting increases in birth rates in the area and the consequent increase in the Primary age population. The Council has supported increases in primary schools in the area, and this increase is now being experienced in the Secondary Sector.

As a result the Cabinet is asked to approve the business case for the expansion of Farnham Heath End School from 190 places per year / 7 Forms of Entry (950 places) to 220 places per year / 8 Forms of Entry (1,100 places) to help meet the demand for additional secondary places in

Farnham from September 2018.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 14

[The decisions on this item may be called in by the Children & Education Select Committee]

8 CHERTSEY HIGH SCHOOL, RUNNYMEDE

(Pages
63 - 68)

Chertsey High School is a new 4 form of entry (120 places per year 600 places in total) Secondary School opened as part of the Free School Programme. The Council has provided the site of the former Runnymede Centre for the new school, with the Department of Education (DFE) providing the capital build costs. The school has the potential to rise to 900 places over time in line with demographic need. The School opened in September 2017 for 120 year 7 pupils and is supporting the basic need school places programme in Runnymede through the provision of these additional school places.

In order to establish the school the Council has undertaken detailed conversations with the current occupier of the sports ground at the site. To achieve joint use of the area for the new school and the existing community sports club the Council has proposed to joint fund with the DFE the installation of, and maintenance fund for an all-weather sports pitch. This paper provides the Business Case for the relevant contribution towards that facility for Community and School use.

The provision and potential future expansion of the School is enabling Surrey County Council to meet the existing and forecast demand for secondary school places in Runnymede borough.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 15

[The decisions on this item may be called in by the Children & Education Select Committee]

This item has been deferred until 2018

This item has been deferred until the New Year to allow for further investigation.

CORPORATE PRIORITIES: 2. ECONOMIC PROSPERITY

9 FINANCE AND BUDGET MONITORING REPORT TO 31 OCTOBER 2017

(Pages
69 - 72)

Surrey County Council takes a multiyear approach to its budget planning and monitoring, recognising the two are inextricably linked. This report presents the Council's financial position as at 31 October 2017 (month seven).

The annexes to this report give details of the council's financial position.

10 SAP ENTERPRISE RESOURCE PLATFORM MAINTENANCE AND SUPPORT 2018-2020 (Pages 73 - 78)

SAP Enterprise Resource Platform (ERP) is a critical software application that enables a number of essential management, payment and resource related tasks for Surrey County Council.

Two years ago, Surrey County Council (SCC) authorised a change to the Support and Maintenance services on its ERP that resulted in Surrey County Council buying from an independent supplier who provided a cost-effective delivery model that did not require access to SAP released product enhancements; this has meant that the software version in use has not been updated since that time.

The consequence of working on older software has resulted in an increasing burden and growing risk on the Service teams who use the system, the Operational teams who manage it and on some other systems with which the ERP interacts.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 16.

[The decisions on this item may be called in by the Corporate Services Select Committee]

11 CHANGES TO PAYMENTS TO DISTRICT AND BOROUGH COUNCILS FOR THE RECYCLED WASTE THEY COLLECT (Pages 79 - 90)

All authorities in Surrey are continuing to explore options for how further improvements can be made through joint working. Part of this is replacing the arrangement whereby each district and borough is individually responsible for procuring the disposal of its kerbside collected recyclable material with a new arrangement that benefits from economies of scale and can deal with market volatility better.

In parallel to this, the current system of financial transfers for recycling from SCC to district and borough councils has become complex and unaffordable and no longer provides the incentive for better performance that it used to. For this reason it is proposed that a new system of financial transfers to district and borough councils for recycled waste is introduced from 2018/19 onwards.

[The decisions on this item may be called in by the Environment & Infrastructure Select Committee]

12 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS/ INVESTMENT BOARD TAKEN SINCE THE LAST CABINET MEETING (Pages 91 - 96)

To note any delegated decisions taken by the Leader, Deputy Leader, Cabinet Members and Investment Board since the last meeting of the Cabinet.

13 EXCLUSION OF THE PUBLIC

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 Schedule 12A of the Act.

PART TWO - IN PRIVATE

- 14 FARNHAM HEATH END SECONDARY SCHOOL, FARNHAM** (Pages 97 - 104)
- This is the Part 2 annex relating to item 7.
- Exempt: Not for publication under Paragraph 3**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- [The decisions on this item may be called in by the Children & Education Select Committee]*
- 15 CHERTSEY HIGH SCHOOL, RUNNYMEDE** (Pages 105 - 112)
- This is the Part 2 annex relating to item 8.
- Exempt: Not for publication under Paragraph 3**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- [The decisions on this item may be called in by the Children & Education Select Committee]*
- This item has been deferred to 2018.**
- 16 SAP ENTERPRISE RESOURCE PLATFORM MAINTENANCE AND SUPPORT 2018-2020** (Pages 113 - 118)
- This is the Part 2 annex relating to item 10.
- Exempt: Not for publication under Paragraph 3**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- [The decisions on this item may be called in by the Corporate Services Select Committee]*
- 17 PUBLICITY FOR PART 2 ITEMS**
- To consider whether the item considered under Part 2 of the agenda should be made available to the Press and public.

Julie Fisher
Acting Chief Executive

Monday, 20 November 2017

QUESTIONS, PETITIONS AND PROCEDURAL MATTERS

The Cabinet will consider questions submitted by Members of the Council, members of the public who are electors of the Surrey County Council area and petitions containing 100 or more signatures relating to a matter within its terms of reference, in line with the procedures set out in Surrey County Council's Constitution.

Please note:

1. Members of the public can submit one written question to the meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and so cannot relate to "confidential" or "exempt" matters (for example, personal or financial details of an individual – for further advice please contact the committee manager listed on the front page of this agenda).
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman's discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet Members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet Members may decline to answer a supplementary question.

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

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

ENVIRONMENT AND INFRASTRUCTURE SELECT COMMITTEE

Item under consideration: PROPOSALS TO CHANGE FINANCIAL ARRANGEMENTS FOR WASTE MANAGEMENT IN 2018/19 [item 7]

Date Considered: 5 October 2017

Key points raised during the discussion:

1. Officers informed the Committee that the Surrey Waste Partnership had created a significant opportunities to work better with district and borough councils, and improve the cost to Surrey tax payers. It was noted that the Council could no longer sustain the level of funding it provided for waste management, and that discussions through the partnership had looked to minimise the impact of any changes on district and boroughs.
2. The officers outlined that the proposal to Cabinet would enable the Council to directly manage collected recyclable material, and improve value for money through engagement with the market.
3. The Committee queried how the principles and aims of the Surrey Waste Partnership were formed, and how district and boroughs would be assessed on their delivery in this respect. Concern was raised that there was a lack of clarity about what sanctions were available if individual districts and boroughs operated in contravention of these aims. Officers highlighted that the Surrey Waste Partnership was bound by a memorandum of understanding, and that any decision in that respect was a matter for the collective body.
4. There was a discussion regarding the long term objectives and governance of the partnership, and some Members commented that they felt unaware of the Cabinet's position with respect to becoming a single waste authority. It was noted that four of the district and boroughs were in a joint waste contract, and this would be a factor in any future considerations.

Recommendations:

The Committee notes the report and recommends:

- That the Cabinet ensures clarity in regard to strategy aims, including achieving recycling targets, and variable payments and, in particular, the thresholds included within those aims, how progress against them is measured and agreed and the level of payment and loss of payments associated with delivery and non-delivery.
- That the Cabinet makes a clear statement in regard to its position on a single co-owned approach.
- That the Committee receives an update once the financial arrangements are in place.

Bob Gardner

Chairman of the Environment and Infrastructure Select Committee

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SURREY COUNTY COUNCIL

CABINET

DATE: 28 NOVEMBER 2017



REPORT OF: MRS MARY LEWIS, CABINET MEMBER FOR EDUCATION

MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT

SUBJECT: NEW TRAVEL ASSISTANCE POLICY FOR CHILDREN AND YOUNG PEOPLE WITH AN EDUCATION, HEALTH AND CARE PLAN OR STATEMENT OF SPECIAL EDUCATIONAL NEEDS, 0-25 YEARS

SUMMARY OF ISSUE:

Following extensive consultation with families, Surrey County Council (SCC) is introducing a new Travel Assistance Policy for children and young people with special educational needs and disabilities (SEND), designed to better support them to get to school, college or placement through a broader, more flexible range of assistance options. The Council's existing policy provides limited flexibility to work with families to explore alternative arrangements that might better meet children and young people's needs, contributing to costs rising to almost £27m in 2016/17.

Building on the Council's decision to commission independent travel training for children and young people with SEND in October 2017, the new Travel Assistance Policy recognises that whilst some children and young people will continue to require door-to-door transport, many others could benefit from other, more sustainable options that enable them to travel successfully with their peers, family members, or independently, where appropriate, increasing their confidence and better preparing them for adulthood and independence.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet approve the proposed new 'Travel Assistance Policy for Children and Young People with an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), 0-25 years';
2. authority be delegated the Cabinet Member for Education, in consultation with the Assistant Director Schools and Learning, to approve future changes to this policy as required;
3. Cabinet approve the set-up of a Task Group made up of the relevant Members and officers to monitor the progress and outcomes of this policy.

REASON FOR RECOMMENDATIONS:

This policy is required for the Council to meet its statutory duties for travel assistance to support eligible children and young people with an EHCP/SEN to

access education and training. It also responds to the need for a more flexible and sustainable approach to SEND transport in Surrey, for the reasons outlined in this report.

DETAILS:

Background information

1. Parents and carers have a legal duty to ensure their children of compulsory school age (ages 5-16) are regularly attending school. Equally, local authorities in England have a legal duty to provide home to school transport assistance to children and young people who meet certain eligibility criteria, to support them to access education or training.
2. There is a strict legislative framework surrounding local authorities' duties in relation to home to school transport assistance which sets out the obligations and constraints that apply to councils in exercising their duties. For example, councils are required to publish their transport arrangements in the academic year prior to when they will come into effect, which means there is a longer lead-in time for any proposed changes to the service. Additionally, certain types of assistance, such as travel allowances, require parent/carer consent. Surrey County Council has to adhere to these duties and restrictions in implementing its new Travel Assistance Policy for children and young people with an Education Health and Care Plan (EHCP)/Statement of Special Educational Needs (SEN), and recognises the importance of working together with families in planning and delivering effective travel arrangements.
3. This new policy applies to children and young people with and EHCP/SEN. Children and young people with special educational needs or disabilities (SEND), but who do not have an EHCP/SEN, may be eligible for travel assistance under the Council's general travel assistance policy, and this has been appropriately clarified and signposted to in the new Travel Assistance Policy for children and young people with an EHCP/SEN.

Current situation

4. There are nearly 3000 SEND children and young people in Surrey who are currently assisted on their journey from home to school or college. The majority of these, approximately 2,800, are transported by taxi or minibus on a door-to-door basis, at an average cost of approximately £9.6k per pupil each year, and this level of spend is unsustainable. There is limited flexibility within the current policy to explore alternative and more cost-effective arrangements, including sharing transport arrangements with parents and carers. The Council's rigid and inflexible approach to SEND transport to date, with the door-to-door service being offered as the standard arrangement, has also contributed to a culture of entitlement in Surrey.
5. A series of engagement events held throughout this year highlighted that many parents and carers would like to transport their own children and young people to school or college, but that there are certain barriers that stand in the way. These include the lack of flexibility and support to share school/college runs with the Council, the need to care for or transport other children in the household to school, and insufficient support towards the cost of making their own transport arrangements. The new Travel Assistance Policy seeks to address these issues by introducing more flexibility and support for parents

and carers to work together with the Council in meeting the shared duty to ensure children and young people are accessing education, and asks the question:

“How are we planning to get your child or young person to school or college?”

6. The Council's 2017/18 budget for SEND transport is £25.5m, however an overspend of £1.2m is expected in the current financial year, due to the increasing number of children and young people becoming eligible for travel assistance, repeating the pattern seen in recent years. In order to maintain a sustainable service, the Council needs to achieve £7m savings from the overall SEND transport budget by 2021, included within the Council's Medium Term Financial Plan (MTFP). This has been additionally informed by benchmarking research which indicates that Surrey spends significantly more on SEND transport than comparable local authorities, further confirming the need for change.
7. Managing this requires a different approach to how the Council plans, commissions and delivers transport for children and young people with SEND. For this reason, Surrey County Council is introducing a package of initiatives designed to make the system more flexible and efficient. This aims to transform the existing culture and practices within the Council, and among families, schools/colleges and transport providers, in order to meet the needs of the county's more vulnerable children and young people in the most effective way possible.
8. Underpinning these developments, the new Travel Assistance Policy for children and young people with an EHCP/SSEN signals a new, more collaborative way of working with parents and carers, and promotes independence for children and young people, where appropriate. This is strengthened and supported by the introduction of a wider, more flexible variety of assistance options better adapted to meet the needs of the county's pupils as they develop and progress towards independence, reducing dependence on more costly transport assistance where this is not needed.
9. The Council's new policy will come into effect fully from September 2018, however parents, carers and young people will be able to opt into some of its new features within the current academic year.

Options

10. In developing this policy, the following options have been considered for their potential to meet statutory requirements and positive outcomes for children and young people with SEND, whilst contributing to a sustainable transport budget:

Option One: Do nothing

There would be no improvement or flexibility within the service, leading to transport costs rising beyond sustainable levels, potentially compromising the Council's ability to meet its statutory duties in future. There would also be no support for children and young people to develop essential independence skills in preparation for adulthood, contributing to ongoing dependence on public services in the long-term.

Option Two: Reduce service to statutory minimum

Defining the statutory minimum for children and young people with SEND is challenging due to the complexity and diversity of their needs. For example, the Council might consider replicating the standard arrangements which apply for non-SEND children/young people and offer transport by bus or coach from a collection point. Whilst the Council recognises that this type of assistance could be appropriate and beneficial for some children and young people with SEND, and plans to explore this option where this is the case, this would need to take into account individual needs. A “statutory minimum” approach would be equally inflexible, and provides no additional support for families and young people to make their own transport arrangements, or for independent travel, which offers benefits to children and young people’s development and learning outcomes.

Option Three: Collaborative approach

Pursuing a collaborative approach means that children and young people will be supported to get to school, college or placement through a variety of assistance options better adapted to their needs as they develop and progress. It also sets the expectation that families and young people will work together with the Council to identify the most suitable, cost-effective and sustainable travel assistance option for their child or young person.

Children and young people tend to travel best when transported by a family member or a trusted friend, and introducing more flexible options supports this. As they mature, travelling to school/college with their peers, or independently, builds confidence and prepares children and young people for adulthood, further education and employment. The collaborative approach also includes plans to pilot central collection points to support more children and young people living in the same area to travel to school or college together from a central location locally, where this is appropriate. Creating more options for families and young people encourages collaboration and reduces dependence on taxi or minibus transport, delivering savings and efficiencies in the long-term.

Any proposed changes to a door-to-door transport service will require a significant shift in existing culture and practice for the Council, parents and carers, and schools and colleges. Introducing a collaborative approach may result in initial enquiries and challenges, and parents and carers will have to consent to transporting their own children and young people supported by travel allowances. However, many parents and carers have communicated that they would like to transport their own children and young people to school or college, if the Council allowed for more flexibility, and the new Travel Assistance Policy aims to support this.

Preferred option: Collaborative approach

Following consideration of the options above, and extensive consultation with families of SEND children and young people, the Council’s preferred strategy is to pursue a collaborative approach, and to work together with parents and carers to transform the culture and practices surrounding SEND transport. This includes offering a broader range of assistance options that will benefit children and young people in developing their independence, and provide more support to parents and carers to share this responsibility with the Council, where appropriate, whilst delivering savings to the public purse. By demonstrating a commitment to

working together with families, the Council aims to build a culture of trust and mutual respect, and puts the support mechanisms in place to enable a more cost-effective and sustainable system for the longer-term.

Proposed Travel Assistance Policy for Children and Young People with an EHCP/SEN, 0-25 years

11. The Council's proposed new Travel Assistance Policy recognises that whilst door-to-door transport assistance will continue to be appropriate for some children and young people, many others will be able to benefit from alternative forms of assistance that support their development. It introduces clearer criteria for eligibility, and provides a holistic view of travel assistance, bringing together the guidance for compulsory school age children and young people in post 16 education and training with an EHCP/SEN under one, simplified policy. Through the range of options, it creates a pathway towards independence, starting from council or parent/carer transport, towards group or independent travel, where appropriate.
12. The policy introduces a new way of working with parents and carers to ensure the most appropriate travel arrangements are in place, whilst ensuring responsible and effective use of public resources. What this means in practice is that, where reasonable, a taxi or minibus will no longer be the automatic default mode of assistance, and parents, carers and young people will be offered a range of options that the Council considers to be suitable for their child or young person's needs. This could include providing contracted transport for eligible children and young people, where this is appropriate. The new flexible arrangements have been designed to provide families and young people with more options, and have been developed in consultation with parents and carers. These are summarised in the table below.

Assistance option	Benefits to children/young people and families	Impact on savings, and other benefits
Independent travel allowance –more flexible and generous allowance scheme for families and young people. Families and young people can use this how they see fit to make their own arrangements.	<ul style="list-style-type: none"> • Parents/carers and young people given the freedom and flexibility to make their own transport arrangements. • Children/young people travel best when accompanied by a parent/carer, trusted relative or friend, arriving calmer and ready to learn. • Could be used towards leasing a vehicle. 	<p>Potentially up to £3.8m by 2020/21.</p> <p>This option could deliver significant savings and efficiencies, as the average cost per pupil in transport is halved with the allowance.</p> <p>The maximum allowance available based on distance from home to school is £5k per child/young person per year, in comparison to the average cost of £10k per child per year in taxi/minibus transport.</p>
Independent travel training	<ul style="list-style-type: none"> • Children/young people have skills and confidence to travel 	£288k by 2020/21, and approximately £500k per year by 2022/23.

	<p>independently.</p> <ul style="list-style-type: none"> • Children/young people are better prepared for adulthood and employment. 	<p>Savings and efficiencies as children/young people no longer require transport assistance.</p> <p>Reduced ongoing support costs as young people enter adulthood more independent.</p>
<p>Option to share school/college runs with the Council (i.e. parents/carers transport on set days, and the Council covers the remainder)</p>	<p>Children/young people tend to travel best when accompanied by a parent/carer, arriving at school/college calmer and ready to learn.</p>	<p>Contributes to overall cost reduction, maximising efficiency.</p> <p>Savings will be less where the child/young person was previously in a shared taxi/minibus, as this transport will continue for other children/young people. However, this sets the precedent for collaborative travel assistance.</p>
<p>Option for the Council to transport a family's mainstream child/young person, so that parents/carers can transport their SEND child/young person where this is a more economic use of public money</p>	<p>As above.</p> <p>Parents/carers enabled to build closer relationship with their SEND child/young person's school/college, and have better understanding of their child/young person's progress in education/training.</p>	<p>As above, contributes to overall cost reduction, especially where child/young person is a solo traveller.</p>
<p>Central collection points (Children/young people travelling to school/college together on larger vehicles from safe, central pick-up/drop-off location)</p>	<ul style="list-style-type: none"> • Children/young people start to build social and independence skills, raising their confidence. • Opportunity for parents/carers to build relationships and local support networks. 	<p>More cost-efficient mode of transport for children/young people living in the same area and travelling to same school/college.</p> <p>The plan is to pilot this scheme prior to wide-scale roll-out, after which projected cost-savings will be available.</p>

SEND Travel Assistance Team

- To assist families and young people in navigating the Council's new arrangements, the Council is piloting a new SEND Travel Assistance Team made up of four existing SEND caseworkers who have been allocated to this

project initially for six months, starting from October 2017. Together with the SEND service, the pilot team will be responsible for implementing and embedding the policy across the service, and will provide the dedicated SEND expertise to work with parents, carers and young people to identify the most suitable travel arrangements. The SEND Travel Assistance Team will be responsible for on-boarding families onto the new policy, starting with all newly eligible children and young people, once this policy has been approved. The ambition is for this new team to become the single point of contact for all SEND transport enquiries in future, improving families' experience of contacting the Council, and reducing pressure on casework teams. Consequently, on completion of the pilot, resource requirements will be considered in evaluating its success and planning for the future of the service.

14. The SEND Travel Assistance Team, together with the SEND service, will work with families and young people to review transport arrangements on an annual basis, or as and when appropriate, to ensure the type and level of assistance in place is accurate, fair and consistent with the child or young person's needs and circumstances as they progress through education. This will further contribute to savings where children or young people are no longer eligible, or do not require transport assistance to get to school or college, as their circumstances change. The overall impact of the new Travel Assistance Policy on savings within the Council's Medium Term Financial Plan (MTFP) is set out in the 'Financial Implications' section of this report.
15. By promoting and facilitating new ways of working with families and young people, and providing additional support for independence, the new Travel Assistance Policy lays the foundations for a new culture and flexible approach to travel assistance in Surrey. It supports and enables children and young people to access education and training through a range of options that benefit their development and independence, whilst contributing to the delivery of significant savings.

CONSULTATION:

16. There was a public consultation on the draft Travel Assistance Policy, which ran from 3 July until 29 September 2017. This was supported by a series of public engagement events and webinars, following on from initial engagement events held earlier this year, and an online survey which secured 33 responses. The feedback from the consultation and engagement has helped to inform and shape the final draft policy, and is summarised in the paragraphs below.
17. On balance, there was clear support for the new, flexible options (sharing school/college runs and the option to transport a family's mainstream child/young person), where this is possible for families, and for the new independent travel training offer, where children and young people are capable of undertaking this training.
18. There were some questions and concerns raised about how the Council's need to make savings in this area would impact on the support available for children and young people. In the policy, the Council has clearly outlined its statutory duties and commitment to ensure that all eligible children and young people are safe and supported to access education. The introduction of additional and more flexible assistance options aims to further support and enable this. The policy also commits the Council to work together with

parents and carers to identify the most appropriate and cost-effective assistance, and priority will always be given to a child or young person's needs. This will enable the Council to meet its statutory duties in relation to transport assistance, and its duties to ensure value for money services and to promote sustainable travel. These have now been set out more clearly in the policy.

19. There were also different views and expectations about the Council's and parents'/carers' respective duties in supporting children and young people to access education. In response, the Council's statutory duties have been more clearly set out in the policy, alongside its intention to encourage collaboration with parents and carers, where possible, recognising that certain travel arrangements, such as transport by parents/carers supported by a travel allowance, require parent/carer consent.
20. In addition, the following changes have been made to policy in response to the consultation:
 - The language and layout of the policy has been updated to make it clearer and easier to navigate; the Council's intention and rationale for the new policy, and the key features of the new policy have also been more clearly set out in the document.
 - For clarity, the title of the policy has been modified to apply to children/young people with an EHCP/SSEN. As raised by parents/carers in the consultation, children and young people with SEND, but without an EHCP/SSEN, may also be eligible for transport assistance. This has been appropriately acknowledged and signposted to in the updated policy.
 - More detail has been provided about eligibility and travel assistance available for post 16 students, including contracted transport arrangements. The Council has decided not to charge a contribution towards travel costs for eligible young people with an EHCP aged 16-18 in the 2018/19 academic year, subject to review, for the reasons sets out in the 'Equalities and Diversity' section of this report.
 - Parents and carers were supportive of the new travel training offer, but there were some concerns about the criteria and process for determining whether or not a child or young person was suitable for independent travel training. The policy has been updated to set out the criteria and process more clearly, and to provide assurance that this option would only be considered for children and young people capable of undertaking this training. The policy also explains how the Council will work together with parents and carers in this area.
 - The wording around maximum journey times has been brought in line with the statutory guidance, and the same maximum journey times will apply for children/young people travelling to and from collection points (and will be inclusive of the time it takes for a child/young person to travel to and from a collection point).
21. There was a general consensus of the need to work together with families to get the best results, and the Council has made this a clear commitment in its new policy.

22. A more detailed summary of the consultation responses will be made available to the Lead Member for Education and the Lead Member for Environment and Transport, and to all Members in the Members reading room, which Members should consider as part of their decision-making.

RISK MANAGEMENT AND IMPLICATIONS:

23. The following risks have been considered and mitigating actions being taken to address them.

Risk type	Description	Mitigation
Safeguarding	The Council is responsible for ensuring that children/young people are appropriately safeguarded on the journey from home to school/college.	<p>The Council already has robust safeguarding policies and checks in place for its contracted transport arrangements, and the same will apply when piloting central collection points.</p> <p>The Council's independent travel training provider and staff will be subject to rigorous checks, including enhanced level DBS.</p>
Financial	Parents/carers do not consent to Independent Travel Allowance where this is offered, resulting in low take up and under-achievement of savings.	<p>Scheme has been made more flexible and generous in response to feedback from parents/and carers, better supporting them to transport their own children/young people. The introduction of the other flexible options further enables this.</p> <p>Provide better information about the scheme to existing and new customers - a number of families have told the Council that they did not know about the previous scheme, and would have liked to access it.</p> <p>SEND Travel Assistance Team will provide the dedicated capacity and support to help parents/carers understand the benefits of the new scheme, encouraging take up where appropriate.</p>
Legal	Proposed changes to travel arrangements result in legal challenges.	The new policy has been reviewed against the relevant legislation and guidance to ensure that it is fit for purpose.

Financial and Value for Money Implications

24. By introducing a variety of flexible assistance options, in addition to an independent travel training offer, the new Travel Assistance Policy provides the framework and support to move away from costly door-to-door taxi/minibus transport, to more sustainable modes of travel, where this is appropriate.
25. This will require a cultural shift among the Council, parents and carers, and education and training providers, and the level of savings achieved is dependent on the take up of the new options. The new SEND Travel Assistance Team, together with the SEND service, will play a crucial role in promoting and embedding the policy across the service, and work with families to effectively promote the Council's new policy and offer.
26. The introduction of an Independent Travel Allowance is expected to lead to savings of £3.8m per annum by 2020/21, assuming that 33% of children and young people are assisted in this way by that date, and the communications and resources are being put in place to support and enable this. Other options will be explored, such as central collection points, which could achieve additional savings.
27. The saving from independent travel training is based on 70 children and young people being trained each year from January 2018. Savings will accumulate once these children and young people start travelling independently for the remainder of their education. However, the ambition is to scale-up the independent travel training programme to train up to 500 children and young people over five years which will deliver additional savings.
28. The SEND Travel Assistance Team will review processes in line with the new policy. This is expected to yield savings, for example by introducing regular reviews ensuring travel assistance remains appropriate and relevant to children and young people's needs as they continue through education.
29. In addition to the savings linked to changes in policy, new approaches to procurement are expected to achieve savings, for example through making it easier for parents/carers to cancel transport, and by better managing the market for transport provision. These savings are estimated to be £1.5m by 2020/21, bringing the overall saving to £7m, in line with the savings included in the current MTFP. The impact of all initiatives will continue to be closely monitored to understand the impact on demand and costs.

30. The planned financial impact of the Travel Assistance Policy and other supporting changes is summarised in the table directly below:

Saving as is forecast:		2017/18	2018/19	2019/20	2020/21
Activity	Description	£000s	£000s	£000s	£000s
Independent travel allowance	Incentivise more parents/carers to transport their own children/young people, where possible, through an enhanced travel allowance	(-200)	(-1,400)	(-2,600)	(-3,800)
Independent travel training	Train children/young people to travel to school independently, where appropriate	40	102	(-105)	(-288)
SEND Travel Assistance Team	On-board children and young people onto new policy, and ensure travel assistance is allocated accurately, fairly and consistently	(-200)	(-700)	(-1,200)	(-1,500)
Procurement Initiatives	Introducing new tools and technology to enable better contract management, and deliver savings and efficiencies	0	(-500)	(-1,000)	(-1,500)
Total Savings:		(352)	(2,369)	(4,850)	(7,070)

31. Savings will be delivered over a five year period as the policy becomes embedded within practice. The Council recognises that it will take time to build up confidence in the new offer among families, and therefore aims to create a supportive and flexible policy, and work closely together with parents and carers in implementing these changes to the service.

Section 151 Officer Commentary

32. This policy framework will enable the detailed new ways of working with families and children to be implemented around independent travel allowances, independent travel training and reviewing existing processes and practices. All of these will require dedicated resource, time and effort within the services, in order for the savings as outlined in this report to be realised.

Legal Implications – Monitoring Officer

33. Local authorities must publish general arrangements and policies in respect of home to school travel and transport for children of compulsory school age, and arrangements to facilitate the attendance of all persons of sixth form age receiving education or training. This report sets out the arrangements the Council will put in place to meet its obligations.

34. There is a statutory requirement for consultation in this context as set out in the Home to School Travel and Transport Guidance (July 2014) and Post 16 Transport to Education and Training Guidance (October 2017). A consultation was carried out as set out above, and a summary of responses has been provided in the report. All responses are available for inspection by Members (in the Members reading room).

35. In writing the policy, officers have taken into account the relevant legislation and guidance.

36. The Public Sector Equality Duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. This means that there is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination. These matters are dealt with in the Equalities and Diversity section of this report, and in the attached Equalities Impact Assessment. Members should note any potential negative impacts identified in the assessment and the mitigations set out in the Action Plan to address them, and take them into account in their decision-making.

Equalities and Diversity

37. An Equality Impact Assessment has been carried out and is available as an annex to this report. Positive impacts of the new policy are that children and young people with SEND will be better supported to access education and training through a variety of travel options more suited to their needs as they develop and progress. Additionally, independent travel training, or travel from a collection point, will support and enable children and young people to develop essential independence skills, better preparing them for transition to adulthood. Also, parents and carers will have more opportunities and flexibility to transport their own children or young people, and this will benefit children and young people with SEND who tend to travel better when accompanied by someone they know.
38. Potential negative impacts are that changes to routine travel arrangements could cause anxiety for some children and young people with SEND, potentially impacting on their learning outcomes. However, any changes to travel arrangements will be made together with the family or young person, and only appropriate options put forward that are relevant to the child or young person's needs. Parents and carers will also be encouraged and supported by the Council's SEND Travel Assistance Team to prepare their children/young people for changes in travel arrangements.
39. As a result of the Equality Impact Assessment, the Council has decided not to charge a contribution for eligible young people with EHCPs, aged 16-18, in the 2018/19 academic year. This is because the law requires travel arrangements for eligible adult learners (age 19-25) with an EHCP to be made free of charge, therefore introducing a contribution for the 16-18 age group creates inconsistency, and could cause confusion for families and young people.

Corporate Parenting/Looked After Children implications

40. A significant proportion of children and young people who are looked after in Surrey have special educational needs and disabilities. This policy will ensure that these children and young people have the same support and opportunities to access education and training as all other children and young people.

41. The policy will benefit looked after children and young people by offering them additional support in preparation for adulthood, including accessing further education and employment. The Council will consider the pressures and demands on foster carers in implementing the policy, and will work together with them to identify the most appropriate assistance.

Safeguarding responsibilities for vulnerable children and adults implications

42. The Council is responsible for ensuring that all children and young people transported by its contracted providers are appropriately safeguarded on their journey from home to school/college. The Council already has robust safeguarding policies and checks in place for these providers, and the same will apply for any new contracted transport arrangements. For example, when introducing travel to school/college from a central collection point, the Council will put appropriate safeguarding measures in place to ensure that children and young people are kept safe at pick-up/drop-off points, and on their journey to school/college.
43. The Council's independent travel training provider and its staff will be subject to rigorous checks, including enhanced level DBS.
44. Where a parent/carer has opted for the Independent Travel Allowance, they will be responsible for making their own arrangements, as they consider appropriate.

Environmental sustainability implications

45. Local authorities have a general duty to promote sustainable travel and transport, and the introduction of a wider variety of travel options as part of this policy helps to support this.
46. Independent travel training enables travel by public transport, cycling and walking, and the introduction of central collection points where groups of children and young people travel to school or college together from a central location locally will help to reduce the number of individual taxis or minibuses on the roads. Furthermore, these central locations would be within statutory walking distance of the child/young person's home and any potential environmental impacts will be assessed when planning these arrangements.

Public Health implications

47. The Council has a responsibility for, and wishes to promote, children and young people's health and wellbeing through home to school travel.
48. The Council has appropriate emergency and medical policies and procedures in place for children and young people travelling on contracted transport, and these are outlined in the policy.
49. The Council also has a responsibility to provide stress free transport, and will take this into consideration when working together with parents and carers to identify the most appropriate assistance for children and young people.

50. The new options have benefits to children and young people's wellbeing and their progress and development in education. Research shows that children and young people travel best when accompanied by a family member or trusted friend, and the new policy enables this. Furthermore, independent travel benefits young people by equipping them with the skills and confidence to independently access education, training and employment, raising their self-esteem.

WHAT HAPPENS NEXT:

51. The following happen next:

- The 'Travel Assistance Policy for Children and Young People with an EHCP/SSEN, 0-25' will come fully into effect from September 2018. However, parents, carers and young people will be able to access features of the new policy in the current academic year.
- Next steps –
 - subject to Cabinet approval, this policy will be published on the Council's website and Local Offer website, and communicated to parents and carers of SEND children and young people
 - it has been recommended that any future changes to the policy are delegated to the Lead Member for Education, in consultation with the Assistant Director Schools and Learning, for decision
 - establish a Task Group made up of the Lead Member of Education and Lead Member for Environment and Transport, nominated Select Committee Members, the Assistant Director Schools and Learning, and the Strategic Transport Group Manager to monitor the progress and outcomes of this policy.

Contact Officer:

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Consulted:

- Families of SEND children and young people
- Family Voice Surrey
- Surrey Special Schools

Annexes:

- 'Travel Assistance Policy for Children and Young People with an Education Health and Care Plan or Statement of Special Educational Needs, 0-25 years'
- Equalities and Impact Assessment

Sources/background papers:

- Independent Travel Training for Children and Young People with SEND, (Surrey County Council Cabinet, 31 October 2017)
-



**Draft Travel Assistance Policy
for Children and Young People
with an Education Health and
Care Plan (EHCP) or a Statement
of Special Education Needs
(SSEN): 0-25 years**

September 2018



Contents

Item	Page
Introduction – Our New Approach and Commitment	4
What does the policy contain?	5
What is covered by this policy?	6
Section 1: Who is eligible for travel assistance under this policy?	7
○ Pre-school children	8
○ Compulsory school-aged children with an EHCP or SSEN (5-16)	8
○ Accompaniment	9
○ Young people age 16-18	10
○ Young people age 19-25	12
Exceptional needs and circumstances	12
Temporary travel assistance	13
Circumstances affecting eligibility:	13
○ Change of address	13
○ Dual and link placements, inclusion, and pupil referral units	14
Section 2: What travel assistance options are available?	15
○ Collaborative transport assistance	15
○ Independent travel allowance	16
○ Independent travel training	17
○ Provision of minibus, private hire vehicle or taxi	18
Solo transport	18
Passenger assistants (Escorts)	18
Personal Travel Plans	19
Section 3: How to apply for travel assistance?	20
Section 4: How are decisions made?	20
Section 5: How to raise concerns about decisions made	20

Annexes

	Page
Annex 1 – Implementing our policy	22
Annex 2 – Advanced Needs/Exceptions Protocol	28

**Travel Assistance Policy for
Children and Young People with an EHCP or SSEN: 0-25 years**

Annex 3 – Appeals Process	29
Annex 4 – Comments, Complements and Complaints	30
Annex 5 – Review of this policy	30

DRAFT

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

Introduction – Our New Approach and Commitment

Our new approach

Surrey County Council is introducing a new model of travel assistance for children with special educational needs and disabilities (SEND) to better support them to get to school, college or placement through a broader, more flexible range of assistance options.

Local authorities in England have a statutory duty to provide home to school transport assistance to children and young people who meet certain eligibility criteria which are set out in this policy. In the 2016/2017 academic year, Surrey County Council provided transport assistance to nearly 3000 children and young people with SEND, spending approximately £27m per year. The majority of these children and young people travelled by taxi or minibus at an average annual cost of approximately £9,600 for each child/young person.

This policy introduces a variety of assistance options designed to respond and adapt to the diverse needs of the county's pupils as they develop and progress. It recognises that whilst door-to-door transport assistance will continue to be appropriate for some children and young people, many others will be able to benefit from alternative forms of assistance.

With increasing numbers of children and young people becoming eligible for transport assistance, there is also a need for the Council to develop a more sustainable approach to transport assistance, so that it can continue to support the county's more vulnerable children and young people in the most effective way possible.

Key features of this new policy are:

- brings travel assistance for children and young people with an EHCP/SSEN aged 0-25 under one policy
- new travel assistance options designed to better support Surrey's children and young people
- a new, collaborative way of working with parents and carers, where appropriate, including:
 - increased support for parents/carers to transport their own child or young person to school, college or placement
 - more flexibility around sharing school/college runs
 - more flexibility and support for families with children/young people attending special and mainstream schools in different locations
- new, comprehensive independent travel training offer, designed to better prepare children and young people for adulthood and independence
- a protocol for exceptional needs and circumstances

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

Our commitment

Surrey County Council is committed to working closely together with parents, carers, schools and colleges to ensure that:

- children and young people are safe and supported to access education;
- all children and young people arrive at school/college/placement on time and ready to learn;
- parents and carers have confidence in their child/young person's travel assistance offer.

The Council recognises that:

- travel assistance should respond and adapt to the needs of children and young people as they develop and progress;
- the Council has a duty to support and enable young people to develop and achieve independence, where this is appropriate;
- the best outcomes for children and young people will be achieved through working closely together with parents, carers, and young people to effectively plan and deliver appropriate travel assistance.

The Council also has a duty to:

- manage public money responsibly;
- provide value for money services;
- promote the use of sustainable travel and transport.

This requires a common understanding among families, young people, the Council and its partners of the resources available to the Council in meeting its statutory duties.

What does the policy contain?

The policy sets out:

- who is eligible for travel assistance under this policy
- what travel assistance options are available
- how to apply for this assistance
- how decisions are made
- how to raise any concerns about these decisions

This policy details the travel assistance that is available for children and young people aged 0-25 who have an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SSEN). It sets out the arrangements, entitlements, limitations and processes to assist parents and carers, or young people, to navigate the Council's new travel assistance offer.

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

What is covered by this policy?

This policy will come into effect fully from September 2018.

Until then, the following policies will apply for children and young people with an EHCP in the 2017/18 academic year:

- [‘Educational Travel Assistance Policy for Children and Young People with SEND – Pre 16’](#)
- [‘Travel Assistance Policy for Young People with SEND aged 16-25’](#)

However, parents/carers and young people will be able to opt into some of the new features of this policy sooner.

This policy only applies to travel to school, college or placement. All other forms of travel and transport are excluded without exception. Travel assistance can only be provided based on the assessed need of the child or young person, and not on parental/carer preference.

The Council recognises that every child and family is unique, so whilst this policy will fit the circumstances of most families who meet the criteria for assistance, it has also developed an ‘Advanced Needs Protocol’ to provide a solution to exceptional needs.

This policy has been developed through extensive consultation with parents and carers, and the new travel assistance offer takes into account families’ views.

The policy has also been informed by the relevant legislation and guidance:

- Home to School Travel and Transport Guidance - Statutory Guidance for Local Authorities (July 2014)
- Post -16 Transport to Education and Training Statutory Guidance for Local Authorities (October 2017)
- SEND Code of Practice: 0 to 25 (2015)
- Sections 444, 508A, 508B, 508C, 508D 508F 508G 508H, 509 AA 509AB (as amended by the Apprenticeships, Skills Children and Learning Act 2009)
- Sections 509AC & 509AD (as amended by Section 84 of the Education and Inspections Act 2006) and Schedule 35B of the Education Act 1996 (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006)
- Regulation 5 and Part 2 of Schedule 2 to The School Information (England) Regulations 2002, as amended
- Equality Act 2010
- School Admissions Code
- European Convention on Human Rights
- The School Travel (Pupils with Dual Registration) (England) Regulations 2007
- Public Service Vehicles (Carrying Capacity) Regulations 1984
- Section 48 of the School Standards and Framework Act 1998
- Children and Families Act 2014

Section 1: Who is eligible for travel assistance under this policy?

General principles

To ensure that the assessment of who requires assistance with travel is fair and transparent, the Council uses measures called “eligibility criteria”. These measures are set out below.

To be assessed for travel assistance under this policy, children and young people must:

- be resident in the county of Surrey;
- continue to hold an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN).

Children and young people with special educational needs or disabilities who do not have an EHCP or SEN may be eligible for assistance with travel under the Council’s general transport policies:

- [Transport Policy 4-16 year olds 2018/19](#); or-
- [SCC Transport Policy Statement 2018/19](#) (Post-16)

Parents/carers are responsible for ensuring that their children receive an education. Generally, families are expected to make their own arrangements to ensure their child/young person is regularly attending their education placement.

To assist with this, the Council provides free bus passes for disabled children and young people (with companions in some circumstances) to support children and young people to get to their education placement. Parents/carers and young people can apply for a free disabled persons bus pass through the Council’s [website](#).

However, the Council has a statutory duty to make free travel arrangements for children and young people who meet the categories for support as set out in the [‘Department for Education’s Guidance on Home to School Travel for children aged 5-16’ \(July 2014\) \(Part 1\)](#) and [‘Post-16 Transport to Education and Training’ \(October, 2017\) \(See: ‘Local Authority Responsibility’ and ‘Specific Consideration of Learners with SEND’\)](#).

In addition, the Council may consider assistance for those children or young people who do not meet the statutory criteria, on an exceptional basis.

How to apply for travel assistance is covered in section 3 of this document; set out below are the criteria, or measures, by which children and young people will be assessed for each age group:

- 1) pre-school children (under 5)
- 2) statutory school age children (5-16)
- 3) young people age 16-18
- 4) young people age 19-25

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

6

1) Pre-school children

Travel assistance for children under the age of five is discretionary as local authorities have no legal duty to provide or arrange free transport for children who have not yet reached statutory school age. However, travel assistance applications will be considered for children below statutory school age in some exceptional circumstances. It is expected that such children will already have an EHCP, but other situations may be considered.

In considering these circumstances, the Council will need to be satisfied that, without such assistance, the child would be prevented from attending an appropriate nursery or early years' education placement.

In considering assistance for pre-school children, the following factors will be taken into account:

- the age of the child;
- the distance between home and nursery;
- the SEND of the child;
- the reasons for the pre-school education placement; and
- whether the child has siblings of an age where it is not reasonable to expect them to travel alone attending school(s) a significant distance away from the provision proposed for the child.

2) Compulsory school-aged children with an EHCP or SSEN (5-16)

Compulsory school age begins at the start of term following a child's fifth birthday and ends on the last Friday in June of the school year in which a child or young person turns 16.

There are 4 categories which may determine if children aged 5-16 are eligible for travel assistance:

- statutory walking distance eligibility;
- SEND or mobility problems eligibility;
- unsafe route eligibility; or
- extended rights eligibility.

Eligibility and supporting travel assistance will be reviewed at least each academic year, or as and when appropriate, however due consideration will be given for children and young people with continuing complex needs. This is to confirm whether a child or young person continues to be eligible for travel assistance, and where eligible, that the type and level of assistance is most appropriate to their needs as they develop and progress.

Statutory walking distances category

The Council is required to provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:

- **beyond 2 miles, if below the age of 8; or**
- **beyond 3 miles, if aged between 8 and 16.**

The nearest suitable school is defined as the nearest school with places available and which the Council deems to provide education appropriate to the age, aptitude, and ability of the

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

pupil, and any special educational needs or disability or mobility problems he or she may have.

When establishing whether the nearest suitable school is within statutory walking distance, the distance between home and school will be measured by the shortest available safe walking route, accompanied as necessary. The route may include footpaths, bridleways, and other pathways, as long as it is safe to walk along them.

SEND or mobility problems category

The Council must make transport arrangements for all children who cannot reasonably be expected to walk to their nearest suitable school because of their mobility problems, or wider health and safety issues, related to their SEND (which will be recorded in their EHCP or SSEN). Eligibility for such children will be assessed on an individual basis to identify their particular travel requirements, and may require a medical assessment.

Unsafe route category

The Council is required to make transport arrangements for all children who cannot reasonably be expected to walk to their nearest suitable school because the nature of the route is deemed unsafe to walk.

Extended rights eligibility

The Council is required to provide free transport where pupils are entitled to free school meals or their parents/carers are in receipt of maximum Working Tax Credit if the nearest suitable school is:

- **over 2 miles away (for children over the age of eight and under 11);**
- **between 2 and 6 miles away (for children aged 11-16 where there are not three or more suitable nearer schools); or**
- **between 2 and 15 miles away, and it is the nearest school preferred on the grounds of religion or belief (for children aged 11-16).**

Accompaniment

When assessing if a child/young person is eligible for transport assistance under the 'SEND or mobility problems' or 'Unsafe walking route' categories, the Council will consider if the child/young person could reasonably be expected to walk if accompanied by an adult. If so, the general expectation is that a child/young person will be accompanied by a parent/carer where necessary, unless there is a good reason why it is not reasonable to expect the parent/carer to do so.

Where a parent/carer's health condition, SEN or disability prevents them from accompanying their child along a walking route that would otherwise be considered unsafe without adult supervision, the Council may provide free home to school transport assistance for the child/young person.

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

3) Young people age 16-18

General duties and arrangements for young people age 16-25

The compulsory school age ends on the last Friday in June of the school year in which a child or young person is 16. However, young people are now required to stay in education or training until their 18th birthday.

To support this, the Council has a duty to specify the arrangements for the provision of transport assistance to enable all young people of sixth form age to attend education or training of their choice, and to ensure that if support for access is required, that this will be assessed and provided where necessary.

This duty applies to arrangements for young people over compulsory school age, age 16 to 18, as well as continuing learners under the age of 25 who started their programme of learning before their 19th birthday. To meet this duty, the Council publishes a 'Transport Policy Statement', available on the Council's [website](#).

The local authority may ask learners and their parents/carers for a contribution towards transport costs. Surrey County Council will not be asking young people with an EHCP or SSEN eligible under this policy for a contribution in the 2018/19 academic year, subject to review.

Continuing in education and training Post-16

Where there is a current entitlement to travel assistance, the entitlement will continue until, and including, the end of the academic year in which the young person turns 16 years old.

Where a pupil who has previously been assessed as eligible for travel assistance remains based at the school named in their EHCP beyond their 16th birthday, the Council will ordinarily continue to arrange their transport until the end of the academic year in which they turn 19 years of age. However, it should be noted that current entitlement does not indicate future entitlement, and pupils in Year 11 staying on in education will need to reapply for travel assistance on an annual basis.

Where a young person changes school/college after 16, his or her eligibility will be re-assessed, and he/she will also need to reapply for travel assistance each year.

Additional assistance for young people with SEND

Many young people who have a SSEN or EHCP are able to travel independently using public transport, and the Council encourages parents and carers to work with the local authority to support young people to do so, where appropriate. These young people are expected to take advantage of the following available schemes:

- **Surrey Student Fare Card** - reduced rate travel to the education provider for young people aged 16-18. For more information and to apply online go to: www.surreycc.gov.uk/studentfarecards
- **Disabled person's bus pass** - travel anywhere in Surrey, at any time, for free. If you have difficulty travelling you could be entitled to travel with a companion. Please go to www.surreycc.gov.uk/freebuspass for information on eligibility and how to apply.

However, the Council recognises that some young people will require additional support with

Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years

travel to education or training, and will work with the parents, carers and young person to arrange this. In order to be considered for travel assistance, a young person needs to:

- be resident in Surrey County, and continue to hold a EHCP/SEN;
- have started their current programme of education/training prior to their 19th birthday;
- be attending the nearest appropriate qualifying education provider (unless agreed otherwise and stipulated within the EHCP or SEN) that is more than three miles walking distance from their home, unless the young person's disability impacts on their ability to walk this distance, or if the walking route is deemed unsafe;
- be attending a full-time, non-advanced, publicly funded course of at least one academic year's duration (a full time student is one enrolled on a programme of at least 540 study hours); and
- not be in receipt of help towards their travel costs from any other source (with the exception of Surrey's Student Fare Card).

A qualifying education provider is:

- a publicly funded school (including an academy);
- a publicly funded further education institution;
- a local authority maintained or assisted institution providing further education;
- an establishment in direct receipt of government funding, for example independent specialist providers for learners with learning difficulties and /or disabilities;
- a learning provider that is funded by the local authority to deliver accredited programmes of learning which lead to a positive outcome (this could include colleges, charities and private learning providers).

Where it is agreed that additional assistance is required, this will normally take one of two forms:

- reimbursement of train and/or bus travel, where students are able to travel independently on public transport;
- independent travel allowance where students are not able to travel independently, but where parents or carers are able to provide transport.

In exceptional cases, the Council may make alternative arrangements, which may include contracted minibus or taxi transport where appropriate, to support the young person to access their education.

When assessing the type of travel provision to be offered the Council will consider a range of factors including, but not limited to:

- the age and maturity of the young person;
- their aptitude and ability;
- the young person's SEND;
- the duration and safety of the route that needs to be taken.

If transport assistance is agreed, shared transport will be arranged for groups of young people travelling to and from the same area to the same school/college, wherever possible. Unless there are exceptional circumstances, school/college transport will only be organised for the start and end of the school/college day. Students are expected to use any free time to

study if they do not have lessons or lectures.

4) Young people age 19-25

Transport assistance may continue to be provided up to the end of the academic year in which a young person turns 19 years of age. However, the Council recognises that a learner with special educational needs and disabilities may take longer to complete a programme of learning or training, therefore the Council may extend the transport arrangements until a learner has completed their programme, even if that is after they have reached the age of 19.

With regard to adult learners age 25 and under with an EHCP, the Council will also make transport arrangements, and otherwise it considers necessary, for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. This only applies to circumstances where the local authority has secured education or training at that institution and the provision of boarding accommodation in connection with that education or training.

Exceptional needs and circumstances

Where this policy does not address the needs of children and young people applying for assistance, and where it is believed that exceptional circumstances apply, parents/carers or young people will be asked to complete a Home to School/College Transport – Exceptional Needs form available from the SEND Travel Assistance Team.

Exceptional needs might include, but are not limited to:

- exceptional social or medical circumstances affecting the child/young person or their parent/carer;
- health needs/disability/circumstances affecting the child's or young person's sibling(s) or other close family members who are dependent upon the parents/carers;
- exceptional financial difficulties; or
- other factors that are likely to significantly impact on the parents'/carers' ability to meet their responsibilities in getting their child or young person to their education provider.

Evidence will be required and may be gathered from a range of professionals, and appropriate verification of any information that is relevant to the application will be required as part of this process.

This evidence must confirm the circumstances of the case and must demonstrate why travel assistance is required. Providing evidence does not guarantee that a child or young person will be given travel assistance, and each case will be considered individually, and a decision made based on the supporting evidence.

Travel assistance agreed on an exceptional basis will be put in place for a maximum period of 12 months, and will be reviewed after 12 months, or when appropriate.

As part of this review, parents/carers or young people will be expected to provide relevant supporting information if requested and, if this is not provided, the Council reserves the right to withdraw the travel assistance.

Temporary travel assistance

There may be circumstances where travel assistance may be provided to children and young people if they are experiencing short-term difficulties, as outlined below:

- **Children and young people who do not normally receive travel assistance:** if they have short-term difficulties (for example, a short-term illness or health difficulty) they may be eligible for transport assistance to and from school/college.
- **Children and young people receiving minibus transport provision from a collection point:** if a child/young person is temporarily unable to get to and from their normal collection point (for example, due to a broken leg or other short-term illness or injury, or related to their SEND needs), then temporary assistance may be offered as a replacement for this service.

However, where parents/carers are not able to take their child or young person to a collection point for onward transport to school/college by minibus, no temporary assistance will be provided, except in exceptional circumstances based on the needs of the family. This is because the child's SEND has not changed, and the transport service from the collection point is still available.

- **Children and young people who have temporarily changed address:** where a child/young person who normally receives travel assistance moves to a different address on a short-term basis, continued assistance will not be provided to the new address automatically if this results in additional travel costs. In exceptional circumstances (i.e. ongoing parent/carer illness etc.) the Council will seek to provide alternative assistance, otherwise the parent/carer or young person may be expected to make their own transport arrangements.
- **Families or young people who receive travel allowances or personal budgets:** temporary assistance may be provided in those instances where parents/carers or young people cannot transport their child/themselves to and from school/college due to a short-term illness. This will take up to ten working days to be put in place, though it will be done sooner if possible.

To apply for travel assistance in these circumstances, parents and carers will need to complete an Exceptional Needs form available from the SEND Travel Assistance Team.

Circumstances affecting eligibility

Change of address

If a family or young person has moved to an address within a different local authority area, the responsibility for their EHCP and their home to school/college transport transfers to the local authority area in which they are residing. This is because the family or young person has become ordinarily resident in the new area. This is the case regardless of which local authority is paying housing costs.

The address where a child or young person usually lives is judged to be their ordinary residence, whether this is of a short or long duration (apart from temporary or occasional absences). Where a child/young person has parents/carers living at more than one address,

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

6

the address they spend the majority of their time when attending school or college shall be considered the habitual home address.

Where a child splits their time equally between addresses, transport will be assessed from the address which is registered with the school as the home address or, prior to admission, the address used on the relevant school admission application form.

Dual and link placements, inclusion, and pupil referral units

Dual placements are where a child or young person attends more than one school or where a school arranges a college link placement for a pupil. Dual placements may require additional transport assistance, such as transport at earlier or later times or during the school day. Schools are responsible for arranging and paying for the cost of such transport. Where a pupil is on the roll at one school but visits another school or college for inclusion or link purposes, the school where the pupil is usually based will be responsible for arranging and paying for transport. These arrangements also apply to pupil referral units. Any exceptions to this would need to be considered and agreed by the Local Authority on a case-by-case basis.

Section 2: What travel assistance options are available?

Parents and carers have a legal duty to ensure that the children and young people for which they have responsibility are accessing education. The local authority has a statutory duty to make suitable transport arrangements for children and young people eligible for assistance.

Therefore, the Council expects parents/carers and the local authority to answer the question together:

“How are we planning to get your child/young person to school, college, or other educational placement?”

The Council's new travel assistance offer provides a range of flexible options to families and young people who are expected to work together with the Council to ensure that the most suitable and cost effective support is put in place to meet each child's or young person's needs. While it may not be practical to meet all expectations, this new approach commits the Council to be clear about the options, constraints, and the reasons for decisions.

Travel assistance may take one of the following forms, and the Council will work together with parents and carers to identify the most appropriate option to best support their child/young person's needs and ongoing development:

- **Collaborative transport assistance:**
 - sharing transport arrangements between the family and the Council;
 - support with transporting mainstream child/young person;
- **Independent Travel Allowance** - can be used flexibly by families and young people to help fund their own transport arrangements;
- **Independent travel training** – training to travel independently on foot, by bicycle or public transport;
- **Provision of a contracted minibus, private hire vehicle, or taxi, including:**
 - pick-up and drop-off from/to a collection point, or central location locally;
 - individual taxi, private hire vehicle or minibus for groups of children/young people;
 - individual taxi, private hire vehicle or minibus for solo travellers - in exceptional circumstances only.

Further information is provided about each of the options below.

Collaborative travel assistance

The best method of transport for a child or young person is usually via their parents/carers, family members or other trusted people they know. Therefore, the Council has introduced new flexible options to better support families to do this, where possible.

- **Sharing transport between the family and the Council**

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

The Council recognises that due to personal circumstances, it is not always possible for some parents/carers to transport their own children/young people all the time. However, parents/carers may be able to transport their child or young person for some of the journeys each week (e.g. mornings or afternoons, or on set days of the week). Where this is possible, the Council will then provide assistance to cover the journeys parents/carers are unable to complete.

Where such an agreed arrangement with the parent/carer is in place, the Council expects parents/carers to undertake the routes they can complete consistently. Parents/carers will need to ensure all journeys are covered as the Council is unable to provide cover, except in exceptional circumstances (i.e. parent/carer has a short-term illness).

The independent travel allowance will be available to parents/carers and young people who meet the scheme's criteria to assist them in undertaking their elements of the shared transport.

- **Flexibility to transport mainstream or SEND children and young people**

The Council recognises that it can be a challenge for parents/carers with multiple children to take two or more children to more than one school/college. Therefore, the Council will allow parents and carers with a SEND child to have the offered assistance used for either their SEND or mainstream child(s), as long as transporting the mainstream child is a more economic use of public money.

Independent Travel Allowance

This scheme is designed to support parents/carers, where necessary, in meeting the costs of transporting their eligible child/young person to school/college, or to assist an eligible young person to get to school/college, where other more cost-effective solutions are not available or suitable.

The scheme offers a flexible allowance to parents/carers or young people to make their own transport arrangements as they see fit, and could be used towards any one of the following arrangements:

- parental/carer transport;
- family or trusted friends' transport;
- community representative transport (neighbours or informal networks);
- school or training provider transport.

Any arrangements made using the Independent Travel Allowance will be the responsibility of the person receiving the allowance.

The allowance is based on a flexible, banded model where the amount of contribution received depends on the distance between the child/young person's home and education setting. Further information on the allowance is available from the SEND Travel Assistance Team.

If the arrangements made using the allowance are not available at any time, then alternative arrangements must be made, as the Council is unable to provide cover.

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

If the arrangements become permanently unavailable, then a new application for alternative travel assistance will need to be made.

Independent Travel Training

Independent travel training provides children and young people with tailored and practical assistance to travel safely and without anxiety by public transport, on foot, or by bicycle, to school, college, or placement; as well as socially, to access other key services and connect with friends and family.

Independent travel is an essential life skill, and helps to better prepare children and young people for adulthood, and for accessing further education and employment by raising their confidence in their abilities.

The Council has commissioned a specialist provider, HCT Group, to provide bespoke, one-to-one travel training to children and young people with SEND. The Council, working together with HCT and schools/colleges, will identify children and young people who it reasonably believes, based on their needs and other practical considerations, should be able to successfully travel to school/college safely after training.

The Council will consider the following criteria when considering which pupils should be offered independent travel training opportunities:

- existing level of independent travel skills;
- age of the pupil;
- distance between home and school;
- SEND of the pupil;
- the route that would need to be followed;
- journey times using public transport (should not exceed the maximum journey times detailed in this policy)

If a child/young person is identified as potentially suitable for travel training, their parent/carer will be contacted by the Council to arrange a consultation with the training provider. The purpose of the training consultation will be to confirm whether or not the child/young person is suitable for independent travel training, and will involve the parents/carers, school/college, and the young person, where appropriate.

Where a child or young person is identified as potentially suitable for independent travel training, parents and carers will be expected to work together with the Council and training provider to support their child/young person to undertake the training consultation, where reasonable and appropriate.

Once a child/young person has been confirmed as suitable for independent travel training, they will be supported to undertake this programme of training. If they are not ready or suitable for training, the following will apply in order:

1. where appropriate, a future review date will be set, after which there may be a follow-up consultation;
2. until then, they will be provided with alternative travel assistance in accordance with this policy.

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

Provision of a contracted minibus, private hire vehicle, or taxi

Where other alternative options are not suitable, the Council will organise transport for eligible children and young people. This will be in the form of a licensed coach, minibus, private hire vehicle or taxi.

Pupils will be expected to travel with other children/young people attending the same, or nearby school/college, unless there are exceptional circumstances supported by clear evidence that prevent a child/young person from travelling in this way.

Where possible and appropriate, shared transport may be arranged for some routes on the basis of a pick-up/drop-off point, or a central collection point locally, to improve the efficiency of the route and to reduce journey times for pupils.

Where a pick-up/drop-off point, or central location point, is not appropriate or suitable, the transport will be arranged from and to the home address.

Only in exceptional circumstances will transport be arranged for solo travellers, with or without a passenger assistant.

Solo transport

It is not possible to provide personalised one-to-one transport as a matter of course. Children and young people will travel to and from their education placement with other children and young people unless there are exceptional circumstances where it would not be reasonable to expect an individual to do so, based on the needs detailed in their EHCP.

Passenger assistants (Escorts)

Passenger assistants (formerly escorts) will be provided on some transport routes, but there is no automatic entitlement. The provision of a passenger assistant on a route is based on several factors, including:

- the age of children/young people on the route
- the distance between home and education placement;
- information provided on the travel assistance application form and the Personal Travel Plan;
- the SEND of the children/young people on the route;
- the number of other passengers travelling on this route.

There is no minimum or maximum age that determines whether a passenger assistant will be provided, and the Council will consider age in conjunction with all the factors listed above in making its decision.

Where a child/young person travels on his or her own, the Council encourages parents or carers, (or a person known to the pupil and aged 18 or over), to act as his or her passenger assistant where possible. Payment is not made in such cases. Provision of a passenger assistant at any one time does not guarantee that this will be an ongoing arrangement; the requirement will be re-assessed each academic year, and in the event of any change in circumstances.

Personal Travel Plans

The Council is introducing new Personal Travel Plans (PTPs). These plans are intended as a collaborative advisory tool to help the Council design the appropriate transport assistance and make a child's/young person's experience the best that can be achieved within the Travel Assistance Policy and resources of the Council. The plans do not constitute an agreement or commitment to a specific level of assistance.

A Personal Travel Plan will be used to capture essential information about the child/young person that is relevant to their travel needs, and will be developed together with parents and carers, and in consultation with the child/young person's school/college. A PTP will be completed in preparation for putting in place assistance by minibus or taxi.

Each plan will specify the following:

- the needs of the child/young person that a transport planner/provider needs to know in order to ensure a supportive and safe level of assistance;
- strategies to support the child/young person's calm and comfortable travel;
- strategies to promote and develop a child/young person's independence;
- any equipment or resources needed to support a child/young person's needs; and
- any factors the family would like to be considered in the planning and delivery of transport assistance (this is guidance only and not a commitment).

PTPs must be accurate and reflect the true needs and independence capacity of the child or young person. Plans should be reviewed once per academic year, to reassess the nature of transport assistance required to complement the child/young person's development and adapt to their needs as they change.

Section 3: How to apply for travel assistance?

Families and young people should first read section 2 of the Travel Assistance Policy which details the eligibility criteria, or measures, used to evaluate whether travel assistance is required. If they do this and believe they are entitled to assistance, then the appropriate application form must be completed –

- Under 16 form – for ages 5-16
- Post-16 form – for ages 16-25
- or an Exceptional Needs Form (for all ages in exceptional circumstances)

These forms are available on the Council's website, or from the SEND Travel Assistance Team.

If the option of contracted transport is agreed, this will take up to ten working days to be put in place, though it will be done sooner if possible.

However, during the very busy summer period, transport arrangements may take longer than the ten working days.

Section 4: How are decisions made?

Once a completed application form has been received, eligibility for travel assistance will be assessed by the SEND Travel Assistance Team. The information on the form, along with any additional information subsequently requested, will be used to decide whether a child/young person is eligible for travel assistance. The SEND Travel Assistance Team will contact applicants to confirm whether the child/young person is eligible for travel assistance. The team will then discuss the assistance options with the parent/carer or young person to agree an appropriate level of assistance. This will be confirmed in writing.

Exceptional needs transport will be assessed and approved by the SEND Travel Assistance Team, involving senior managers from SEN and the Transport Coordination Centre as appropriate.

Section 5: How to raise concerns about the decisions made

If a decision is made that a child or young person is not eligible for travel assistance, then parents/carers or young people will have the option to make a request on exceptional grounds, using the Advanced Needs/Exceptions Protocol, which is detailed in Annex 2 of this policy document.

Where a child or young person is eligible for travel assistance, then it is expected that a suitable level of assistance will be jointly agreed between the SEND Travel Assistance Team and the applicant, in line with the Travel Assistance Policy.

If, however, a parent/carer or young person is not satisfied with the assistance arrangements that are either proposed, or that have been put in place, because they do not sufficiently meet the needs of the child or young person, then they can also make a request using the Advanced Needs/Exceptions Protocol.

It is the Council's intention to work restoratively with parents/carers to resolve any concerns or disagreements about transport arrangements. Where an agreement cannot be reached,

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

parents/carers and young people have the right to appeal transport decisions and the process for this is outlined in Annex 3.

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Annex 1 - Implementing the Policy

Transport management

The SEND Travel Assistance Team is part of the Transport Coordination Centre (TCC) and is the first point of contact for parents/carers, schools/colleges for travel assistance issues. The service deals with eligibility and the agreement of the appropriate travel assistance option, and will liaise with the TCC on any transport issues.

Pick-up and drop-off arrangements

Transport companies are authorised to make pick-ups and drop-offs from authorised points only for each child or young person. The authorised points will usually be those specified in the Personal Travel Plan, normally the home address and school address, but could also be an allocated bus stop or pick-up/drop-off point, where appropriate.

Parents and carers should provide one alternative address wherever possible, which must be within one mile of the usual home address, to be used if the parent/carer is not at home, or at the pick-up/drop-off point to meet their child or young person.

Where a collection point is identified, it is the parent's or carer's responsibility to make sure that their child/young person travels to and from the collection point safely. The needs of the child will be taken into consideration when determining suitability for this type of assistance.

Timing

The timings for pick-up and drop-off will be specified by the appropriate transport company's controller, and parents and carers must ensure that they are aware of the correct times. Times may change if new passengers join a route or if passengers leave a route.

Timings will be based on the most efficient route available. The efficient planning of routes is a priority, especially as it is important to minimise the time that passengers need to spend on transport on every route.

Where children or young people are picked up and dropped off at home, the parent or carer is responsible for accompanying their child/young person to and from their door to the vehicle.

Parents and carers must ensure that there are no unreasonable delays in making their child or young person available for the journey (or collecting them in the evenings), as this can affect the total journey times for other children/young people, and can have a detrimental effect on how other passengers manage the remainder of their journey.

To minimise journey times for every passenger on the transport, children or young people are required to be available within three minutes of the specified pick-up window, and parents or carers are required to be available within three minutes of the specified time of drop-off. If the passenger, parent, or carer is not available within that time, the transport companies will attempt to make telephone contact with the parent or carer to find out if there is a particular difficulty on that morning/afternoon.

In some exceptional cases, to recognise the needs of an individual pupil, the three-minute waiting time may be adjusted and the transport company informed.

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

If the driver is unable to make direct contact with the parent or carer, the driver is instructed to leave that pick-up/drop-off point and move onto the next point. Should the transport move on without a passenger, transport to school or college will then become the responsibility of the parent or carer or young person for that individual journey.

If the parent or carer is unavailable for pick-up on school to home journeys, the child or young person will be transported to the alternative address, if provided, or the nearest place of safety. Children's Social Care services may be notified and/or transport assistance withdrawn if this happens frequently. Parents/carers, or schools/colleges should contact the transport company's controller or SEND Travel Assistance Team if there are any emergency changes. The controller will have a duty to advise parents, carers, and schools if there are going to be any foreseen delays to the delivery of the service.

In some cases, it may not be legal or safe for the transport to stop directly outside a passenger's home. In these cases, parents and carers are required to walk with their child or young person to the safest nominated collection point, as specified by the transport company.

Journey times

Best practice suggests that the maximum each way length of journey for a child of primary school age to be 45 minutes, and for secondary school age 75 minutes. However, this may be affected from time-to-time by congestion, road works, and other environmental and operational conditions. For children with SEN and /or disabilities, journeys may be more complex and a shorter journey time, although desirable, may not always be possible.

This also applies to children/young people travelling from a collection point, where the overall journey time should include the time it takes for the child/young person to get to and from the collection point.

It may be deemed acceptable for a trip to exceed the maximum journey times if it is considered that the additional time does not place undue stress, strain or difficulty on the pupil that would prevent them from benefitting from the education.

These journey times do not apply to children/young people travelling to out-of-county placements, where distances and the frequency of journeys will vary. Routes consistently longer than the stated times may be reviewed periodically.

Absences

Where a child or young person is not attending school or college on any particular day, or for longer, due to a planned absence (for example, medical appointments), it is the parent's, carer's or young person's responsibility to inform the SEND Travel Assistance Team as soon as possible so that the transport can be cancelled.

Where a child or young person cannot attend school or college on any particular day for an unplanned reason (for example, due to illness), it is the parent's, carer's or young person's responsibility to contact the SEND Travel Assistance Team as soon as possible. For long-term absences, parents or carers should contact the SEND Travel Assistance Team to discuss how long to pause the service.

Parents and carers should note that all transport that is not cancelled in advance of the vehicle arriving at the home address must be paid for by public money, regardless of

Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years

6

whether the child/young person boards the vehicle.

Where parents or carers repeatedly fail to cancel transport provision for their child before it arrives at their home address, or where a pupil suddenly refuses to travel in transport which has arrived on any given day (without any prior notice having been given to the transport company), the pupil's transport provision will be reviewed if the reason is unrelated to their SEND needs.

Medical needs assessments

Where the Council agrees to provide contracted transport for a child or young person with significant medical needs, it may be necessary to first commission a medical needs assessment. Until this assessment is completed, transport between home and school/college will be the responsibility of the parents or carers. The Independent Travel Allowance will be made available to support parents in these circumstances.

Some pupils with SEND have physical and medical conditions which deteriorate over time. If, at any point, it is felt by the SEND Travel Assistance Team that a further assessment may be necessary to ensure that a child's physical and medical needs are being met on board transport, this assessment will be requested and completed. Until the recommendations from this updated assessment are available, it will be the responsibility of parents and carers to transport their child between home and school/college until transport can be re-arranged.

Medication

The Council will ensure that every driver and passenger assistant is able to respond to an emergency situation; however, they will not normally be expected to administer medical assistance. Every parent/carer, as part of their application and the Personal Travel Plan, is required to provide detailed information directly to the SEND Travel Assistance Team about their child's or young person's SEND and medical needs. In the case of very specific and complex needs, an additional care plan from medical professionals may be required.

In the event of an emergency on board a vehicle, the procedure is for the passenger assistant or driver to call 999.

Where it is assessed to be unsafe for a pupil with complex or acute medical needs to travel with only a passenger assistant, the Council may support parents/carers to travel with their child to provide the additional care required. The Advanced Needs Protocol may apply for exceptional needs and circumstances.

Severe weather

In cases of severe weather, where parents and carers are advised that transport has been cancelled for the morning journey, they should assume that transport will also be cancelled for the afternoon journey, unless they are advised otherwise. If parents or carers decide to take their child or young person to school or college despite the severe weather, they will also need to arrange to collect them after school or college.

Behavioural standards

Children, young people, parents/carers, schools/colleges, transport companies and the Council all have a role in ensuring the appropriate behaviour of passengers on transport. Any child or young person may experience behavioural difficulties. The Council will work

Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years

with parents/carers, schools/colleges, and transport companies to manage instances where a passenger exhibits extreme behavioural characteristics. Such behaviour may affect the concentration of the driver as well as the overall safety of the other passengers and, in some cases, alternative arrangements will need to be made.

In the event of damage being caused to a vehicle due to the behaviour of a child or young person, the Council will consider all circumstances and may make a reasonable contribution towards the costs of damage to contracted vehicles. However, this will be assessed on a case-by-case basis, and be subject to monitoring and review as necessary.

In consultation with a child or young person's parents/carers or school/college, it may be necessary to issue periods of fixed or permanent exclusion from transport, while appropriate alternative arrangements are explored. Parents and carers will be responsible for transporting their own children/young people during any period of exclusion from transport.

When using home to school/college transport, passengers must:

- remain in their seats at all times;
- wear their seatbelts at all times; and
- follow and abide by the passenger assistant's and/or driver's instructions.

Passengers must not:

- abscond from the vehicle;
- speak in an offensive/abusive manner to the driver or passenger assistant, other passengers, or any other member of the public whilst in or around the vehicle;
- behave in a way that may create a danger to themselves, other passengers, or the driver/passenger assistant, or in a way that could cause damage to (or shows disrespect to) the vehicle itself;
- exhibit behaviour of a sexual nature; or
- spit or fight.

Additionally, smoking or vaping, eating or drinking will not be allowed on any vehicle at any time, with the exception of water, or unless their SEND requires food or drink, as specified in the Personal Travel Plan.

The Council recognises that children and young people with SEND may be more prone to illness and other difficulties related to their SEND on contracted home to school transport. These will be documented in the Personal Travel Plan, and the Council will work together with parents/carers and the school/college to put the appropriate support in place to enable the child or young person to travel calmly and comfortably to and from their education placement.

The Council may make a reasonable contribution towards cleaning costs resulting from child/young person illness on contracted home to school transport.

The Council will consider all circumstances, however, this will be assessed on a case-by-case basis. These arrangements may be subject to review as necessary.

Travel Assistance Policy for Children and Young People with an EHCP or SSEN: 0-25 years

6

Safeguarding

The Council is committed to ensuring that children and young people on transport travel safely to school and arrive ready to learn. The following safeguarding systems are in place to protect children's safety and promote their well-being:

- drivers and passenger assistants have enhanced Disclosure and Barring Service checks (formerly known as a Criminal Record Bureau check) and valid appropriate licenses;
- drivers and passenger assistants have completed safeguarding training;
- passenger assistants have undergone certified first-aid training;
- safety seating is provided for children below 135 cm in height;
- non-ambulant buggy or wheelchair users undergo a wheelchair risk assessment via wheelchair services to verify that their buggy or wheelchair has been crash-tested for use on transport and to ensure that the correct safety equipment is used to secure the buggy or wheelchair in place;
- all confidential information is sent by secure email;
- all incidents on board transport are logged and investigated;
- safeguarding concerns or allegations about a driver or passenger assistant are referred to the Local Authority Designated Officer (LADO);
- drivers and passenger assistants are provided with a procedure for use in an emergency, including accidents, or in circumstances where parents or carers are not available at their home address at the end of the day or have requested an agreed alternative destination;
- transport companies are audited on a regular basis and checked for compliance against the service specification, including compliance with safeguarding procedures.

Continuity

Every effort will be made to ensure that the same passenger assistant and driver continue to transport a child or young person. To ensure as great a level of continuity as possible, transport companies should not change the driver or passenger assistant more than three times per term. However, it will not always be possible to maintain continuity of transport company, and changes may need to be made to ensure the most efficient use of available resources.

Parents, carers, and schools/colleges will be informed by the transport company about any changes to the driver and/or passenger assistant in advance. Parents and carers are advised to take the name of the new driver and/or passenger assistant and, if they are in any doubt, ask to see their identification or contact the transport company to verify identity.

Local authorities have a duty to spend public funds in the most appropriate and cost-effective manner. Routes will be reviewed regularly and separate routes, taking passengers to several different schools or colleges, may be brought together into a single route where this is appropriate. Longer routes will be reviewed periodically.

Change requests to travel assistance

The Council equally recognises that the needs of children and young people, as well as their families, change. In these circumstances, the Council will work to jointly review the level of assistance required going forward, which may result in a different level of travel assistance being provided (based on the evidence of change, need, or circumstances). Depending on

**Travel Assistance Policy for
Children and Young People with an EHCP or SSEN: 0-25 years**

the nature of the changes it can take up to ten working days to implement, although the Council will endeavor to adapt arrangements sooner.

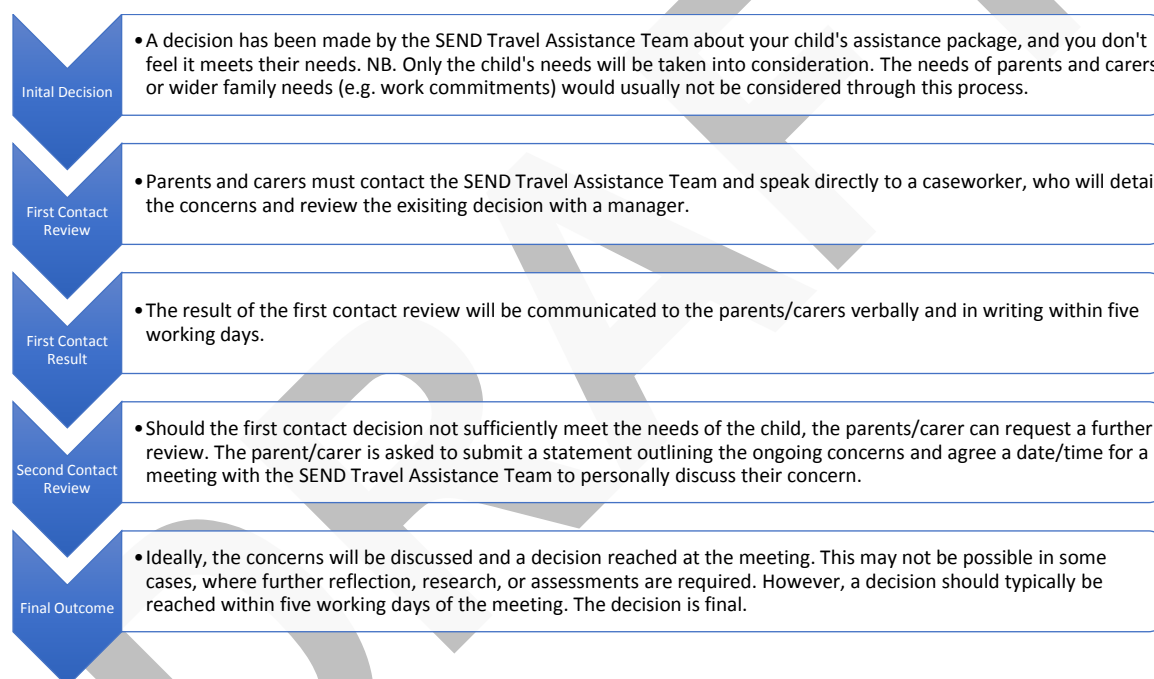
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Annex 2 - Advanced Needs/Exceptions Protocol

This protocol has been specifically included to ensure the best possible decision-making for each child and young person based on their needs. The Council recognises that this policy may not sufficiently meet the needs of all children and young people, and that some children and young people may require additional assistance. Therefore this process is designed to allow for tailored solutions to be developed in collaboration with parents/carers, schools and the Council.

The protocol is designed to address parent/carer concerns regarding their child's or young person's transport at an early stage, as we wish to avoid the need for a formal appeal or complaint. This may not always be possible; however, the Council remains committed to open dialogue on both sides in order to discuss concerns.

Where a parent/carer or school feels that the application of this policy is detrimental to the child or young person concerned, the protocol can be used to deliver a review of the decisions taken to date. This is a five-step process:



The Council wants to provide the most appropriate and economic/sustainable service possible to all children and young people entitled to travel assistance, but it may not be possible to meet all the expectations of parents/carers. Only the needs of the child will be considered throughout this process, and requests for support that are not backed by strong evidence of the child's or young person's needs are unlikely to be successful. The needs of the parents/carers or wider family are not factors this process can generally consider.

Annex 3 - Appeals Process

Where a decision has been made that parents/carers do not agree with, and the Advanced Needs/Exceptions Protocol has not resulted in a jointly agreed approach, parents/carers may ask for the decision to be reconsidered in order to include any exceptional circumstances they wish to put forward. A form will be provided for this purpose, and supplementary evidence will be requested.

The SEND case worker for the child/young person is responsible for collating the appeal case, in conjunction with the parents/carers, at all stages of the appeals process.

Any decision resulting from an appeal will include the details for further appeal. All decisions will be notified in writing, no more than five working days after being made.

Stage 1 – Review by an Area Special Needs Manager (ASNM) and Senior Manager from the Transport Coordination Centre

- a) The first stage of the appeal process is in writing to the relevant ASNM. The written request should detail why the parent/carer believes the decision of the SEND Travel Assistance Team should be reviewed and give details of any personal and/or family circumstances the parent/carer believes should be considered when the decision is reviewed.
- b) A parent/carer has 20 working days from receipt of the local authority's home to school/college transport decision to make a written request asking for a review of the Stage 1 decision.

Stage 2 – SEND Transport panel

If the original decision remains unchanged after Stage 1, the parents/carers can progress their appeal to Stage 2 of the process.

A panel of professionals from the Special Educational Needs Service, Transport Coordination Centre and partner agencies considers Stage 2 appeals.

The panel will consider the points of the case, alongside the decisions made at Stage 1.

Stage 3 – review by a Member case review panel

If the decision remains unchanged, the parents/carers can progress their appeal to Stage 3 of the process. A panel of elected members considers Stage 3 appeals.

The role and responsibility of this panel is to ensure that the policy has been applied correctly, and if so, whether, based on evidence, an individual case requires travel assistance to be provided on exceptional grounds.

Within 40 working days of receipt of the parents' request, an independent appeals panel considers written representations from both the parents and officers involved in the case and gives a detailed written notification of the outcome (within five working days), setting out:

- the nature of the decision reached;
- what factors were considered;
- the rationale for the decision reached; and

Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years

- information about the parents' right to put the matter to the Local Government Ombudsman.

The independent appeals panel members should be independent of the original decision-making process (but are not required to be independent of the local authority) and should be suitably experienced (at the discretion of the local authority).

Local Government Ombudsman

Parents can contact the Local Government Ombudsman at any time; however, the Local Government Ombudsman will normally expect them to have completed all stages of the Council's complaints procedure before considering their complaint. Further advice is available at <http://www.lgo.org.uk> or on the Local Government Ombudsman advice line on 0300 061 0614. This is the final stage in the appeals process.

Annex 4 - Comments, Compliments, and Complaints

The Council is constantly looking at ways of improving the SEND Transport Service and welcomes comments from parents, carers, children and young people, and school/college staff on any issue relating to the service.

Comments or concerns about operational issues should be addressed to the SEND Travel Assistance Team, and the matter will be discussed with the transport delivery team and/or the transport company as appropriate.

Formal complaints will be managed in line with the Council's complaints procedures available online at: www.surreycc.gov.uk.

Annex 5 - Review of this Policy

The Travel Assistance Policy for Children and Young People with an EHCP/SEN 0-25 will be reviewed annually and consulted upon in accordance with statutory guidance, should changes be considered.



Equality Impact Assessment (EIA)

1. Topic of assessment

EIA title	'Travel Assistance Policy for Children and Young People with an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), 0-25 years'
EIA author	Helena Kulikowska

2. Approval

	Name	Date approved
Approved by		

3. Quality control

Version number	0.4	EIA completed	This EIA will be regularly monitored, and kept updated as the policy is introduced to ensure that the Council is appropriately mitigating any potential unintended negative impacts.
Date saved	17.11.2017	EIA published	

4. EIA team

Name	Job title	Organisation	Team role
Helena Kulikowska	Senior Project Manager	Surrey County Council	Senior Project Manager

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>‘Travel Assistance Policy for Children and Young People with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), aged 0-25 years’</p>
<p>What proposals are you assessing?</p>	<p>The proposed new Travel Assistance Policy:</p> <ul style="list-style-type: none"> • brings travel assistance for children and young people under 16, and aged 16-25, with an EHCP/SEN under one, simplified policy • introduces a wider variety of travel assistance options better adapted to children and young people’s needs, as they develop and progress • introduces more support and flexibility for parents and carers to transport their own children/young people, where appropriate • supports and enables young people’s independence, where this is appropriate.
<p>Who is affected by the proposals outlined above?</p>	<p>Children and young people with an EHCP/SEN who are currently eligible for travel assistance, and children and young people who will become eligible for travel assistance from September 2018.</p> <p>In the 2017/18 academic year, almost 3000 children and young people with an EHCP/SEN are assisted by the Council on their journey from home to school/college.</p> <p>This policy also affects parents and carers of these children and young people, as it introduces new, flexible options designed to better support parents and carers to transport their own children and young people to school/college, where this is appropriate. Parent and carer consent is required for these arrangements.</p> <p>This policy will come into effect fully from September 2018, however parents, carers and young people will be able to opt into some of its new features within the current academic year.</p>

6. Sources of information

Engagement carried out

The engagement on the new policy has taken the form of:

- six face-to-face engagement events with parents and carers;
- six webinars with parents and carers;
- the draft policy was published along with an online survey on the Council's consultation website (Surrey Says) on 3 July, and was open until 29 September 2017
- regular communications in SEND newsletter, Local Offer website, social media, and through family partners (e.g. Family Voice)
- close working with Family Voice Surrey

All parents and carers of children and young people with an EHCP/SSEN receiving travel assistance were written to in advance of the launch of the consultation and invited to the consultation events and webinars which were held in July and September 2017. The letter also included a link to the draft policy and the accompanying online survey.

These engagement events built on a series of initial engagement events held in May 2017.

Data used

- Extensive engagement with parents and carers of SEND children
- Feedback from public consultation on draft policy
- Home to School Travel and Transport Guidance - Statutory Guidance for Local Authorities (July 2014)
- Post -16 Transport to Education and Training Statutory Guidance for Local Authorities (October 2017)
- SEND Code of Practice: 0 to 25 (2015)
- Sections 444, 508A, 508B, 508C, 508D 508F 508G 508H, 509 AA 509AB (as amended by the Apprenticeships, Skills Children and Learning Act 2009
- Sections 509AC & 509AD (as amended by section 84 of the Education and Inspections Act 2006) and Schedule 35B of the Education Act 1996 (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006)
- Regulation 5 and Part 2 of Schedule 2 to The School Information (England) Regulations 2002, as amended
- Equality Act 2010
- School Admissions Code
- European Convention on Human Rights
- The School Travel (Pupils with Dual Registration)(England) Regulations 2007
- Public Service Vehicles (Carrying Capacity) Regulations 1984
- Section 48 of the School Standards and Framework Act 1998

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 50</p> <p style="text-align: center;">Age</p>	<ul style="list-style-type: none"> • Children and young people with an EHCP/SSEN are supported and enabled to develop independence skills, where appropriate, increasing their confidence and better preparing them for adulthood, accessing further education, training or employment. • Children and young people are supported to access education and training through a variety of travel options better suited to their needs as they develop and progress. • Parents and carers are better supported to transport their own children/young people, where appropriate. 	<ul style="list-style-type: none"> • Changes in routine and travel arrangements could cause anxiety and distress for some children and young people, potentially impacting on their readiness to learn on arrival at school/college. • Potential loss of door-to-door travel assistance for some children and young people who have previously received this type of assistance. 	<ul style="list-style-type: none"> • Consultation and engagement with parents and carers. • Home to School Travel and Transport Guidance - Statutory Guidance for Local Authorities (July 2014) • Post -16 Transport to Education and Training Statutory Guidance for Local Authorities (October 2017) • SEND Code of Practice: 0 to 25 (2015)

<p>Disability</p>	<ul style="list-style-type: none"> • As above. • In addition, children and young people with disabilities are better supported to travel independently by public transport, or other means, where this is appropriate, increasing their confidence and better preparing them for adulthood and accessing further education, training and employment. 	<ul style="list-style-type: none"> • Changes in routine and travel arrangements could cause anxiety and distress for some children and young people, potentially impacting on their readiness to learn on arrival at school/college. 	<ul style="list-style-type: none"> • Consultation and engagement with parents and carers. • Home to School Travel and Transport Guidance - Statutory Guidance for Local Authorities (July 2014) • Post -16 Transport to Education and Training Statutory Guidance for Local Authorities (October 2017) • SEND Code of Practice: 0 to 25 (2015)
<p>Gender reassignment</p>			
<p>Pregnancy and maternity</p>			
<p>Race</p>			
<p>Religion and belief</p>			
<p>Sex</p>			
<p>Sexual orientation</p>			
<p>Marriage and civil partnerships</p>			
<p>Carers (protected by</p>	<ul style="list-style-type: none"> • Carers of children and young people with 		<ul style="list-style-type: none"> • Consultation and engagement with parents and carers.



association)	SEND are better supported to transport their own children/young people to their education/training placements through more flexible options.		
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8. Amendments to the proposals

Change	Reason for change
Surrey County Council will not request a contribution towards travel costs for young people age 16-18 in post 16 education and training for the 2018/19 academic year, subject to review by the local authority.	The law requires travel arrangements for eligible adult learners (age 19-25) with an EHCP to be made free of charge, therefore introducing a contribution for the 16-18 age group creates inconsistency, and could cause confusion for families and young people.
The Council may make a reasonable contribution towards cleaning costs resulting from child/young person illness on contracted home to school transport. The Council will consider all circumstances, and this will be assessed individually on a case-by-case basis. These arrangements may be subject to review as necessary.	This is in response to feedback from parents/carers raised within the context of the public consultation.

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Children and young people with an EHCP/SSEN are supported and enabled to develop independence skills, where appropriate, increasing their confidence and better preparing them for adulthood, accessing further education, training or employment.	Actively promote independent travel training offer and other options that support independence among parents, carers and young people, so that they understand the benefits and know how to access it.	From January 2018	SEND Travel Assistance Team, SEN Area Teams, HCT Group (Council's chosen independent travel training provider), Surrey Local Offer Team
Children and young people are supported to access education and training through a variety of travel options better suited to their needs as they develop and progress.	Actively promote and make available information and guidance for parents and carers about the new offer, so that they understand the benefits and know how to access it.	From January 2018	SEND Travel Assistance Team, SEN Area Teams, Surrey Local Offer Team
Children and young people with disabilities are better supported to travel independently by public	Actively promote independent travel training offer and other options that support independence among parents,	From January 2018	SEND Travel Assistance Team, SEN Area

6

transport, or other means, where this is appropriate, increasing their confidence and better preparing them for adulthood and accessing further education, training and employment.	carers and young people, so that they understand the benefits and know how to access it.		Teams, HCT Group (Council's chosen independent travel training provider), Surrey Local Offer Team
Parents and carers are better supported to transport their own children/young people, where appropriate.	Actively promote and make available information and guidance for parents and carers about the new offer, so that they understand the benefits and know how to access it.	From January 2018	SEND Travel Assistance Team, SEN Area Teams. Surrey Local Offer Team
Changes in routine and travel arrangements could cause anxiety and distress for some children and young people, potentially impacting on their readiness to learn on arrival at school/college.	Changes to travel arrangements will be made together with parents and carers, and only appropriate options put forward that are relevant to the child or young person's needs. Parents and carers will also be encouraged and supported to prepare their child/young person for any changes to their transport arrangements.	September 2018	SEND Travel Assistance Team, Transport Coordination Centre, SEN Area Teams
Potential loss of door-to-door travel assistance for some children and young people who have previously received this type of assistance.	As above.	September 2018	SEND Travel Assistance Team, Transport Coordination Centre, SEN Area Teams

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
The potential negative impacts and their mitigations have been outlined above.	This has not identified any potential negative impacts that cannot be mitigated.

11. Summary of key impacts and actions

<p>Information and engagement underpinning equalities analysis</p>	<p>Outlined in Section 6 of this document.</p>
<p>Key impacts (positive and/or negative) on people with protected characteristics</p>	<p>Set out in Section 7(a) above.</p>
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>Set out in Section 8.</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>Set out in Section 8.</p>
<p>Potential negative impacts that cannot be mitigated</p>	<p>N/A</p>

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SURREY COUNTY COUNCIL

CABINET

DATE: 28 NOVEMBER 2017



**REPORT OF: MRS MARY LEWIS, CABINET MEMBER FOR EDUCATION
MR TIM OLIVER, CABINET MEMBER FOR PROPERTY AND
BUSINESS SERVICES**

**LEAD OFFICERS: JOHN STEBBINGS, CHIEF PROPERTY OFFICER
LIZ MILLS, ASSISTANT DIRECTOR FOR SCHOOLS AND
LEARNING**

SUBJECT: FARNHAM HEATH END SECONDARY SCHOOL, FARNHAM

SUMMARY OF ISSUE:

There has been a significant increase in the demand for school places in the Farnham area reflecting increases in birth rates in the area and the consequent increase in the Primary age population. The Council has supported increases in primary schools in the area, and this increase is now being experienced in the Secondary Sector.

As a result the Cabinet is asked to approve the business case for the expansion of Farnham Heath End School from 190 places per year / 7 Forms of Entry (950 places) to 220 places per year / 8 Forms of Entry (1,100 places) to help meet the demand for additional secondary places in Farnham from September 2018.

RECOMMENDATIONS:

It is recommended that, subject to the agreement of the detailed financial information for the expansion set out in item 14 in Part 2 of this agenda, the Business Case is approved for the expansion of Farnham Heath End School, providing an additional 30 places per year (150 places in total).

REASON FOR RECOMMENDATIONS:

The proposal supports the Authority's statutory obligation to provide sufficient school places relative to demand.

DETAILS:

Background

1. There is significant demand for new school places within Surrey resulting from increases in the birth rate and inward migration into the County. Demand for secondary places has increased in Farnham, with additional school places required from 2018. Primary expansions in Farnham have taken place in recent years. Weydon Academy (secondary) has been expanded to meet some of this demand. However, further places are required.

2. Projections for future places in the Farnham and Ash secondary planning area are shown below with an assumed increase in capacity from 2018

Year	Capacity	Forecast Demand	Surplus/Deficit
2017-18	948	955	-7
2018-19	978	1,071	-93
2019-20	978	1,023	-45
2020-21	978	1,046	-68
2021-22	978	1,082	-104
2022-23	978	1,076	-98
2023-24	978	1,162	-184
2024-25	978	1,104	-126
2025-26	978	1,062	-84
2026-27	978	1,070	-92
2027-28	978	1,059	-81

3. In 2018 it is projected that the need for places will be over 4 FE of the current published admission number (PAN) of the area. In the years ahead the places are projected to be between two to six forms of entry over the PAN, until 2025 where demand is projected to be 2-3 forms over the existing PAN.
4. With projections showing significant demand, but not sustained at the highest level it is intended that these numbers will be managed through a combination of maximising the use of available capacity in all surrounding schools, maximising capacity in neighbouring secondary schools in Hampshire and an increase in the provision of places by one form of entry to provide for the consistent higher demand for school places.
5. Options for secondary expansion in the area have been considered. The increase in the demand for places stems from families residing in the both the Farnham and Ash centres. In Ash, there is capacity at a school close by in Hampshire that can accommodate the over demand in that area for the time being although an expansion in Ash is anticipated in the future as numbers rise in both counties.

In Farnham there are three secondary schools: All Hallows Catholic School, Farnham Heath End School and Weydon Academy.

Weydon has been expanded to its fullest extent in recent years and further expansion is not feasible.

All Hallows' is an oversubscribed and popular school. However, due to its admissions criteria 60-70% of children attending reside out of county with the proportion growing year on year. Increasing the intake at All Hallows would admit more children from further away in the neighbouring county, and would therefore have limited ability in providing increased places for the Farnham area. There have also been no expansions of the primary Catholic schools which feed into All Hallows.

Farnham Heath End School caters for children from the local area with admissions criteria for feeder primary schools in the locality and children for whom the school is nearest to their home address.

6. This proposal would provide an additional 30 secondary places per year, a total of 150 additional places within Farnham that will help to meet the increasing need for school places.
7. Farnham Heath End School is an academy and joined the Weydon Academy Trust in April 2017. The school currently provides 190 places per from year 7 through to year 11, aged 11-16. The Trust has agreed to the Local Authority's request to expand the school by one form of entry to meet local demand for school places.
8. At the school's last Ofsted inspection in February 2016, Farnham Heath End received a Grade 3 judgement 'Requires Improvement'. Ofsted undertook a monitoring visit in December 2016 at which it was noted that the school is taking effective action to tackle the areas requiring improvement in order to become a good school. From April 2017 the School joined the Weydon Academy Trust, a high performing Multi Academy Trust based in Surrey. Surrey Officers and the office of the Regional Schools Commissioner are confident of the ability of the trust to achieve significant improvement at the School.
9. As an academy, the expansion is considered a 'significant change' by the Department of Education (DfE) and as such is required to adhere to the associated guidance set out by the DfE. Following the consultation, summarised in the next section, the application for the expansion was submitted to the DfE and approved to proceed on 26 January 2017.
10. The project will include creation of a new sports hall and reconfiguration of existing internal spaces to create additional dining space, classrooms, science and ICT facilities. Some additional onsite parking spaces are proposed to meet planning requirements to mitigate the impact of additional vehicles on local roads. The project also re provides the schools SEND accommodation to the centre of the school in order to allow for the provision of additional class space in the existing SEND area. This will support the schools delivery of SEND within the school and add to the Councils inclusion agenda improving outcomes for some of the Councils most vulnerable children.

CONSULTATION:

11. The headteacher and the governing body of the academy worked closely with officers to undertake consultation on the expansion proposal.
12. A public consultation was run over a five week period from Monday 10 October 2016 with a public meeting on Wednesday 19 October at Farnham Heath End School. The consultation document was circulated to parents/carers, staff, local residents, parents of local primary schools, head teachers of local schools, and other stakeholders. Responses were invited in writing, by email and through the Surrey Says website.
13. The public meeting was attended by five local residents who raised concerns around additional parking and traffic.

14. 21 responses to the consultation were received. 8 agreed with the proposal to expand the school, 9 disagreed and 4 neither agreed nor disagreed. This was a low response rate for the size of school, although not unusual for a secondary school consultation.
15. Comments given included 16 responses regarding school standards and some concerns about the disruption of building works, staffing levels and children spending too much time in the study hall. 15 responses were given around traffic and road safety including safety of children and impact on local residents. 8 responses were made concerning premises and resources including loss of outside space, sports facilities and that improvements should be made to lunchtime arrangements. 2 responses included concerns about lack of parking for teachers and drop off facilities for parents.
16. As an academy, the governing body of Farnham Heath End School reviewed the consultation responses in December 2016 and unanimously agreed to proceed with the proposal to increase the PAN from September 2018, subject to provision of suitable buildings to accommodate the increase in pupil numbers.
17. The consultation was undertaken when the school was undertaken as a standalone academy. The Weydon Academy Trust have agreed to obligations of the consultation.
18. The development of the programme of building works will be undertaken in consultation and adhering to the requirement of the planning Authority and Highways Department.

RISK MANAGEMENT AND IMPLICATIONS:

19. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

20. The project will be subject to robust cost challenge and scrutiny to drive optimum value as it progresses. Further financial details are set out in the report circulated as item 14 in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity, in the interest of securing best value.

Section 151 Officer Commentary

21. The County Council is facing a very serious financial situation, whereby there are still substantial savings to be identified and delivered to achieve a balanced budget in the current year and a sustainable budget plan for future years.
22. The Section 151 Officer can confirm that an estimated cost for this capital scheme has been included in the current School Basic Need capital programme as part of the 2017-20 Medium Term Financial Plan. A significant part, but not all of the school basic need capital programme is funded from DfE capital grant with the remainder having to be funded through Council borrowing.

23. It is therefore important to recognise that agreeing to this recommendation will reduce the council's options to achieve a sustainable budget in future years. The County Council is facing a very serious financial situation, whereby there are still substantial savings to be identified and delivered to achieve a balanced budget in the current year and a sustainable budget plan for future years.

Legal Implications – Monitoring Officer

24. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

Equalities and Diversity

25. The expansion of the school will not create any issues which would require the production of an Equality Impact Assessment.
26. The new classrooms will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
27. The school will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils with an Education Health and Care Plan, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the admissions criteria which is fully compliant with the Schools Admissions Code.

Corporate Parenting/Looked After Children implications

28. This proposal would provide increased provision for secondary places in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any Looked After Children who have the opportunity of attending the school.

Safeguarding responsibilities for vulnerable children and adults implications

29. The council has a duty to promote and improve educational outcomes for all children, particularly those who are vulnerable or disadvantaged. Farnham Heath End School is an inclusive school and has robust safeguarding policies and procedures in place.

Climate change/carbon emissions implications

30. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authority's adopted core planning strategy.

WHAT HAPPENS NEXT:

If approved, to proceed to detailed design to allow procurement of tenders and subsequent contract award through delegated decision.

Contact Officer:

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651
Melanie Harding, School Commissioning Officer – tel: 020 8541 7376

Consulted:

Mr Stephen Spence, Local Member: Farnham North - Waverley
Rose Durban, Acting Strategic Director for Children, Schools and Families
Paula Chowdhury, Strategic Finance Manager – Business Services

Annexes:

None - Part 2 report with financial details attached to agenda.

Sources/background papers:

- The Education Act 1996
- The School Standards Framework Act 1998
- The Education Act 2002
- The Education and Inspections Act 2006
- Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version

SURREY COUNTY COUNCIL

CABINET

DATE: 28 NOVEMBER 2017



**REPORT OF: MRS MARY LEWIS, CABINET MEMBER FOR EDUCATION
MR TIM OLIVER, CABINET MEMBER FOR PROPERTY AND
BUSINESS SERVICES**

**LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER
LIZ MILLS, ASSISTANT DIRECTOR FOR SCHOOLS AND
LEARNING**

SUBJECT: CHERTSEY HIGH SCHOOL, RUNNYMEDE

SUMMARY OF ISSUE:

Chertsey High School is a new 4 form of entry (120 places per year 600 places in total) Secondary School opened as part of the Free School Programme. The Council has provided the site of the former Runnymede Centre for the new school, with the Department of Education (DfE) providing the capital build costs. The school has the potential to rise to 900 places over time in line with demographic need. The School opened in September 2017 for 120 year 7 pupils and is supporting the basic need school places programme in Runnymede Borough.

In order to establish the school with appropriate sports facilities the Council has undertaken detailed negotiations with the current exclusive occupier of the sports ground at the site. To enable joint use of the sports ground for the new school and the existing community sports club the Council has proposed to joint fund with the DfE, the community sports club and a contribution from the London Marathon the installation of an all weather sports pitch. This paper provides the Business Case for the relevant contribution towards that facility for Community and School use.

The provision and potential future expansion of the School is enabling Surrey County Council to meet the existing and forecast demand for secondary school places in Runnymede borough.

RECOMMENDATION:

It is recommended that:

Subject to the agreement of the detailed financial information of the scheme as set out in Part 2 of this agenda, the Cabinet approves the business case for the contribution of relevant sums towards the construction of an all weather sports pitch at Chertsey High School.

REASON FOR RECOMMENDATION:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in Runnymede Borough enabling the provision of Year 7 places when and where they are needed.

DETAILS:

1. The county council has a statutory responsibility to provide a sufficient number of school places to meet the needs of its residents. The council monitors future demand and decides on appropriate changes to school organisation, where necessary, in order to meet this statutory responsibility. The council plans secondary places on a borough wide basis to ensure that additional capacity is spread across the borough's schools to facilitate local availability.
2. Births in Runnymede peaked in 2011, whilst they have fallen marginally from this they have remained stable up to our most recent figure in 2016 and have consistently been over 13% higher than 2005 figures. This pattern has been reflected in the demand for primary school places in the borough. There have been a number of temporary primary 'bulge' classes and permanent expansions provided since 2011 to meet these demand patterns.
3. The larger primary cohorts are now entering the secondary sector. Although there has formerly been surplus capacity in the six Secondary Schools in the Borough, this is gradually being utilised year on year. By 2017 the forecast numbers for Year 7 admissions exceeded the combined area Planned Admission Number. In order for the Council to meet its statutory requirements it is necessary to identify and facilitate additional school provision.
4. As a result these increases in demand patterns Council supported an application by the Bourne Education Trust for the establishment of a 4 form of entry (600 place), rising over in time to 6 forms of entry (900 place), Secondary School. The Bourne Education Trust is a high performing and established Multi-Academy Trust based in Surrey. It currently comprises of 4 Secondary Schools in Surrey a further 5 primary age providers based within the County and another Secondary School in Hampshire.
5. This application was approved by the Department for Education, additionally the Bourne Education Trust was approved by the Regional Schools Commissioner and the regional Headteacher Board. As part of the application the Council agreed to provide a site to meet the requirements of Secondary School of this size.
6. The Capital build cost of the new Free School is being met by the Education Funding and Skills Agency (EFSA). Our estimates of the cost of building a 600 place school would be in the region of £18m. Failure to have secured a free school would have obligated the council to provide these additional places via either the provision of a discreet school or expansions at existing schools with the capital cost being borne by the Council.
7. After an analysis of the site options the Council agreed to provide the site of the former Runnymede Centre. To comply with the requirements of new school site the Council further agreed to provide the adjacent school playing fields currently leased by the Council to Runnymede Borough Council for the exclusive possession of Abbey Rangers Football Club.

8. Chertsey High School was established by the EFSA from September 2017 admitting 120 pupils into temporary accommodation within the former Runnymede Centre. All the costs associated with refurbishing the accommodation has been met by the EFSA.
9. In order to facilitate a new lease, whereby Abbey Rangers Football Club relinquished exclusive possession of the playing field allowing appropriate access for Chertsey High School, it was necessary to provide the All Weather Sports Pitch. This has effect of both meeting the requirements of a modern sports curriculum and allowing the provision of a new lease between Surrey Council, Bourne Education Trust and Abbey Rangers Football. This action secures both the long term future of Chertsey High School as well as a highly respected Community Sports Club.
10. The funding of the construction of an All Weather Sports Pitch is proposed to be met by the three represented bodies, the EFSA, Surrey County Council and Abbey Rangers Football Club along with a contribution from the London Marathon. A formal management committee including representatives from each body will also be established to provide governance of the maintenance fund. A maintenance fund will be generated from income through the community use lettings of the all weather pitch. A business case has been developed that demonstrates that this is achievable.
11. The building of the sports pitch will be managed by Surrey County Council, enabling cost efficiencies to be achieved, through its Property Team.

CONSULTATION:

12. The establishment of a New School under the Free School Programme is the responsibility of the Department for Education through the Education Funding and Skills Agency.
13. Consultation relating to the approval and establishment of the Free School is undertaken by the relevant Multi-Academy Trust and the Department of Education through the Office of the Regional School Commissioner. Chertsey High School has been established in accordance with consultation requirements for the Department of Education. This has included a formal section 9 consultation that the Council responded to. The consultation and decision to establish the school has been ratified by the Regional Schools Commissioner.
14. The development of the All Weather Sports Pitch will be subject to a planning application and the statutory consultation associated with that.

RISK MANAGEMENT AND IMPLICATIONS:

15. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential risks.

Financial and Value for Money Implications

16. The project will be subject to robust cost challenge and scrutiny to drive optimum value as it progresses. Further financial details are set out in the report circulated in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

Section 151 Officer Commentary

17. The County Council is facing a very serious financial situation, whereby there are still substantial savings to be identified and delivered to achieve a balanced budget in the current year and a sustainable budget plan for future years.
18. The Section 151 Officer can confirm that an estimated cost for this capital scheme has been included in the current School Basic Need capital programme as part of the Medium Term Financial Plan. A significant part, but not all of the school basic need capital programme, is funded from DfE capital grant.
19. In spite of these factors, it is important to recognise that agreeing to this recommendation will reduce the council's options to achieve a sustainable budget in future years. However, it should be noted that this agreement is part of a much larger project for a new free secondary school, which is funded by the DfE.

Legal Implications – Monitoring Officer

20. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

Equalities and Diversity

21. The provision of an all weather sports pitch and relevant maintenance contribution will not create any issues which would require the production of an Equality Impact Assessment.
22. The new school will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
23. The school will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils with an Education Health and Care Plan, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the admissions criteria which is fully compliant with the Schools Admissions Code.

Corporate Parenting/Looked After Children implications

24. This proposal would provide increased provision for secondary places in the area which would be of benefit to the community served by the school. This

means it would therefore also be of benefit to any looked after children who may attend the school.

Safeguarding responsibilities for vulnerable children and adults implications

25. The council has a duty to promote and improve educational outcomes for all children, particularly those who are vulnerable or disadvantaged. Chertsey High School is an inclusive school and has robust safeguarding policies and procedures in place.

Climate change/carbon emissions implications

26. There are no significant carbon emissions or climate change implications resulting from this report.

WHAT HAPPENS NEXT:

27. If approved, to proceed to detailed design to allow procurement of tenders and subsequent contract award through delegated decision.

Contact Officer:

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651
Nicholas Smith, School Commissioning Officer – tel: 020 8541 9556

Consulted:

Mr Mark Nuti, Local Member: Chertsey - Runnymede
Julie Fisher, Acting Chief Executive
Rose Durban, Acting Strategic Director for Children, Schools and Families
Paula Chowdhury, Strategic Finance Manager – Business Services

Annexes:

None - Part 2 report with financial details attached to agenda.

Sources/background papers:

- The Education Act 1996
- The School Standards Framework Act 1998
- The Education Act 2002
- The Education and Inspections Act 2006
- Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version

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SURREY COUNTY COUNCIL

CABINET

DATE: 28 NOVEMBER 2017



REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL

LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE

**SUBJECT: FINANCE AND BUDGET MONITORING REPORT TO
31 OCTOBER 2017**

SUMMARY OF ISSUE:

Surrey County Council takes a multiyear approach to its budget planning and monitoring, recognising the two are inextricably linked. This report presents the Council's financial position as at 31 October 2017 (month seven).

The Section 151 Officer stated in her report of February 2017 to Full Council on the 2017/18 to 2019/20 budget and Medium Term Financial Plan (MTFP) that the financial challenges facing the council have become even more serious in the last year. During 2017/18, the council must deliver already stretching service reduction plans of £104m to balance the 2017/18 budget, in the context of increasing demand pressures, and move towards a sustainable budget for future years. This total includes £9m savings it has yet to identify.

The annexes to this report give details of the council's financial position.

RECOMMENDATIONS:

Recommendations to follow.

REASON FOR RECOMMENDATION:

This report is presented to comply with the agreed policy of providing a monthly budget monitoring report to Cabinet for approval and action as necessary.

DETAILS:

Revenue budget overview

1. Surrey County Council set its gross expenditure budget for the 2017/18 financial year at £1,672m. A key objective of MTFP 2017-20 is to increase the council's overall financial resilience. As part of this, the council's 2017/18 budget requires it to make efficiencies totalling £104m including £9m savings it has yet to identify.
2. The council aims to smooth resource fluctuations over its three year medium term planning period. To support the 2017/18 budget, Cabinet approved use of £11.8m from the Budget Equalisation Reserve and carry forward up to £1.6m to

fund continuing planned service commitments. The council currently has £21.3m in general balances.

3. In January 2017, Cabinet approved the council's Financial Strategy 2017-20. The Financial Strategy aims to:
 - secure the stewardship of public money;
 - ensure financial sustainability
 - enable the transformation of the council's services and
 - build partnerships to achieve better value outcomes.

Capital budget overview

4. Creating public value by improving outcomes for Surrey's residents is a key element of the council's corporate vision and is at the heart of its £387m capital programme in MTFP 2017-20 and £185m budget for 2017/18.

Budget monitoring overview

5. The council's 2017/18 financial year began on 1 April 2017. This budget monitoring report covers the financial position at the end of the seventh month of 2017/18 (31 October 2017). The report focuses on material and significant issues, especially monitoring MTFP efficiencies. The report emphasises proposed actions to resolve any issues.
6. The council has implemented a risk based approach to budget monitoring across all services. The approach ensures the council focuses effort on monitoring those higher risk budgets due to their value, volatility or reputational impact.
7. A set of criteria categorise all budgets into high, medium and low risk. The criteria cover:
 - the size of a particular budget within the overall council's budget hierarchy (the range is under £2m to over £10m);
 - budget complexity, which relates to the type of activities and data monitored (this includes the proportion of the budget spent on staffing or fixed contracts - the greater the proportion, the lower the complexity);
 - volatility, which is the relative rate that either actual spend or projected spend moves up and down (volatility risk is considered high if either the current year's projected variance exceeds the previous year's outturn variance, or the projected variance has been greater than 10% on four or more occasions during the current year); and
 - political sensitivity, which is about understanding how politically important the budget is and whether it has an impact on the council's reputation locally or nationally (the greater the sensitivity the higher the risk).
8. Managers with high risk budgets monitor their budgets monthly, whereas managers with low risk budgets monitor their budgets quarterly, or more

frequently on an exception basis (if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower).

9. Annex 1 to this report sets out the council's revenue budget forecast year end outturn as at 31 October 2017. The forecast is based upon year to date income and expenditure and financial year end projections using information available as at 31 October 2017.
10. The report provides explanations for significant variations from the revenue budget, with a focus on efficiency targets. As a guide, a forecast year end variance of greater than £1m is material and requires a commentary. For some services £1m may be too large or not reflect the service's political significance, so variances over 2.5% may also be material.
11. Annex 1 to this report also updates Cabinet on the council's capital budget. Appendix 1 provides details of the MTFP efficiencies, revenue and capital budget movements.
12. Annex 2 lists the progress of the Medium Term Financial Plan savings projects for 2017/18.

CONSULTATION:

13. All Cabinet Members will have consulted their relevant director or head of service on the financial positions of their portfolios.

RISK MANAGEMENT AND IMPLICATIONS:

14. Risk implications are stated throughout the report and each relevant director or head of service has updated their strategic and or service risk registers accordingly. In addition, the leadership risk register continues to reflect the increasing uncertainty of future funding likely to be allocated to the council.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

15. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus.

SECTION 151 OFFICER COMMENTARY

16. The Section 151 Officer confirms the financial information presented in this report is consistent with the council's general accounting ledger and forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks.
17. During 2017/18, the council must deliver already stretching service reduction plans of £95m, plus it must identify a further £9m of service reductions to balance the 2017/18 budget and move towards a sustainable budget for future years.

18. The council's reserves are already at minimum safe levels and these should be retained to mitigate the risk of non-delivery of significant savings targets.

LEGAL IMPLICATIONS – MONITORING OFFICER

19. The Local Government Finance Act requires the council to take steps to ensure that the council's expenditure (that is expenditure incurred already in year and anticipated to be incurred) does not exceed the resources available. Cabinet should be aware that if the Section 151 Officer, at any time, is not satisfied that appropriate strategies and controls are in place to manage expenditure within the in-year budget she must formally draw this to the attention of the Cabinet and Council and they must take immediate steps to ensure a balanced in-year budget.

EQUALITIES AND DIVERSITY

20. Any impacts of the budget monitoring actions will be evaluated by the individual services as they implement the management actions necessary.

WHAT HAPPENS NEXT:

21. The relevant adjustments from the recommendations will be made to the council's accounts.

Contact Officer:

Sheila Little, Director of Finance
020 8541 7012

Consulted:

Cabinet, strategic directors, heads of service.

Annexes:

Annex 1 – Revenue budget, staffing costs, efficiencies, capital programme.
Appendix 1 – Service financial information (revenue and efficiencies), revenue and capital budget movements.
Annex 2 – Medium Term Financial Plan savings projects 2017/18

Sources/background papers:

None

SURREY COUNTY COUNCIL**CABINET****DATE: 28 NOVEMBER 2017****REPORT OF: MR TIM OLIVER, CABINET MEMBER FOR
PROPERTY AND BUSINESS SERVICES****LEAD OFFICER: MATT SCOTT – CHIEF INFORMATION OFFICER****SUBJECT: SAP ERP MAINTENANCE & SUPPORT 2018 - 2020****SUMMARY OF ISSUE:**

SAP Enterprise Resource Platform (ERP) is a critical software application that enables a number of essential management, payment and resource related tasks for Surrey County Council.

Two years ago, Surrey County Council (SCC) authorised a change to the Support and Maintenance services on its ERP that resulted in Surrey County Council buying from an independent supplier who provided a cost-effective delivery model that did not require access to SAP released product enhancements; this has meant that the software version in use has not been updated since that time.

The consequence of working on older software has resulted in an increasing burden and growing risk on the Service teams who use the system, the Operational teams who manage it and on some other systems with which the ERP interacts.

RECOMMENDATION:

It is recommended that:

The Cabinet approve modifications to the original Supply and Maintenance contract with SAP for 3 years of Support and Maintenance from 1 January 2018 to 31 December 2020 and an immediate SAP refresh / re-instatement to update the software version in use.

REASONS FOR RECOMMENDATION:

It is now in the best interests of efficiency for Surrey County Council to update the software. The Council is targeting higher levels of automation, productivity and wants to take greater advantage of its investment in ERP through its Orbis partnership by offering more services to other public bodies to generate revenue. There are many benefits available to Surrey Council from moving on to the latest software level as set out in section 5.

DETAILS:

Background and Brief History

1. SAP has been Surrey's ERP technology pillar since 2005, when it was implemented to introduce efficiencies across Surrey that included:
 - a) the creation of a Shared Service Centre,
 - b) better integration between different functions, e.g. Finance and Payroll.
 - c) organisational efficiency and cost savings.
2. During the period 2012-2014 Surrey pursued several savings options, including:
 - a) migrating the system to the Surrey County Council Data Centre and bringing it under in-house operational control,
 - d) Creating a new procurement framework in conjunction with East Sussex County Council that was used by both Councils and resulted in annual cost saving of circa 40% for support and maintenance services.
3. In 2015 Surrey County Council contracted with an independent support provider.
4. During this last 2 years, the product continues to be well managed but development, due to the nature of the support contract, has been very limited.

Benefits of re-procuring Support and Maintenance services from SAP

5. Re-procuring services directly from SAP will bring a number of benefits, including:
 - a) Being afforded a greater freedom to use ERP licenses to resell services, e.g. payroll, for the potential benefit of other local public sector bodies. This will improve productivity and reduce unit costs within the Council for the benefit of Surrey Residents.
 - b) The re-implementation of a feature known as "Solution Manager" will help streamline certain Councils processes and operations. This will drive efficiencies in both the business and in support of the application.
 - c) Upgrading the Budget Planning & Consolidation (BPC) part of the ERP system will bring resolution to fundamental interoperability issues the Council has been facing during the last year.
 - d) Opening the possibility of merging the data held within a similar SAP ERP system used by East Sussex County Council with the potential to merge the two Council's systems into one to reduce unit operating costs for both Council's, e.g. less hardware, less support and maintenance, less systems administration.
 - e) Better support to preparations for the introduction of the new General Data Protection Regulations due to come into force in May 2018 (GDPR) through more efficient cleansing of stored data that must be erased.

- f) The move to further process automation and mobility, which brings with it productivity improvements and therefore cost reduction, underpinning the Council's emerging Application Rationalisation Strategy.
- g) The loading of the latest product patches and enhancements reduces the risk of system failure and increases the protection against cyber threats.
- h) The re-assurance that the product owner is best placed to offer support services that provide protection against any potential threat to the system or to reduce any recovery time in the event of failure.

Alternative ERP considerations and the future

- 6. Any change to an ERP platform and especially a move to an alternative solution would require very considerable investment in time, resources, user training, process change and up-front cost.
- 7. Future benefits would include:-
 - a) Re-introduces the Solution Manager capability within the first quarter of 2018.
 - b) Leverages the licensing to enable the resale of services that use ERP to other Public bodies, e.g. Academies.
 - c) Upgrades key parts of system, not least Business Planning & Consolidation (BPC), which is key to all financial reporting.
 - d) Implements regulatory legal changes.
 - e) Explores moving to a single platform across Surrey and East Sussex County Councils.
 - f) Explores other productivity improvements, e.g. mobility, automation etc.
 - g) Builds a longer terms strategy for the ERP needs of Surrey County Council that will consider:
 - i. Placing the SAP ERP back into a frozen mode of operation should the environment in which it operates make that possible and the productivity benefits of buying full SAP support falls short of expectations.
 - ii. Tendering for a replacement ERP.
 - iii. A move to place ERP in the cloud, either a hosted SAP solution or a solution from an alternative supplier.

CONSULTATION:

- 8. A number of internal departments have been consulted on different aspects of the proposal including Finance, IT and Procurement. Amongst many topics, Consultations have considered budgetary challenges, the Council's operational

needs and ambitions, Surrey's Digital aspirations, ERP application strategy, risk and commercial opportunity.

RISK MANAGEMENT AND IMPLICATIONS:

9. A number of risks have been identified including mitigation actions

RISK	NEGATIVE IMPLICATION	MITIGATION
Operational	SAP is unable to deliver the service or does not have sufficient resources and the ERP system continues to fail and delays occur to service restoration	SAP owns the intellectual property rights of the product and stakes its reputation on the quality of its products, so is least likely to allow it to fail of any supplier. A penalty regime forms part of SAPs standard Enterprise Support in the event of extended system problems
Operational	SCC does not have resources to work with SAP to fully exploit the service received	The SCC Applications team has SAP competent resources, is shared with ESCC and is co-ordinated and prioritised across both Councils. Moving to the latest release will ultimately result in a reduction in overhead for managing the ERP system.
Strategic Risk	SCC commitment to a longer term relationship with SAP.	Part of the roadmap is to review options for SCC's longer term requirements for ERP. There will be a rigorous options appraisal to establish the best solution for the Council, which will include a review of the benefits of moving to cloud. This will be undertaken in the first 2 years of the contract.

Financial and Value for Money Implications

10. The commercial terms offered by SAP to provide support and maintenance for the Council's ERP system are considerably more attractive than have previously been offered by SAP. Compared with buying services from an independent

server provider, there is still a cost increase, but the benefits of the additional service outweigh it.

11. For reasons of commercial confidentiality, the actual costs are contained within the Part 2 report, including a comparison with current costs.

Section 151 Officer Commentary

12. The increased costs are not provided for in the current MTFP and will lead to an ongoing budget pressure from 2019/20. However given the operational need to make changes to its SAP ERP the Section 151 officer supports the recommendation that SCC re-procures its SAP maintenance from SAP. The pressure will be addressed as part of budget planning.

Legal Implications – Monitoring Officer

13. Under Section 3(1) Local Government Act 1999 the Council is under a general duty to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. As an essential part of its back office technology platform, SAP (or an equivalent) plays a significant role in enabling the Council to meet this “best value” duty.
14. The Council is able to modify existing contracts in certain circumstances set out in Regulation 72 of the Public Contracts Regulations 2015. The proposed modifications to the original SAP supply and maintenance contract are considered to be insubstantial within the meaning of Regulation 72 and as such are permissible without a new procurement procedure.
15. Cabinet will want to satisfy itself that the proposed contract will represent appropriate use of the Council’s financial resources and enable it to achieve its general duty to secure best value.

Equalities and Diversity

16. The services referred to in this report are generally provided remotely by the supplier. There is no impact on residents or staff with different protected characteristics from implementing the recommendation within this report, nor any need to perform an EIA.

Environmental sustainability implications

17. There is no environmental consideration directly as a result of the recommendation within this report.

WHAT HAPPENS NEXT:

18. The final form of contract modification will be agreed with a commencement date of 1 January 2018, although certain pre-works may commence prior to this date under the control of Surrey County Council staff in preparation for its commencement.

Contact Officer:

Steve Tiley, Strategic Procurement Manager, 07701 394718.

Consulted:

Sheila Little, Director of Finance

Matt Scott, Chief Information Officer

Loraine Juniper, Head of Projects & Innovation

Keith Coleman, Head of Contract & Supply

Tahiana Jefferis, Enterprise Apps & Portfolio Manager

Annexes:

Part 2 report

Sources/background papers:

- Confidential quotations
-

SURREY COUNTY COUNCIL**CABINET****DATE: 28 NOVEMBER 2017****REPORT OF: MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: CHANGES TO PAYMENTS TO DISTRICT AND BOROUGH COUNCILS FOR THE RECYCLED WASTE THEY COLLECT****SUMMARY OF ISSUE:**

This report covers changes to the mechanisms for waste-related financial transfers from Surrey County Council (SCC) to Surrey district and borough councils, and changes to the levels of funding over the next three years. There are no proposed changes to the kerbside waste collection services provided to Surrey residents arising from these plans.

Over the last few years, Surrey authorities have made significant progress in improving the delivery and performance of waste collection and disposal services. Surrey is now one of the best performers for waste management in the country, and all authorities in Surrey are continuing to explore options for how further improvements can be made through joint working.

Part of this is replacing the arrangement whereby each district and borough is individually responsible for procuring the disposal of its kerbside collected recyclable material with a new arrangement that benefits from economies of scale and can deal with market volatility better.

In parallel to this, the current system of financial transfers for recycling from SCC to district and borough councils has become complex and unaffordable and no longer provides the incentive for better performance that it used to. For this reason it is proposed that a new system of financial transfers to district and borough councils for recycled waste is introduced from 2018/19 onwards.

The new system, which would replace all existing waste payments, aims to allocate funding on a fair and equitable basis, whilst encouraging waste reduction, increasing recycling and reducing the cost of waste management to the taxpayer. Proposals for the new mechanism have been developed in close consultation with district and borough councils, and the Surrey Waste Partnership, and SCC is grateful to our partners who have been involved in this work.

The new financial arrangements should be viewed as an interim solution, which will be reviewed as the plans for delivering greater joint working progress towards a single co-owned waste management approach, as previously considered by Cabinet in May 2016 and December 2016. A step towards this approach has already been made by four Surrey waste collection authorities who have created a new organisation called Joint Waste Solutions to manage their waste services.

Some SCC waste disposal authority functions have also recently been transferred to Joint Waste Solutions.

There is significant scope for making further savings for the Surrey taxpayer by improving performance and changing the way in which waste is managed in Surrey. SCC remains committed to working with district and borough councils, via the Surrey Waste Partnership, to develop these new ways of working.

RECOMMENDATIONS:

It is recommended that:

Cabinet approves the proposals for changed financial arrangements for recycled waste with district and borough councils for 2018/19 to 2020/21, as outlined in this report.

REASONS FOR RECOMMENDATION:

The current system of financial transfers from SCC to district and borough councils has become unaffordable and no longer provides an incentive for further performance improvement.

The principles of the new mechanism have been developed in consultation with district and borough councils. They have been designed to give a reasonable degree of budgetary certainty whilst incentivising waste reduction and improved recycling performance.

The new financial mechanisms are projected to deliver a saving of £2 million for SCC in 2018/19, with a further £2 million split across the following two years.

DETAILS:

Responsibilities for waste management

1. In two tier areas such as Surrey, the responsibility for managing waste is split between the county council and the district and borough councils. SCC is the Waste Disposal Authority (WDA) and is responsible for the disposal and treatment of Surrey's municipal waste collected at the kerbside, and waste and recycling from Surrey's Community Recycling Centres (CRCs). This function is managed via SCC's 25 year PFI waste disposal contract with SUEZ.
2. The 11 district and borough councils are Waste Collection Authorities (WCAs) and are responsible for the collection of Surrey's municipal waste, which includes waste from households.

Partnership working

3. Surrey County Council and all 11 borough and district councils collaborate via the Surrey Waste Partnership (SWP) which helps the authorities to work towards delivering a joint strategy. The SWP pools money centrally and manages a wide range of joint initiatives which include improving recycling at flats, communications and behaviour change initiatives, and a schools

engagement programme. The partnership also helps authorities to identify new ways of working to improve performance and services.

4. SWP authorities have made significant progress since the partnership was formed in 2008. Waste collection arrangements have largely been aligned, the range of recycling materials collected has greatly increased, and food waste collection from houses is now universal.
5. These improvements have taken place whilst containing overall costs and maintaining high resident satisfaction levels, and have resulted in performance increases, with the overall recycling rate rising from 35% in 2007/8 to around 57% today (as shown in the graph below).

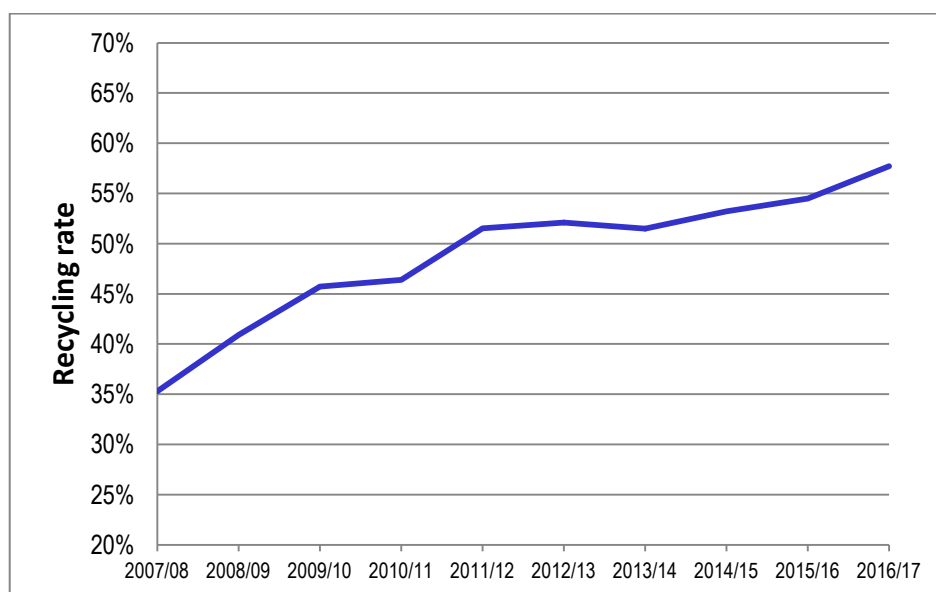


Figure 1: Surrey's overall recycling rate 2007/8 to 2016/17

6. Four authorities have recently formed a new organisation called Joint Waste Solutions to manage their waste collection services. Collections have already started in Elmbridge and Woking, with Surrey Heath and Mole Valley starting next year. As agreed by Cabinet in December 2016, some SCC waste disposal authority functions have also been transferred to Joint Waste Solutions.

Current financial arrangements and the need for change

7. The way in which waste is managed in Surrey has resulted in a complicated set of statutory and non-statutory financial transfers from the county council to borough and district councils, and the SWP. These are no longer affordable for the county council and are no longer incentivising improvements in recycling.
8. In 2016/17, SCC transferred around £10.3 million of waste related funding to district and borough councils and the SWP. The majority of payments were in the form of recycling credits, the value of which increases by 3% each year. This increase has been greater than inflation for a number of years. SCC is only required to make a recycling credit payment to a WCA if they retain the material for recycling.

9. Although the total amount of waste dealt with has risen due to population increases, the total cost of managing waste in Surrey has remained fairly static. SCC's share of the total spend on waste management in the county has increased significantly however, from around 60% in 2009/10 to 70% in 2015/16. This equates to an increase in costs of around £7m for SCC.
10. Since 2009/10, landfill tax has more than doubled from £40 per tonne to £86 per tonne in 2017/18. At the same time, energy from waste prices have tracked landfill costs meaning that, despite landfilling a very small amount of residual waste, SCC's average disposal cost has increased from £71 per tonne in 2009/10 to around £110 per tonne today.
11. Financial pressures mean that SCC needs to make savings from all of its budgets. With regard to waste management, a number of initiatives aimed at improving performance and reducing costs are currently underway. These include changes at CRCs (as agreed by Cabinet in September 2017) and working with district and borough councils to deliver efficiencies and improve recycling performance at the kerbside. Therefore the changes to financial arrangements discussed in this report form one aspect of this wider work programme.
12. Following extensive discussions between authorities last year, district and borough councils agreed to a one-off contribution towards SCC's waste savings in 2017/18 totalling around £1 million. A reduction in SCC's funding for the SWP was also agreed as part of these discussions. It is now intended that a greater permanent change to financial transfers will be made in 2018/19.

New financial mechanism

13. Following a Cabinet decision in December 2016, SCC wrote to all district and borough councils explaining its intention to take over the management of kerbside collected recyclables from January 2018, or as current contracts come to an end, whichever is sooner. This does not mean SCC will take over the management of kerbside collections, but involves asking WCAs to deliver their recyclable material to SCC to find a suitable recycling outlet, rather than WCAs making their own individual arrangements.
14. Managing kerbside collected materials centrally in this way will enable Surrey authorities to engage with the market more effectively whilst developing a longer term management strategy. Taking ownership of recyclable material also removes the statutory requirement to pay recycling credits, enabling the development of new financial mechanisms.
15. As well as delivering savings for SCC, the aim of introducing new financial mechanisms is to provide a stronger financial incentive to save the taxpayer money by encouraging waste reduction and increasing recycling.
16. The new mechanism, which would replace all existing waste payments, aims to allocate funding on a fair and equitable basis, whilst encouraging waste reduction and increasing recycling.
17. In spring this year, a task group of SWP and SCC representatives visited each district and borough to discuss their thoughts on joint working, and to discuss the need for new financial mechanisms. Following that, extensive

consultation through the Surrey Waste Partnership has taken place and a proposal for a new mechanism has been developed. The key elements of this mechanism are as follows:

- A **fixed payment**, allocated based on the number of households in an authority.
- A **variable payment** designed to incentivise performance improvement by sharing any future disposal savings.
- Sustainable **funding for the Surrey Waste Partnership**.
- A **share of gate fee savings** (for those authorities where SCC now manages the dry mixed recyclable material).
- **Transitional arrangements** (for those authorities whose contracts go beyond early 2018).

These elements are explained in more detail below.

Fixed payment

18. The purpose of the fixed payment is to recognise the costs incurred by district and borough councils from introducing and running recycling services. It is also intended to give authorities some certainty around the minimum level of funding they will receive from SCC over the next three years. The available funding from SCC is split out amongst WCAs based on the number of households within each authority area.
19. Following feedback from authorities, the reduction in payments has been phased in over three years in order to reduce the impact as much as possible. Funding levels for the fixed payment (made by SCC to WCAs) will be £3.2 million in 2018/19, £2.2 million in 2019/20 and £1.2 million in 2020/21.
20. It is important to note that the fixed payment has been calculated based on the assumption that SCC will take over the management of all recyclable material, which would mean a significant transfer of costs (estimated £4 to £5 million) from district and borough councils to SCC.
21. It is proposed that in order for a WCA to receive a fixed payment, it must:
 - Maintain a certain level of service for all households where feasible. This would include collecting core dry recyclables (paper, card, metals, plastics and glass), and providing weekly food waste collections.
 - Continue to work positively towards achieving the aims, objectives and targets of the joint municipal waste management strategy.
22. It is proposed that the SWP would be the body that decides if a WCA is not acting in the spirit of the agreement.

Variable payment (share of future savings)

23. This is a mechanism for sharing savings that arise from future improvements, and is designed to reward increases in recycling and reductions in residual waste. The mechanism is designed to better reflect real savings as, unlike recycling credits, it also recognises the savings that arise from waste

reduction. The principle of this mechanism is that the saving should be calculated based on changes in the actual cost of dealing with all waste streams, compared to a baseline year (2017/18).

24. It is proposed that the variable payment is split 40:40:20 between SCC, WCAs and the SWP, which means that all partners will benefit from any cost savings that arise as a result of performance improvement in the future.

Funding the Surrey Waste Partnership

25. SCC is intending to continue to fund the SWP at a level based on its current annual expenditure. The proposal of the task group is to fund this from the fixed payment in a similar manner to the current recycling credit 'top slice'.

Share of gate fee savings

26. SCC has already taken over the management of dry recycling from four authorities because their dry recycling contracts have recently expired. As a result, SCC has taken over paying the management costs for the material collected by these authorities. SCC is also planning to take over the management of Surrey Heath's material early in the New Year. This means that in 2018/19 the following authorities will have their material managed by SCC:
- Elmbridge
 - Runnymede
 - Spelthorne
 - Surrey Heath
 - Woking
27. The fixed payments have been calculated in order to deliver SCC a particular level of saving and are based on an assumed gate fee of £40 per tonne for recyclable material. However, the actual cost may be higher or lower than this. It is proposed that SCC will share any cost saving 50:50 with WCAs where the gate fee is lower than £40 per tonne. SCC will take the risk if gate fees rise above £40 per tonne. This payment would be applied on a borough by borough basis, though there is potential to review this approach as materials contracts change, or if SCC develops its own recycling facilities.

Transitional arrangements (for those authorities whose contracts go beyond early 2018)

28. For the remaining WCAs, SCC is keen to ensure that the cost to the Surrey taxpayer of managing materials is minimised as far as possible. The preference is therefore to allow current arrangements to run their course in order to avoid triggering any breakage costs. This would be on the basis that SCC and the district or borough in question can reach an agreement on financial transfer arrangements for 2018/19 onwards.
29. In such instances where a WCA may continue with their current dry recycling contract, transitional arrangements will be needed in order to ensure that all authorities are treated fairly and equitably. This will be in the form of a

payment from SCC to recognise the WCA's ongoing exposure to material management costs. SCC's proposal is that this is set at £37.50 per tonne.

30. Transitional payments would only continue until the current contract ends, or if an extension to the contract continues to represent best value for the Surrey taxpayer.
31. Transitional arrangements would apply to:
- Epsom and Ewell
 - Guildford
 - Mole Valley
 - Reigate and Banstead
 - Tandridge
 - Waverley

These arrangements are subject to final agreement with the individual authorities.

Funding levels in 2018/19

32. Table 1 below shows the projected payments to WCAs and the SWP in 2018/19, and the total cost to SCC. It is important to note that, aside from the fixed payment, all payments are subject to change as they are based on a number of assumptions around tonnages and costs. The table does not show any potential variable payments as this would be dependent on future savings from performance improvements.

Funding type	2018/19
Fixed payment (net)	£3,207,682
Recycling credits - textiles & bring banks only*	£172,595
Transitional payment where WCA continues to manage their kerbside collected recyclables*	£2,276,579
Payment for gate fee savings where SCC manages kerbside collected recyclables*	£173,915
Net sum received by WCAs	£5,830,770
WCA contribution to SWP (fixed payment 'top slice')	£632,500
SCC contribution to SWP	£57,500
Total SWP funding	£690,000
Total cost to SCC	£6,520,770

Table 1: Estimated payments to WCAs in 2018/19. Payments marked with a * are based on estimated tonnages and costs and are subject to change.

Form of agreement

33. As discussed above, the fixed payment will be conditional on a number of factors including the WCA agreeing to not reduce its service, and to continue to work towards the aims of the joint strategy.
34. SCC is also very aware of the need for authorities to have some certainty over what they will be paid going forward. For this reason a Memorandum of

Understanding between each authority and SCC is being drafted, which sets out the intended levels of funding over the next three years, how the financial mechanisms will work, and any borough-specific transitional arrangements.

Opportunities for further cost savings

35. There is significant scope for making further savings for the Surrey taxpayer by improving performance and changing the way in which waste is managed in Surrey. These opportunities include:
 - Running waste services and back-office functions as efficiently as possible.
 - Greater consistency of service across Surrey, which would also improve the service for residents.
 - Capturing more waste for recycling, which would reduce the need for costly residual waste disposal.
 - Increasing income, for example by expanding commercial waste services.
 - Maximising the value of recyclable material through joint contracts and finding the most cost-effective outlets.
36. Work by the Surrey Waste Partnership has identified that annual savings of between £9 and £12 million could be achieved through greater joint working. The savings achieved by the four authorities who have entered into a joint waste collection contract provide early evidence of the benefits of this approach.
37. The SWP is working on proposals for new arrangements for a single partnership approach for managing waste in Surrey which, as a first step, would integrate the governance of Joint Waste Solutions and the wider Surrey Waste Partnership.
38. SCC continues to be committed to the delivery of new ways of working in waste and views the proposed financial arrangements described in this report as an interim solution, which will be reviewed in the light of any changes to the way in which waste management services are delivered in the future.

CONSULTATION:

39. For a number of years, Surrey authorities have been discussing options for delivering more efficient and effective waste services through joint working. In spring this year, a task group of SWP and SCC representatives visited each district and borough to discuss their thoughts on joint working, and to discuss the need for new financial mechanisms. Following on from this, SCC has consulted widely with regard to the specific proposals for 2018/19 onwards.
40. A SWP task group, made up of officers from seven partner authorities was set up to help shape the principles behind the new financial arrangements. The task group met five times between April and October 2017. SCC has taken their recommendations into account when developing the proposal.
41. Discussions have also taken place at the following meetings in 2017:
 - SWP Officers' and Members' meetings

- Various Surrey Treasurers' (Chief Finance Officer) meetings
- Surrey Chief Executives' group meetings in July, September and November
- Surrey Leaders' group meetings in September and November
- Various Joint Waste Solutions Partnering Board meetings
- Meetings with several individual authorities
- SCC's Environment and Infrastructure Select Committee on 5 October

RISK MANAGEMENT AND IMPLICATIONS:

	Risk	Mitigation
42.	WCAs do not agree to new arrangements.	Proposals have been developed in consultation with all authorities and SCC will continue to engage with authorities as specific agreements are drawn up. Consider alternative options to deliver savings if required.
43.	Changes in materials markets mean that cost of managing material is greater than forecast.	Allow WCAs to continue contracts with advantageous prices where possible. Work with Suez to find the most appropriate outlets for the material.
44.	New financial arrangements result in unforeseen negative impacts on recycling services or performance levels.	The agreement between SCC and WCAs will be designed to ensure that WCAs do not reduce their level of service and continue to work towards the aims of the joint strategy. The variable mechanism has been designed to incentivise future performance improvements. The SWP will continue to be funded at current levels which means that its comprehensive and well established improvement programme will remain in place. SCC will closely monitor performance and will review arrangements if they do not deliver the expected outcomes.

Financial and Value for Money Implications

45. The proposals outlined in this report are designed to deliver a £2 million saving for SCC in 2018/19, compared to what it would have cost if statutory recycling credit payments had remained in place and all other payment mechanisms stayed the same. This effectively continues the £1 million annual reduction from 2017/18, and adds a further £1 million for 2018/19.
46. Table 2 below shows the estimated saving for SCC in 2018/19. The costs of the current proposal, as outlined in this report, are compared to a do nothing

scenario where SCC would carry on paying recycling credits at the full statutory rate. Aside from the fixed payment and SWP funding, all expenditure is based on estimates of tonnages and management costs.

Funding/expenditure type	2018/19 do nothing scenario	2018/19 current proposal
Fixed payment (net)		£3,207,682
Recycling credits - DMR	£5,256,466	
Recycling credits - garden waste	£1,629,045	
Food waste payment	£711,770	
Recycling credits - textiles & bring banks only	£172,595	£172,595
Transitional payment where WCA continues to manage their kerbside collected recyclables		£2,276,579
Payment for gate fee savings where SCC manages kerbside collected recyclables		£173,915
Net sum received by WCAs	£7,769,876	£5,830,770
SWP funding	£690,000	£690,000
Cost to SCC of managing recyclables that it has taken over ownership of from WCAs	£1,905,388	£1,905,388
Total cost to SCC	£10,365,264	£8,426,159
Saving from baseline		-£1,939,105

Table 2: Savings estimate for SCC 2018/19.

47. The fixed payment will reduce by a further £2 million over the following two years (2019/20 and 2020/21). The fact that a large proportion of the funding is fixed allows for a reasonable degree of budgetary certainty for SCC and district and borough councils. The remainder of the funding projections discussed in this report are based on estimates of tonnages of material and likely management costs.
48. Taking ownership of district and borough recyclable material removes the statutory requirement to pay recycling credits but it does mean a transfer of risk to SCC with regard to materials management costs. Once SCC manages all the recyclable material (approximately 120,000 tonnes), any increase in gate fees would have a significant impact.
49. Allowing district and borough councils to continue with any contracts that may incur breakage fees, or that currently offer favourable prices, ensures that we are reducing costs to the Surrey taxpayer as far as possible.
50. Managing the recyclable material centrally (after it has been collected by WCAs) will enable Surrey authorities to engage with the market more effectively whilst developing a longer term management strategy, which may include building our own facilities to sort and process recyclable materials, which would be expected to deliver further savings.

Section 151 Officer Commentary

51. The County Council is facing a very serious financial situation, whereby there are still substantial actions to be identified and delivered to achieve a balanced budget in the current year and a sustainable budget plan for future years. This reports sets out how changes to financial arrangements with district and borough councils can reduce costs and incentivise further recycling improvements.
52. The Council's Medium Term Financial Plan (MTFP) includes a saving of £2m in 2018/19 through changes to financial arrangements with district and borough councils. Although the proposed arrangements set out in this report deliver a saving of £2m, these savings partially replace £1m of one off savings agreed for 2017/18. The net effect is therefore a saving of £1m in 2018/19, falling short of the MTFP planned saving. This shortfall is recovered in subsequent years. Further consideration needs to be given to longer term arrangements, including once transitional arrangements (for those district and borough councils who will continue with their current recycling contracts) come to an end.
53. The report also highlights a number of areas of uncertainty. The proposed financial arrangements assume that where SCC takes on the management of dry recycling it will pay a gate fee of £40 per tonne to recycle that material. Where actual costs are lower the benefit will be shared with district and borough councils, however SCC bears the risk of cost increases, e.g. due to changes in the market value of materials. Calculations also assume that waste volumes and composition will remain unchanged. The exact level of saving may therefore change.
54. Notwithstanding the above, the proposed arrangements will deliver a cost reduction to SCC and will continue to incentivise recycling performance improvements, thereby increasing value for money to residents.

Legal Implications – Monitoring Officer

55. The responsibilities of the County as waste disposal authority and the districts and boroughs as waste collection authorities are set out in paragraphs 1 and 2 above. The proposal that reasonable changes are made, with the agreement of the districts and boroughs, to the financial arrangements for recycled waste is within the Council's statutory powers. The proposal includes a condition that there will be no reduction in service to residents, and appropriate transitional arrangements for those authorities with existing contractual commitments that will not come to an end by January 2018. Legal Services will draft and agree a memorandum of understanding with the districts and boroughs which will set out how the financial mechanisms will work over the next three years.

Equalities and Diversity

56. The new waste financial arrangements for district and borough councils do not involve making any changes to the waste services that SCC or the district and borough councils provide to residents. There are also no proposed changes for staff as a result of these plans. Therefore, at this time, there are no equalities and diversity implications arising from these proposals.

Environmental sustainability implications

57. Increased efficiency and better performance arising from working together to deliver waste services more effectively is likely to have a beneficial impact, for example:
- Reducing waste arisings and recycling material rather than disposing of it reduces the carbon impact of producing new materials and the associated emissions from packaging, transportation and disposal.
 - Joint working and rationalising services will improve collections routes and disposal efficiency, reduce the number of vehicles required and the associated emissions from haulage.
58. The new financial mechanisms are designed to incentivise better recycling performance and reductions in residual waste, and to help ensure all authorities continue to work together towards the aims of the joint strategy.

WHAT HAPPENS NEXT:

59. Memoranda of Understanding to be developed in consultation with individual WCAs and SWP.
60. New financial mechanisms will be put in place from 1 April 2018.

Contact Officer:

Helen Trew, Waste Development Team Manager
 helen.trew@surreycc.gov.uk, 020 8541 7517

Consulted: See consultation section above

Annexes: None

Sources/background papers:

- Cabinet Reports: 12 May 2016, 13 December 2016, 26 September 2017
 - Joint Municipal Waste Management Strategy, Revision 2 (2015)
-

SURREY COUNTY COUNCIL**CABINET****DATE: 28 NOVEMBER 2017****REPORT OF: N/A****LEAD OFFICER: ANN CHARLTON, DIRECTOR OF LEGAL, DEMOCRATIC AND CULTURAL SERVICES****SUBJECT: LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS/
INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST
CABINET MEETING****SUMMARY OF ISSUE:**

To note the delegated decisions taken since the last meeting of the Cabinet.

RECOMMENDATIONS:

It is recommended that the Cabinet note the decisions taken by Cabinet Members / Investment Board since the last meeting as set out in Annex 1.

REASON FOR RECOMMENDATIONS:

To inform the Cabinet of decisions taken by Cabinet Members / Investment Board under delegated authority.

DETAILS:

1. The Leader has delegated responsibility for certain executive functions to the Deputy Leader and individual Cabinet Members, and reserved some functions to himself. These are set out in Table 2 in the Council's Scheme of Delegation.
2. The Leader has also delegated authority to the Investment Board to approve property investment acquisitions, property investment management expenditure, property investment disposals and the provision of finance to its wholly owned property company, Halsey Garton Property Ltd.
3. Delegated decisions are scheduled to be taken on a monthly basis and will be reported to the next available Cabinet meeting for information.
4. **Annex 1** lists the details of decisions taken by Cabinet Members since the last Cabinet meeting.

Contact Officer:

Angela Guest, Democratic Services Officer, Tel: 020 8541 9075

Annexes:

Annex 1 – List of Cabinet Member Decisions

Sources/background papers: Agenda and decision sheets from the Cabinet Member meetings (available on the Council's website)

CABINET MEMBER DECISIONS NOVEMBER 2017

CABINET MEMBER FOR HIGHWAYS

(I) PETITION

Details of decision:

That the response, attached to this decision sheet as Appendix 1, be approved.

Reasons for decision:

To respond to the petition.

(Decision taken by the Cabinet Member for Highways – 14 November 2017)

LEADER OF THE COUNCIL

(II) PROPOSED AMALGAMATION OF DOWNS WAY SCHOOL AND ST. MARY'S C OF E JUNIOR SCHOOL

Details of decision:

It was agreed that the Leader of the Council determined the three statutory notices, pertaining to the proposals to:

1. Close Downs Way School, effective from 31 August 2018.
2. Alter the lower age limit of St. Mary's C of E Junior School, in order that the age range broadens from 7-11 to 4-11, effective from 1 September 2018.
3. Enlarge the formal capacity of this Primary School from 360 places (i.e. the current capacity of St. Mary's C of E Junior School) to 660 places, effective from 1 September 2018.

The combined effect of these proposals would be to bring into effect the amalgamation of Downs Way School with St. Mary's C of E Junior School, inclusive of the expansion of Key Stage 2 provision, effective from 1 September 2018.

Reasons for decision:

The schools serve the same geographic area and are on adjacent sites. The proposal will formalise existing partnership working (e.g. in respect of the shared Headteacher across both schools); augment the cohesiveness of the school community; provide for more streamlined transitions between key stages; and allow for the most efficient allocation of resources.

(Decision taken by the Leader of the Council – 14 November 2017)

ITEM 12 - UPDATED

CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT

(III) NEWLANDS CORNER IMPROVEMENT AND VEHICLE CHARGING

Details of decision:

It was agreed that:

1. The revised proposals and the revised investment were approved.
2. The approval of the business plan be delegated to the Strategic Director for Environment and Infrastructure in consultation with the Director of Finance and the Cabinet Member, once the negotiations with the Albury Estate had concluded.

Reasons for decision:

Approval will allow work to commence on site providing upgraded toilet facilities and allowing the generation of an income from car parking charges. The income will help to fund the ongoing management of the site and contribute to the savings required from Countryside Service.

(Decision taken by the Cabinet Member for Environment and Transport – 14 November 2017)

Cabinet Member for Highways

14 November 2017

WE WOULD LIKE SURREY COUNTY COUNCIL TO USE THEIR INFLUENCE AND REACH TO ENSURE THAT HIGHWAYS ENGLAND ADD SOUND DAMPENING MEASURES DURING THEIR EXPANSION OF THE M23 FROM J8-J10

Submitted by: Adam Connolly

Signatures: 307

Response:

Formal responsibility for noise pollution issues ultimately rests with Tandridge District Council's Environmental Health department, however as the Local Highway Authority, Surrey County Council has been a key stakeholder as Highways England has developed their proposals for the Smart Motorway Project between junctions 8-10 of the M23 and as such has been able to establish what measures Highways England intends to take regards mitigation of noise levels on the M23.

Surrey CC Officers have been advised that Highways England have completed a desktop 10 year noise modelling exercise to ascertain the impact of their Smart Motorway proposals, following their own guidance on the provision of environmental barriers adjacent to the strategic road network which they manage and recognising the threshold requiring mitigation measures is 68 decibels (dB) as per the Noise Insulation Regulations 1975 – amended 1988.

Highways England's modelling indicates that whilst there is one property in Pendell Road which is situated approximately 35m from the southbound carriageway, the rear façades of other properties are situated over 275m from the motorway at the closest point. These latter properties benefit from a landform that contributes to the attenuation of traffic noise from the motorway. As a result, day time noise levels at these properties would be approximately 63dB without any changes being made to motorway operation.

The model indicates a 1dB increase during scheme construction, however with 2 of the new 4 lanes of the motorway planned to be resurfaced with low noise surfacing the model indicates a reduction in noise levels of 0.6dB once the smart motorway construction works are completed. Even were resurfacing to be extended to the entire motorway, there would be little additional reduction in noise levels with no perceivable change being experienced at these properties.

As part of the approach to considering the viability of noise barriers Highways England undertook an assessment that applies a Defra methodology to monetise the benefits that accrue from a possible barrier. In these calculations, the number of properties that would benefit is an important factor as the greater the number of properties the greater the benefit that is assigned.

ITEM 12 - UPDATED

12

Such benefits are then contrasted with the estimated barrier purchase costs in addition to the estimated installation and maintenance costs. On performing this analysis, Highways England concluded that the value for money outcome was substantially less than one (i.e. the costs are substantially less than the benefits).

As such Highways England have concluded that provision of a barrier for these properties does not represent value for money.

Installation of such barriers have however been proposed at four other locations between M23 junctions 8-10.

Highways England have advised Surrey CC that their *full 'Environmental Scoping Report'* will be published soon on their M23 Smart Motorway Project webpage;
<http://roads.highways.gov.uk/projects/m23-junctions-8-to-10-smart-motorway/>

Individual residents can apply to Highways England to establish whether or not their property qualifies for their noise insulation scheme at; <https://www.gov.uk/guidance/how-to-apply-to-highways-england-for-noise-insulation>

Construction of the M23 smart motorway scheme is due to begin in early 2018 and Highways England's construction delivery partner will provide advance notice of work and will be in touch with nearby residents to minimise any disruption during the works themselves.

Surrey CC does not have any formal powers under legislation to instruct Highways England on what noise mitigation measures they should put in place on their Strategic Road Network. Given the information received from Highways England on the consideration they have given to mitigating noise levels and the modelling work and value for money exercises they have completed, Surrey CC does not believe it is appropriate for the Local Highway Authority to suggest any alternate actions beyond those already under consideration.

Surrey CC will continue to actively engage with Highways England throughout the progression of the M23 Smart Motorway Project as a key stakeholder, considering carefully at all times the impact on Surrey residents during all stages of the scheme.

Mr Colin Kemp
Cabinet Member for Highways
Surrey County Council

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

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