

## Proposed addition to the Officer Scheme of Delegation — Stage Two Travel Assistance Appeals

**June 2022**

An amendment is sought to the Scheme of Delegation in respect of the Authority's delivery of stage two travel assistance appeals where Surrey parents and/or carers request to challenge the Authority's decision to refuse transport eligibility or refuse a change in existing travel arrangements at the first stage.

National guidance sets out how appeals against decisions made for Home-to-School Travel Assistance are conducted. This includes a two-stage process. Stage two must be independent of the stage one decision-making process. Surrey's Travel Assistance Policy issued in May 2022, and its Post-16 Policy Statement issued in June, included a change where officers can now sit alongside members on stage two panels.

This updated format will allow appeals to be heard more rapidly and regularly than is currently the case. Ensuring a wider pool of panel members incorporating both officers and councillors will mean that appeals can be quorate and proceed in cases of ill health or lack of availability of councillors. However, it is still the intention to ensure that councillors remain a key component of appeal hearings and this change is not proposing to withdraw councillors from the appeals process.

It is proposed that the Scheme of Delegation should be amended so that it reflects the Authority's updated Travel Assistance Policy. The change to the scheme will enable senior leaders within the Council to appoint officers working within the Local Authority to be trained and to sit on stage-two panels.

The proposed addition concerned is set out below:

| No.    | Service area                             | Functions Delegated   | Title of postholder(s)  |
|--------|--|---|---|
| CFL135 | Surrey School Travel and Assessment Team | To appoint experienced/qualified officers from within the Local Authority to sit on Home to School Travel Assistance Stage Two Panels and take decisions in relation to reviews in consultation with at least one experienced/qualified elected member. | Director of Commissioning<br>Director of Children and Lifelong Learning |

The Leader of the Council is asked to approve the additional delegation as set out above. Following approval, the Council's Officer Scheme of Delegation will be updated accordingly.

**Approved by Tim Oliver, Leader of the Council**

**22 June 2022**

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