

# Public Document Pack



## NOTICE OF MEETING

<b>Meeting</b>	Executive Lead Member for Children's Services Decision Day & Executive Member for Education Decision Day
<b>Date and Time</b>	Thursday 11th May 2023 at 2.00pm
<b>Place</b>	Virtual Teams Meeting - Microsoft Teams
<b>Enquiries to</b>	members.services@hants.gov.uk

Carolyn Williamson FCPFA  
Chief Executive  
The Castle, Winchester SO23 8UJ

## FILMING AND BROADCAST NOTIFICATION

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## AGENDA

### EXECUTIVE LEAD MEMBER FOR CHILDREN'S SERVICES

#### DEPUTATIONS

To receive any deputations notified under Standing Order 12.

#### KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

**1. DEPARTMENT FOR WORK AND PENSIONS HOUSEHOLD SUPPORT FUND APRIL 2023 TO MARCH 2024 (Pages 5 - 34)**

To receive a report outlining the proposed approach for allocation of the Department for Work and Pensions (DWP) Household Support Fund Extension across Hampshire for the period April 2023 to March 2024.

#### NON KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

**2. DETERMINATION OF POST 16 TRANSPORT POLICY STATEMENT 2023 (Pages 35 - 72)**

To receive a report to seeking the approval of the Executive Lead Member for Children's Services for Hampshire County Council's Post 16 Transport Policy Statement for 2023.

## **EXECUTIVE MEMBER FOR EDUCATION**

### **DEPUTATIONS**

To receive any deputations notified under Standing Order 12.

### **KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)**

#### **3. SHARPS COPSE PRIMARY SCHOOL (Pages 73 - 92)**

To receive a report seeking spend approval for the project proposals at Sharps Copse Primary School to provide a range of improvements to the existing accommodation.

#### **4. BORDON INFANT AND JUNIOR SCHOOLS (Pages 93 - 112)**

To receive a report seeking spend approval for the project proposals at Bordon Infant and Junior Schools to extend from 240 pupils (2 Forms of Entry) to 360 pupils (3 Forms of Entry) in new build and remodelled accommodation with associated external works.

### **NON KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)**

#### **5. LIPHOOK JUNIOR SCHOOL (Pages 113 - 132)**

To receive a report seeking spend approval for the project proposals at Liphook CE (Controlled) Junior School to provide a new single storey standalone flexible teaching building.

#### **6. ADDITIONAL SPECIALIST EDUCATION PROVISION FOR HAMPSHIRE (Pages 133 - 142)**

To receive a report seeking approval for the proposed additional SEND provision outlined within the report.

### **ABOUT THIS AGENDA:**

**On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.**

### **ABOUT THIS MEETING:**

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County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in

connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker</b>	Executive Lead Member for Children's Services
<b>Date:</b>	11 May 2023
<b>Title:</b>	Department for Work and Pensions Household Support Fund April 2023 to March 2024
<b>Report From:</b>	Director of Children's Services

**Contact name:** Suzanne Smith, Assistant Director, Children's Services

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#### **Purpose of this Report**

1. The purpose of this report is to outline the proposed approach for allocation of the Department for Work and Pensions (DWP) Household Support Fund Extension across Hampshire for the period April 2023 to March 2024. This report seeks approval from the Executive Lead Member for 12 months of spend and grant funding to organisations in support of vulnerable households via the connect4communities programme.
2. The DWP expectation is that the grant should primarily be used to support households in the most need, particularly those not eligible for the other support Government has recently made available but who are nevertheless in need. The Fund is intended to cover a wide range of low-income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people who would otherwise struggle with energy bills, food and water bills.

#### **Recommendation(s)**

3. It is recommended that a discretionary grant of £2,845,622 be available for schools, colleges and early years settings such that the funding would be available to support vulnerable families during each term, as described in paragraphs 28-32 of the report.
4. It is recommended that £8,600 is allocated to enable two £100 food vouchers to be distributed to 43 families open to children's social care teams whose children are educated other than at school to contribute to the cost of living pressures.
5. It is recommended that £242,000 is ringfenced to award one £500 food voucher to each Hampshire Foster Carer with a child(ren) currently in placement to contribute to the increase in cost of living, and that £70,000 to be awarded to 140 families where there is a Looked After Child placed at

home, to be provided in the form of one £500 voucher per household.

6. It is recommended that a £500 food voucher is awarded to 946 eligible Special Guardianship Order or connected carers currently receiving financial support, at a total cost of £473,000.
7. It is recommended that £24,000 is distributed to children's social care district-based teams across Hampshire, so that financial assistance can be given at their discretion to vulnerable families as described in paragraph 36 of the report.
8. It is recommended that grants to a total value of £3,441,870 are distributed to District and Borough Councils across Hampshire, such that they can provide one £50 food voucher to households in receipt of council tax support and £80 to households in receipt of housing benefit only, as described in paragraphs 37 to 38.
9. It is recommended that £112,400 is ringfenced to provide two £100 food vouchers to families open to the Disabled Children's Team and £460,000 to provide direct fuel support to adults open to social care not in residential accommodation, those that do not have any care and vulnerable adults who present in crisis at the front door to Adult and Health Care services.
10. It is recommended that the Executive Lead Member for Children's Services delegates authority to the Director of Children's Services grant funding to organisations that support unpaid carers in Hampshire up to the value of £361,000, including £11,000 of administrative costs during the financial year, and in accordance with the grant guidance in paragraph 24.
11. It is recommended that £177,400 is awarded for individuals open to Care Leavers teams to receive four £50 food vouchers across the financial year to contribute to the increased cost of living.
12. It is recommended that the Executive Lead Member for Children's Services delegates authority to the Director of Children's Services to work with organisations that support unaccompanied asylum seeking children aged 16-18 and the resettlement of families in Hampshire to distribute food vouchers up to the value of £21,500 during the financial year, and in accordance with the grant guidance in paragraph 24.
13. It is recommended that a grant of £880,500 is made available to Citizens Advice to support the most vulnerable households in Hampshire with utility costs during the financial year, supporting 5,000 households.
14. It is recommended that up to £200,000 be ringfenced to commission and support advice services on budgeting, finances, maximising income as well as accessing other help with food or fuel. Council officers will work with local communities to identify those organisations best placed to deliver such advice services, which may include Citizens Advice and community-based

organisations. Approval is sought from the Executive Lead Member to delegate authority to the Director of Children's Services to work with such organisations and grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria as set out in paragraph 24.

15. It is recommended that the Executive Lead Member for Children's Services delegates authority to the Director of Children's Services to approve grant awards to organisations for the delivery of community pantry network schemes up to the value of £800,000 throughout the financial year.
16. It is recommended that £1,001,000 is distributed to District and Borough councils to support households with exceptional housing costs during the financial year in accordance with paragraphs 63 to 65 of the report.
17. It is recommended that £500,000 is made available through grants for organisations who wish to support vulnerable residents county-wide and a further £800,000 for locally based organisations who wish to support residents with food and fuel poverty and wish to apply for a community grant. Any funded support must meet the DWP grant criteria as set out in paragraph 24.
18. It is recommended that approval is given to award grants to deliver county-wide support with food and fuel related initiatives as follows:
  - Hampshire Library Service £64,000 to provide essentials linked to climate change sessions such as draft excluders, cooking on a budget items, hot and cold refreshments at support groups; to work with partners to provide food and fuel related advice on library premises; to provide drop in sessions for free school meal eligible families, and supporting those out of work.
  - £440,000 to the Environment Centre for providing direct guidance and support to households of any tenure on a range of energy-related topics, which would be delivered through a mix of remote help as well as face to face appointments, depending on need; and to provide capital grants to 150 households.
  - £240,000 grant is awarded to Adult Health and Care to extend the community wellbeing service supporting the most vulnerable older people to access food and fuel support, anticipated to support 880-1,320 older adults during the year.
19. It is recommended that the Executive Lead Member delegates approval to the Director of Children's Services to approve the reallocation of any Household Support Fund remaining or underspent funds from initiatives set out in paragraphs 3 to 18 to organisations delivering services that meet the criteria of the grant in consultation with the Executive Lead Member.

## **Executive Summary**

20. This report seeks to detail the proposed approach and allocation of funds for the Department for Work and Pensions (DWP) Household Support Fund 12-month extension across Hampshire. A key aim for the connect4communities programme will be to continue to support sustainable and environmentally beneficial food poverty support. In addition to direct energy support, this will also enable us to further support with the increasing energy costs by freeing up household income which can be allocated to utility bills.
21. Although the grant has no ringfenced spend relating to types of households, the DWP grant guidance stresses that the fund is intended to cover a range of low- income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people. The proposed Hampshire offer has initiatives in place to support these target cohorts.

### **Contextual information**

22. On 17 November 2022, the Government announced, as part of a number of measures to provide help with global inflationary challenges and the significantly rising cost of living, that the Household Support Fund (HSF) would be extended for twelve months from 1 April 2023 to 31 March 2024 with a further £842m of national funding.
23. The final guidance relating to the fourth iteration of the Fund was shared with local authorities on 20 February 2023 ([Household Support Fund: guidance for local councils - GOV.UK](https://www.gov.uk/government/news/household-support-fund-guidance-for-local-councils) (www.gov.uk)). The grant determination confirms that Hampshire County Council's allocation is £14,248,254, to be spent between 1 April 2023 to 31 March 2024. Despite being a grant extension, any grant underspend from the grant relating to the previous period cannot be carried forward and there are some changes to the grant guidance.
24. The DWP's expectation is that the grant should primarily be used to support households in the most need particularly those including children and pensioners who would otherwise struggle with energy bills, food and water bills. Energy bills may be of particular concern to low-income households during the period of the Fund and Local Authorities should especially consider how they can support households with the cost of energy. It can also be used to support households with essential costs related to those items and with wider essential costs. In cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need.
25. Compared to some earlier Household Support Fund allocations, there is no ringfence of any proportion of the funding for specific cohorts of people. However, there is a requirement for all Authorities to operate at least a part of their scheme on an application basis. This means residents should have the opportunity to come forward to ask for support. There is also an expectation on Authorities to particularly consider those groups who may not have benefitted from any of the recent cost of living support, and Authorities are



expected to offer support throughout the duration of the Fund period.

26. New for this iteration of the Household Support Fund is the ability to provide supplementary advice services, including debt and benefit advice, where Authorities consider this appropriate. The DWP would expect any advice services to complement the practical crisis support offered.
27. Authorities must make public their plans for the Fund on their Authority website, including how and when they intend to deliver the application-based portion of their scheme. Authorities are also expected to advertise the scheme through various channels, and not just online.

## **The Proposed Hampshire Offer**

### **Provision for targeted cohorts**

#### **28. Low-income households with children**

29. It is recommended that a discretionary grant of £2,845,622 be available for schools, colleges and early years settings such that the funding would be available to support vulnerable families during each term.
30. The value of the discretionary grant allocation to each setting would be based on the number of children on roll, and for schools, the number of benefits-related free school meal eligible children. The discretionary grant is not means tested and is not specifically for those in receipt of benefits. Schools, colleges and early years settings have the discretion to support families they recognise as being in need, for example low paid working parents who seek support. Support may be provided through a food voucher or for wider essentials such as warm clothing, white goods or blankets.
31. Settings can apply for discretionary grant each term to enable them to assist those families most in need, as intake and need may change throughout the year. Any schools that require additional funding over and above the amount allocated can apply for additional funding through the Community Grant scheme outlined in paragraph 69 to 75.
32. The element of the discretionary grant relating to the free school meal eligible children is for schools only, and is not available for schools that had over 15% of their income held as balances at the end of 2022/23.
33. There are 43 children open to children's social care teams who are educated other than at school in Hampshire, who would otherwise have been eligible for free school meals. It is recommended that £8,600 is allocated to enable two £100 food vouchers to be distributed to 43 families open to children's social care teams whose children are educated other than at school to contribute to the cost of living pressures.

34. Hampshire County Council has 517 foster carers with a child in placement supporting some of the most vulnerable children in Hampshire. In recognition of this, approval is sought for £242,000 to award one £500 food voucher to each Hampshire Foster Carer with a child(ren) currently in placement to contribute to the increase in cost of living, and that approval is also sought for £70,000 to be awarded to 140 families where there is a Looked After Child placed at home, to be provided in the form of one £500 voucher per household.
35. There are children currently placed with connected carers or under Special Guardianship Orders where the Council provides an element of financial assistance that is usually means tested. It is recommended that a £500 food voucher is awarded to 946 eligible Special Guardianship Order or connected carers at a total cost of £473,000.
36. Children's social care teams and Family Support Services provide a range of support to families in need and in crisis. Approval is sought to enable £24,000 to be distributed to children's social care district-based teams across Hampshire. The grant will be used for discretionary assistance, according to the presenting financial needs of the families they support who may be receiving early help, assessed as having a Child in Need or with Child Protection plans. Enabling this discretionary support could provide an immediate response for families and support them in achieving desired outcomes, and could take the form of food vouchers, contributions to clothing, transport or warm packs for example. This could support up to 480 households.
37. **Pensioners, low-income households and households that are not in receipt of other government support**
38. It is recommended that grants to a total value of £3,441,870 are distributed to District and Borough Councils across Hampshire, such that they can provide one £50 food voucher to households in receipt of council tax support and £80 to households in receipt of housing benefit only. As per the DWP guidance, those on housing benefits only are being targeted because they are ineligible for other government support with the cost of living. This support will benefit nearly 66,000 households across Hampshire.
39. **Unpaid Carers**
40. The most recent census data from 2011 shows 133,000 people in Hampshire who identified as carers. During COVID, Hampshire County Council worked with voluntary sector partner organisations to successfully distribute funding which reached carers in most need of support.
41. Approval is sought from the Executive Lead Member for Children's Services to delegate authority to the Director of Children's Services to grant funding to organisations that support unpaid carers in Hampshire up to the value of £361,000, including £11,000 of administrative costs during the financial year,

and in accordance with the grant guidance in paragraph 24.

#### **42. Care Leavers**

43. It is recommended that £177,400 is awarded for individuals open to Care Leavers teams to receive four £50 food vouchers across the financial year to contribute to the increased cost of living. As per the other targeted groups, care leavers will also be able to access the other forms of support on offer such as the community pantry network outlined in paragraphs 56 to 60 and utility support and advice outlined in paragraphs 51 to 55. This will benefit 678 care leavers and 103 post 16 children in supported lodging.

#### **44. Unaccompanied asylum seeking children**

45. There are 45 properties supporting the resettlement of families in Hampshire and 170 unaccompanied asylum seeking children aged between 16 and 18 who could benefit from financial support. Approval is sought from the Executive Lead Member for Children's Services to delegate authority to the Director of Children's Services to work with organisations that support the unaccompanied asylum-seeking children aged 16-18 and the resettlement of families in Hampshire to distribute food vouchers up to the value of £21,500 during the financial year and in accordance with the grant guidance in paragraph 24.

#### **46. Those with disabilities**

47. For children with disabilities, we will target children that have met the threshold to be open to our Disabled Children's Team, and those that have Gateway Cards, working with our social care teams and organisations to deliver direct support. There are currently 670 children open to our Disabled Children's Team and 2,000 Gateway Card holders.

48. For adults with disabilities, we will target adults that have met the threshold for our Adult Health and Care social care teams. Within this cohort, adults that do not live in residential care will be targeted for support. There are around 6,500 adults with disabilities open to social care that are not in residential accommodation and just over 500 who do not have any care provision in place that would benefit from this grant.

49. It is recommended the Executive Lead Member approves the allocation of £112,400 to provide two £100 food vouchers to families open to the Disabled Children's Team and £460,000 to provide direct fuel support to adults open to social care not in residential accommodation, those that do not have any care and vulnerable adults who present in crisis at the front door to Adult and Health Care services.

#### **Self-referral Application**

## **50. Utility support**

51. It is recommended that a grant of £880,500 is made available to Citizens Advice to support the most vulnerable households in Hampshire with utility costs during the financial year, supporting 5,000 households. County council officers will continue to work with Citizens Advice to target support towards energy costs, reduce the potential for double funding and providing the financial support alongside broader support and advice. Citizens Advice is also well placed to undertake ID and benefits checks to mitigate potential risks of fraudulent claims.
52. Citizens Advice require £86,600 to deliver the administration of this scheme in order to administer the payments, carry out eligibility and fraud checks and to provide debt relief support, if applicable.
53. Whilst there are providers on the market for providing fuel vouchers for pre-payment meters, there is a fee payable for each voucher and there is not yet an offer available for paying fuel bills that are not pre-payment. Conversely there is a wide market of providers who supply easy to use food vouchers with no fee, through the use of food vouchers the programme is freeing up more disposable income which would be available for food costs.

## **54. Advice relating to food or fuel poverty**

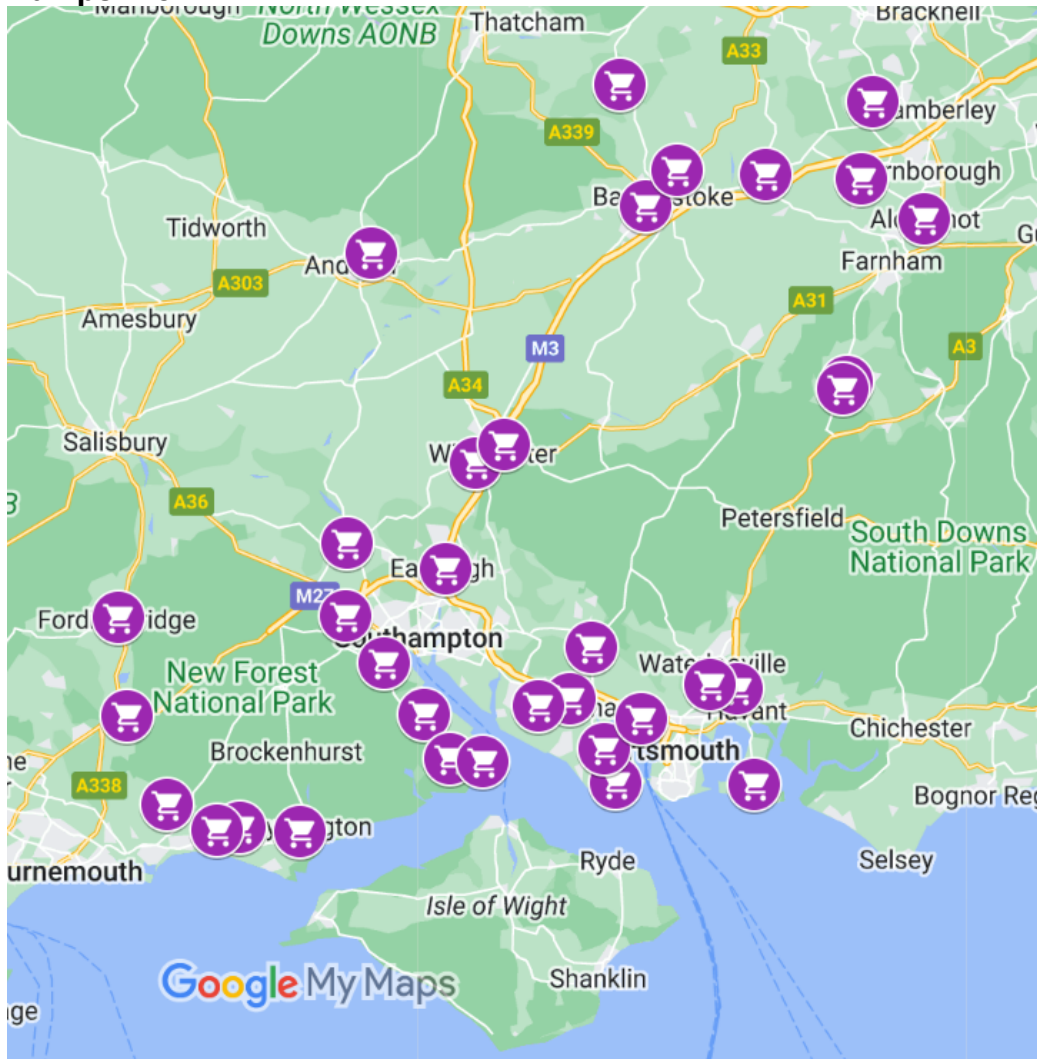
55. In addition, it is recommended that up to £200,000 be ringfenced to commission and support advice on budgeting, finances, maximising income as well as accessing other help. Council officers will work with local communities to identify those organisations best placed to deliver such advice services, which may include Citizens Advice and community-based organisations such as outreach from DWP job seekers support in Hampshire's libraries and community pantries. Approval is sought from the Executive Lead Member to delegate authority to the Director of Children's Services to work with such organisations and grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria as set out in paragraph 24.

## **56. Community Pantries**

57. Community pantries work on the principle of giving those in need the opportunity to have a 'helping hand' by getting food at a lower rate on a weekly basis. Items found in the pantry will be a range of fresh, frozen and general foods which will change on a weekly basis. Access to the community pantry is by way of membership and, for a small weekly contribution, members receive food to a significantly higher value than if purchased in local shops or the supermarket. For example, members are charged a nominal sum of £5.00 per shop and receive £15 plus worth of goods. Community pantries will be encouraged to provide a delivery service for those who are not able to come and shop for whatever reason.

58. There are 21 fixed venue connect4communities pantries in Hampshire and 13 mobile larders, of which 11 are based in the New Forest. There is a current membership of over 6,500 households which continues to increase. The map below shows where the pantries are located.

**Map One: location of connect4communities pantries and larders in Hampshire**



59. It is proposed that funding is provided to continue to support the network of community pantries to provide sustainable alternatives to free school meal vouchers and support to any household that is in need. This will be through support to fund the increase in cost of food and gaps from a decrease in donated food; food vouchers for those unable to afford the membership fee; development of a food hub scheme; and a discretionary fund to support households with home, family and cooking essentials (not including white goods).
60. Approval is sought from the Executive Lead Member for Children's Services to delegate authority to the Director of Children's Services to approve grant awards to organisations for the delivery of such schemes up to the value of

£800,000 throughout the financial year. Through the grant, we will also continue to work with community organisations to broaden the support offer to include wraparound services such as health services, employment and financial support.

**61. Exceptional housing support**

62. As in previous DWP Household Support Funds, the grant guidance states that in exceptional cases of genuine emergency and where existing housing schemes do not meet the exceptional need, support for housing costs can be met. It is recommended that £1,001,000 is distributed to District and Borough councils as set out in the table below to support households with exceptional housing costs during the financial year as identified in the DWP grant guidance (para 63 – 65 below).

**Table One: Exceptional housing support District and Borough allocations**

	<b>Exceptional housing (£)</b>
Basingstoke and Dean	110,000
East Hampshire District Council	119,000
Eastleigh Borough Council	93,000
Fareham Borough Council	60,000
Gosport Borough Council	63,000
Hart District Council	59,000
Havant Borough Council	140,000
New Forest District Council	90,000
Rushmoor Borough Council	84,000
Test Valley Borough Council	97,000
Winchester City Council	86,000
<b>TOTAL</b>	<b>1,001,000</b>

63. In the case of providing financial support around housing, eligibility for Discretionary Housing Payments (DHPs) must first be considered before emergency housing support is offered through the Household Support Fund. Similarly, the Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).

64. The Fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of Universal Credit and Housing Benefit. This is because these arrears are excluded from the criteria for Discretionary Housing Payments. However, support with rent arrears is not the primary

intent of the fund and should not be the focus of spend.

65. The Household Support Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies, nor can it be used to provide mortgage support, though homeowners could still qualify for the other elements of the Fund (such as food, energy, water, essentials linked to energy and water and wider essentials). Where a homeowner is having difficulty with their mortgage payments, they should contact their lender as soon as possible to discuss their circumstances as lenders will have a set procedure to assist.
66. District and borough councils will require £152,254 to administer the exceptional housing and food voucher schemes.

### **Community Grants**

#### **67. Infrastructure projects**

68. There are a number of organisations providing support across Hampshire that meet the DWP criteria as set out in paragraph 24, to whom it is recommended that grants are awarded as follows:
69. Hampshire Library Service provides essential resources to the most vulnerable within our communities, including after school clubs, signposting to relevant services, chat about groups for the elderly and infirm including those with disabilities, additional needs and those living with dementia. It is recommended that £64,000 is awarded to the Library Service to extend and develop its current offer so that it can provide essentials linked to climate change sessions such as draft excluders, cooking on a budget items, hot and cold refreshments at support groups; to work with partners to provide food and fuel related advice on library premises; to provide drop in sessions for free school meal eligible families, and supporting those out of work. Extending this work in libraries could reach 21,000 residents.
70. The Environment Centre supports those in most need with affordable warmth related matters and has seen more than a 50% increase in demand for affordable warmth support over the last two years. It is recommended that a grant of £440,000 is awarded to the Environment Centre to continue and enhance this provision by providing direct guidance and support to households of any tenure on a range of energy-related topics, which would be delivered through a mix of remote help as well as face to face appointments, depending on need; and to provide grants to 150 households on means tested benefits or low income and vulnerable for essential heating and hot water works or for practical household items to reduce energy or help them to keep warm.
71. Adults Health and Care has been running a pilot of voluntary sector community wellbeing workers, who receive referrals from Older Adults social care teams, focus on providing preventative services including reducing food

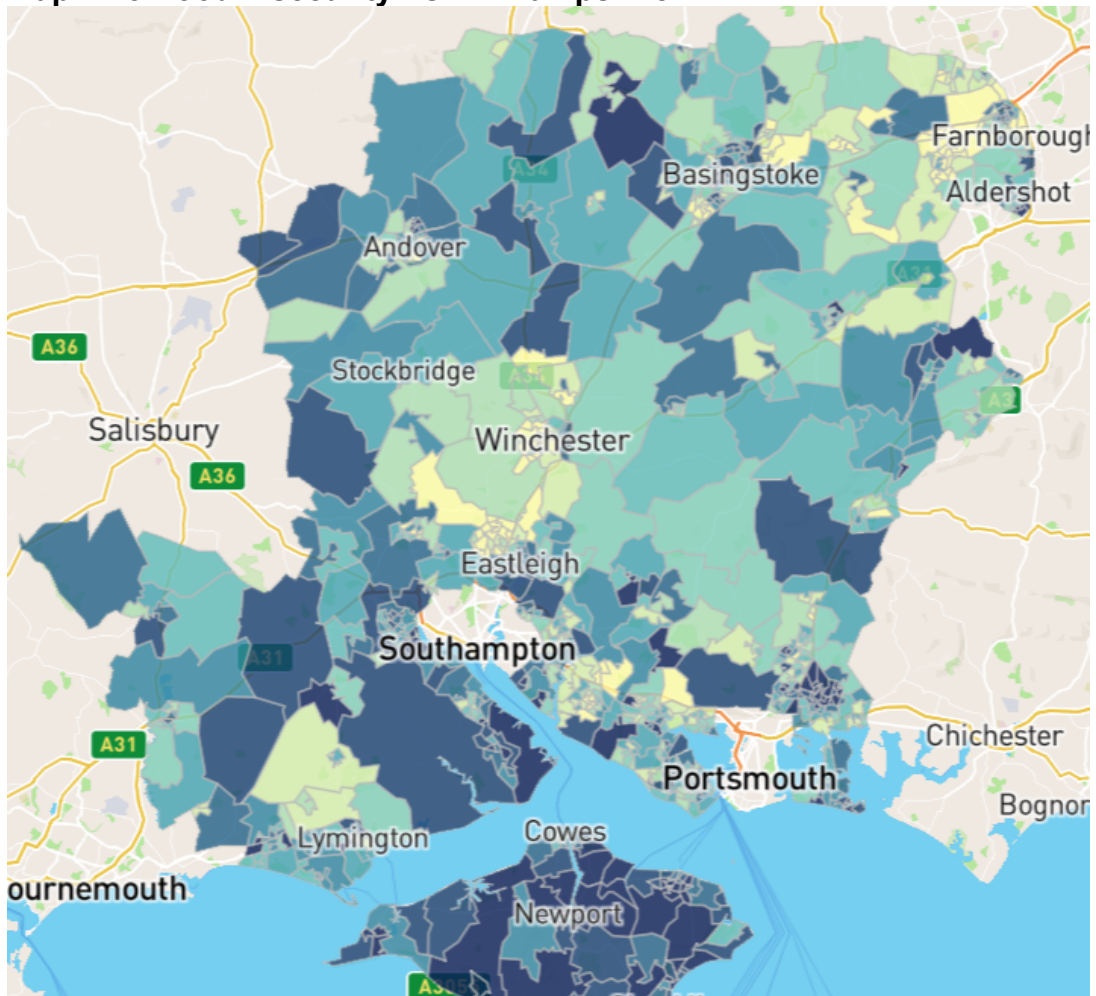
and fuel poverty, and are linked in with the Hampshire Social Prescribing Network. The grant will extend the community wellbeing worker offer to provide face to face support signposting to the most vulnerable older adults to support networks, such as accessing community pantries and citizens advice. It is recommended that £240,000 grant is awarded to Adult Health and Care to expand the community wellbeing service, anticipated to support 880-1,320 older adults during the year.

## **72. Community Grants**

73. It is recommended that £500,000 is made available through grants for organisations who wish to support vulnerable residents county-wide with food and fuel poverty and wish to apply for a community grant. Any funded support must meet the DWP grant criteria as set out in paragraph 24.
74. It is also recommended that a further £800,000 is made available for locally based organisations who wish to support their local community with food and fuel poverty, particularly in rural areas. Any funded support must meet the DWP grant criteria as set out in paragraph 24, however the fund will be flexible and responsive to local needs as and when they are identified. This community grant fund will also provide support to households who may not be able to access other initiatives set out in this report, for example, chatty cafes to provide food support for mother and baby groups with younger children who may not be in education settings to receive support through these schemes.
75. The following map demonstrates the differences in food insecurity risk as defined by the University of Southampton across the county, with the darkest localities experiencing the most, and the lightest the least.

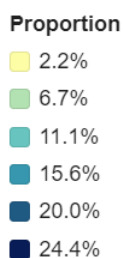
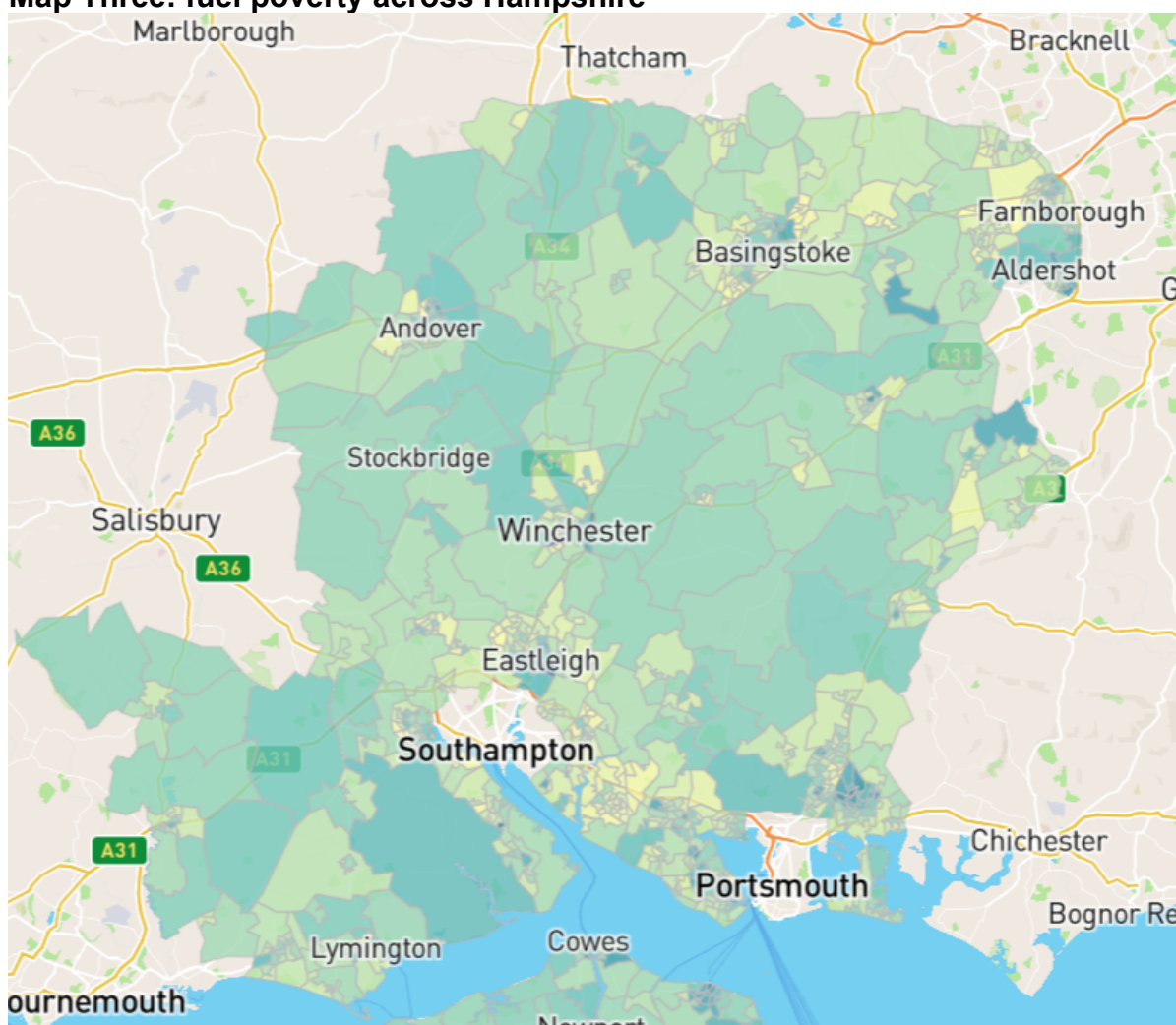


**Map Two: food insecurity risk in Hampshire**



76. 7% households in Hampshire were considered to be in fuel poverty in 2020, although as the following map shows, this is unevenly experienced across the county and there are areas where this figure is much higher, in some cases more than 20% of households.

**Map Three: fuel poverty across Hampshire**



77. In order to reflect these and other inequalities and pressures within districts, it would seem appropriate to recommend a model of weighted determining factors to enable the community grant allocation to be notionally allocated across the District geographies. These factors have been identified from the Public Health [Joint Strategic Needs Assessment](#), including unemployment and low wages, areas of deprivation, populations of the elderly, disabled, and unpaid carers, and proportion of residents facing food and fuel poverty. In operating this community grant, the Council would seek to involve Local Children’s Partnerships and District-based welfare leads in the evaluation of grant applications to ensure that funding can have the most impact, duplication can be minimised, and specific gaps in provision can be targeted.

These indicative allocations by district or borough council locality would be as follows:

Districts	Proportion of Hants population	Indicative community budget allocation
<b>Basingstoke and Deane</b>	<b>12.94%</b>	<b>£61,256.63</b>
<b>East Hampshire</b>	<b>8.95%</b>	<b>£63,088.12</b>
<b>Fareham</b>	<b>8.21%</b>	<b>£63,845.90</b>
<b>Gosport</b>	<b>5.93%</b>	<b>£100,180.96</b>
<b>Rushmoor</b>	<b>7.01%</b>	<b>£69,048.35</b>
<b>Hart</b>	<b>7.12%</b>	<b>£44,909.91</b>
<b>Havant</b>	<b>9.00%</b>	<b>£139,092.11</b>
<b>New Forest</b>	<b>12.71%</b>	<b>£78,224.08</b>
<b>Test Valley</b>	<b>9.34%</b>	<b>£54,913.92</b>
<b>Eastleigh</b>	<b>9.69%</b>	<b>£63,191.73</b>
<b>Winchester</b>	<b>9.09%</b>	<b>£62,248.29</b>

78. It is recommended that the Executive Lead Member delegates authority to the Director of Children's Services to approve community grants to organisations delivering services that meet the criteria of the grant for targeted financial support for those in need, in consultation with the Executive Lead Member up to the total value of £800,000.
79. **Administration costs**
80. The DWP Household Support Fund guidance allows for reasonable administration costs to be funded from the grant allocation such that enable local authorities, and their partners to deliver the programme.
81. The County Council intends to use up to £1,096,362 (7.7%) of the funding to cover reasonable administration costs for all partners which will include relevant staff costs and administration costs of partner organisations.
82. The DWP is keen that a telephone helpline is provided to help signpost households to support funded through the Household Support Fund. It is proposed that the existing Hampshire County Council Children's Services and General Helplines are used for this purpose, as has been the case for previous Household Support Fund programmes.
83. Extensive communications are planned to ensure that a range of professional agencies and partner organisations are aware of the connect4communities programme and can signpost vulnerable households to the support being offered.

84. Furthermore, the existing connect4communities directory will be further developed so that organisations and community groups can publish details of any local opportunities or support they wish to share. This is hosted on the Hampshire Family Information and Services Hub:  
(FISH: <https://fish.hants.gov.uk/kb5/hampshire/directory/home.page>)
85. This directory enables residents of Hampshire to search by postcode to identify where they may be able to access financial and other support including subsidised food. For Hampshire County Council and partners, this will provide a way to capture offers of support beyond those coordinated directly by the connect4communities programme, and an effective way of signposting residents to available support.

## Finance

86. A summary of the proposed allocation of funding across the initiatives to be delivered through the connect4communities scheme, funded by the Household Support Fund is set out in table 2.

**Table 2: Proposed funding allocations**

<b>connect4communities – Hampshire County Council Household Support Fund</b>	
<b>Component</b>	<b>Funding allocation (£)</b>
Education settings discretionary grant	2,845,622
Food vouchers for people in receipt of council tax reduction support and housing benefit	3,441,870
Unpaid carers grants	350,000
Care Leaver food vouchers	177,400
Those with disabilities grants	572,400
Utility Support	880,500
Food and fuel poverty related advice	200,000
Community Pantries	800,000
Community and infrastructure grants	2,044,000
Exceptional Housing support	1,001,000
Foster carer and other carers support	785,000
Children's social care, including unaccompanied asylum seeking children,	54,100

and those educated other than at school	
<b>Sub total</b>	<b>13,151,892</b>
Administration	1,096,362
<b>Total plan</b>	<b>14,248,254</b>

87. It is recommended that the Executive Lead Member delegates approval to the Director of Children's Services to approve the reallocation of any Household Support Fund remaining or underspent funds from initiatives set out in this report to organisations delivering services that meet the criteria of the grant in consultation with the Executive Lead Member.
88. This grant is for a defined twelve-month period, with no expectation of recurrent funding. There is therefore an element of risk that without further funding after the grant period ends, services may experience an increase in demand from households in crisis. Mitigations include the community pantries and work to ensure that, where appropriate, projects receiving community grant funding can be sustainable.

## Performance

89. Authorities are required to send DWP a delivery plan outlining their intentions for the Fund, clearly setting out priorities and approach for use of the Fund and to demonstrate the ways in which they intend to allocate their funding.
90. All funding granted to third party organisations (including schools, colleges, early years providers and district and borough councils) will be supported by a grant agreement setting out the conditions of the funding as well as reporting requirements.
91. Third party organisations will be required to report to the Council on how they have spent the funding provided, in line with the DWP grant criteria.
92. Authorities are required to comply with DWP's reporting and Management Information (MI) requirements. The management information required by the DWP for this grant requires a granular data return from grant recipients. For each award as well as the spend and volumes, the number of households is also required. For example, if one family received £15 food vouchers from their school for their 2 children this will be reported as a total spend of £30, with a volume of 2 for 1 household.
93. Spend information is required by:
- Household composition (household with children, with pensioners, with a disabled person or other)
  - Category (energy and water, food excluding FSM support in the holidays, free school meal support in the holidays, essentials linked to energy and water, wider essentials or housing costs)
  - Type of support (vouchers, cash, third party, tangible item, or other)

- Access route (application based, proactive support, other).

### **Consultation and Equalities**

94. Consultation and engagement have been undertaken as part of developing and delivering the connect4communities programme.
95. School and colleges have previously been consulted by way of a questionnaire regarding their preferred method of supporting children with food.
96. An Equalities Impact Assessment has been completed, which will be published in advance of the decision day and is contained at Appendix A.
97. The proposals will have a positive impact on those with protected characteristics associated with age, disability, race, and poverty. Initiatives include open access as well as targeted support, and community grant funding will be notionally allocated across District geographies to reflect poverty related inequalities and pressures.

### **Climate Change Impact Assessment**

98. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

### **Climate Change Adaptation and Mitigation**

99. The carbon mitigation tool and climate change adaptation tools were not applicable on this occasion because the decision relates to a programme that is strategic/administrative in nature.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	No
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	

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## Equality Impact Assessment

### What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
James Atkins	Household Support Fund Project Manager  Children's Services	james.atkins@hants.gov.uk  Tel:01962 845696

Title:	Department for Work and Pensions (DWP) Household Support Fund Extension to March 2024
Related EIAs:	EIA Number: 335
<b>Page 25</b>	

EIA for Savings Programme:	No
Service affected	Support provided to vulnerable households through the Connect4Communities programme
Description of the service/policy/project/project phase	The Household Support Fund is a continuation of the Department for Work and Pensions (DWP) provision of funding to Local Authorities to provide financial support for food, water and energy bills. The Fund is intended to support those who are vulnerable or find themselves in financial hardship being impacted by the inflationary challenges and the cost of living. It covers a range of low-income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people. Hampshire County Council (HCC) will work with a wide variety of partners and other organisations and support the development and delivery of a range of initiatives to support those most vulnerable. The DWP provide grant guidance to Local Authorities.
New/changed service/policy/project	The DWP will provide a further £14.2m funding to HCC to support vulnerable households with costs of food, energy, water bills and housing costs between April 2023 and March 2024. The grant conditions do not ringfence proportions of the funding for specific cohorts, however there is a requirement for at least a part of local schemes to operate on an application basis, enabling residents the opportunity to come forward to request support. Working with schools, colleges, and early years providers the proposed programme will deliver financial support to a wide range of vulnerable families between April 2023 and March 2024. Through grant funding, the programme will also support the development and delivery of a range of community led projects to meet local needs across Hampshire. A variety of initiatives have been identified working with our local community partners, to ensure there is year round support available.

Engagement	
A variety of stakeholders have been consulted so that existing local provision and need can be identified, risks in respect of duplication of funding can be addressed and emerging ideas validated or challenged. This has included engagement with Children's Services, Adult Health	

and Care, Community Pantries, Citizens Advice Service and District and Borough Councils.

## Equalities considerations - Impact Assessment

### Age

Impact on public	Positive
Impact on staff	Positive
Rationale	<p>Children, families, individuals and pensioners who are vulnerable or find themselves in financial hardship: this programme, with support from signposting agencies, will help to identify and support those people to ensure they have access to food and heating over the coming year, as well as other basics such as cooking facilities, bedding or other essentials to keep warm over the coming winter.</p> <p>Discretionary funding allocated to over 600 schools, colleges and early years settings is not means tested, so settings can support families they recognise as being in need.</p> <p>Food vouchers will be awarded to over 500 Hampshire Foster Carers supporting some of Hampshire's most vulnerable children, as well as vouchers for families with open Special Guardianship Orders, Connected Carers and who receive financial support from the council.</p>
Mitigation	

### Disability

Impact on public	Positive
Impact on staff	Neutral

Rationale	<p>According to the Office of National Statistics in October 2022, over half (55%) of disabled adults reported finding it difficult to afford their energy bills, and around a third (36%) found it difficult to afford their rent or mortgage payments compared with 40% and 27% of non-disabled people, respectively.</p> <p>Children, families, individuals and pensioners with disabilities who are vulnerable or find themselves in hardship can via this programme and with signposting from agencies, be identified and helped to ensure they have access to food and heating this winter, as well as other basics which may be identified such as cooking facilities, bedding or other essentials.</p> <p>There are currently 560 children open to the Council's Disabled Children's Team and 2,000 Gateway Card holders, who may receive support via our social care teams or from working with provider organisations to deliver direct support.</p> <p>Adults with disabilities who have met the threshold for support from Adult Health and Care social care teams may benefit from this grant. There are around 6,500 adults with disabilities open to social care that are not in residential accommodation and just over 500 who do not have any care provision in place.</p> <p>Any adults with disabilities struggling with fuel costs will be able to access support from Citizens Advice.</p>
Mitigation	

## Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	<p>There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.</p>

Mitigation	
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## Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.
Mitigation	

## Race

Impact on public	Positive
Impact on staff	Neutral
Rationale	<p>According to the Office of National Statistics in October 2022, around two-thirds (69%) of Black or Black British adults and (59%) Asian or Asian British adults reported finding it difficult to afford their energy bills, compared with around 4 in 10 (44%) white adults.</p> <p>Community grants will provide opportunities for organisations working within ethnic minority communities to apply for funds to provide support. Additionally, through delivery partners and the communications planned, we can raise awareness of the connect4communities programme and signpost ethnic minority households to the support being offered.</p>
	Page 29

Mitigation

## Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.
Mitigation	

## Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.
Mitigation	

## Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.
Mitigation	

## Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.
Mitigation	

## Poverty

Impact on public	Positive
Impact on staff	Neutral
Rationale	The Office for National Statistics reported in October 2022 that the proportion of all adults finding it difficult to afford their energy bills, rent or mortgage payments has increased through the year: almost half of adults (45%) who paid energy bills (compared with 40% in March to June 2022) and 30% (compared with 26% March to June 2022) paying rent or mortgages reported these being difficult to afford. 7% of households in Hampshire are in fuel poverty according to the Public Health joint strategic needs assessment.

	<p>Children, families, individuals and pensioners who find themselves in financial hardship; with support from signposting agencies, via this programme will help to identify and support those people to ensure they have access to food and heating over the coming year, as well as other basics such as cooking facilities, bedding or other essentials to keep warm over the coming winter.</p> <p>Community grants funding will be notionally allocated across the district geographies to reflect poverty related inequalities and pressures. HCC recognises, from the Joint Strategic Needs Assessment data for example, that although 7% of households in Hampshire can be consider to be in fuel poverty, this may range from 2.2% to over 20% in different areas.</p> <p>Exceptional housing support where existing schemes do not meet the need, may be available via District Councils.</p> <p>Community Pantries give those in need an opportunity to buy food at a lower rate on a weekly basis and are available across Hampshire.</p>
Mitigation	

## Rurality

Impact on public	Neutral
Impact on staff	Neutral
Rationale	<p>There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups.</p> <p>Community grant funding will be notionally allocated across the district geographies to reflect poverty related inequalities and pressures. HCC recognises from the Joint Strategic Needs Assessment data for example, that although 7% of households in Hampshire can be consider to be in fuel poverty, this may range from 2.2% to over 20% in different areas.</p> <p>It is the intention to work with community organisations in all Hampshire districts to ensure there is a means to apply for support. Additionally, community grants can be applied for by organisations across the county.</p>
Mitigation	Page 32



Geographical Impact:All Hampshire

## Equality Statement

### Additional information:

The Department for Work and Pensions (DWP) Household Support Fund extension is targeted towards members of the public. There is no specific delivery aimed at staff, or required changes to working practices for our staff, therefore the impact for staff has been assessed as neutral.

This EIA accompanies a report to the Executive Lead Member of Children's Services on 11th May 2023.

### Overview Statement:

A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00414

Date of production of EIA for publication: 27/04/2023

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## HAMPSHIRE COUNTY COUNCIL Decision Report

<b>Decision Maker</b>	Executive Lead Member for Children's Services
<b>Title</b>	Determination of Post 16 Transport Policy Statement 2023
<b>Date</b>	11 May 2023
<b>Report From</b>	Director of Children's Services

**Contact:** Jon Bramley (Head of School Transport)

Tel: 0370 779 3077

Email: [jon.bramley@hants.gov.uk](mailto:jon.bramley@hants.gov.uk)

### **Purpose of this report**

- 1.1. The purpose of this report is to determine Hampshire County Council's (the Council) Post 16 Transport Policy Statement (the Policy) for 2023. As required by law the necessary consultation has been followed. The proposed changes focus on an increased parental contribution (charge) for transport. The Post 16 Policy for 2023 is now being presented for approval to the Executive Lead Member for Children's Services.

### **Recommendations**

- 2.1 It is recommended that the Executive Lead Member for Children's Services approves the Post 16 Transport Policy Statement 2023 provided in Appendix B.

### **Executive Summary**

- 3.1 The proposed Post 16 Policy Statement for 2023 was subject to a public consultation running from 20 February 2023 to 2 April 2023. The consultation was carried out on the Council's website and the proposed changes from the Post 16 Policy Statement for 2022 are detailed below in paragraph 3.7.
- 3.2 There is no automatic entitlement to local authority funded school or college transport once a student is over the age of 16. Hampshire County Council has considered its resources and the travel to college opportunities for students. Students can attend a college or school of choice and, if needed, apply to their provider's student support for assistance.
- 3.3 Hampshire County Council recognises that families may need a transport service to ensure that 16+ students with special needs or disabilities can access an education placement that is suitable for their needs and so do offer, under discretionary powers, a transport service that requires an annual

parental contribution.

- 3.4 The Post 16 Transport Policy Statement for 2023 recommends for approval outlines the transport service available to eligible Post 16 learners and enables Hampshire County Council to continue to meet its statutory requirements.
- 3.5 The Post 16 2023 Policy Statement will continue to allow for parental contribution charges to be waived when parents/ carers are on a low income, in receipt of certain benefits or if the student is in receipt of free school meals. Families with exceptional circumstances can also apply for a discretionary waiver or reduction in parental contributions.
- 3.6 In 2022/23, for approximately 76.7% of Post 16 eligible students, the parental contribution was waived due to low income, in receipt of benefits, free school meals or exceptional circumstances.
- 3.7 Only one change was proposed to the Post 16 Policy Statement for 2023, with all other content remaining the same as the Post 16 Policy Statement for 2022. The one proposed change concerned the value of the parental contribution, which was proposed to increase the contribution to the amounts shown below:

Distance to travel	2022/23 Average Annual Full Cost of Service	2022/23 Annual charge	2022/23 Termly charge	Projected 2023/24 Average Annual Full cost of Service	Proposed 2023/24 Annual charge	Proposed 2023/24 Termly charge
Up to 5 miles	£3,572	£616.20	£205.40	£4,465	£783.19	£261.06
5.01 to 7.5 miles	£5,358	£853.44	£284.48	£6,698	£1,084.72	£361.57
7.51 to 10 miles	£7,144	£1,195.43	£398.48	£8,930	£1,519.39	£506.46
Over 10 miles	£10,716	£1,365.91	£455.30	£13,395	£1,736.07	£578.69

- 3.8 The proposed change to the Policy Statement is an uplift in parental contributions by 27.1%. Transport costs have risen significantly above inflation over the last year and the Council has experienced this cost pressure. The average cost per student for Post 16 transport has increased by 27.1% over the last 12 months, to a total of £3.7m across the Service.
- 3.9 This proposal will result in an increase in the amount of parental contribution received but this will only partially offset the rise in costs already experienced and funded by the Council. Parents will continue to contribute c.20% of the costs of the transport arrangement, with the Council funding the remaining 80% as in previous years.
- 3.10 If the Council were to increase the contribution towards the transport arrangements to more than the existing 80%, this will impact and reduce the limited resources available for other essential services for vulnerable children.

## **Contextual Information**

- 4.1 This report includes the comments received in response to the annual consultation on the Post 16 Transport Policy that is required by statutory guidance, refer to Appendices C and D. As the Policy Statement is determined annually, parents and young adults make a new application for transport each year and eligibility for support is decided each academic year. The newly determined Policy Statement will be used for all new applications for assistance for the 2023/24 academic year.
- 4.2 The Policy Statement details the offer for sixth form age students aged 16 - 19 and adult students with an Education Health and Care Plan or a disability to the age of 25. The proposed Policy Statement explains that the Council will provide local authority funded transport, when it is necessary, to facilitate attendance. It also explains, that where the young person is aged under 18, the expectation of the Council is that parents or carers will be responsible for transporting their child, but individual circumstances of families will be considered when making eligibility decisions.
- 4.3 The Policy Statement is determined within a statutory timetable before the end of May each calendar year. It will be published for parents following the Executive Member Decision Day.

## **Finance**

- 5.1 Hampshire County Council currently spends approximately £44 million each year on school transport, of which £3.7 million was spent on Post 16 transport assistance. Transport costs have risen significantly over and above inflation over the past year nationally, due to the increase in cost of living, inflation and conditions in the market. The transport market (bus and taxi) across the country is extremely challenging, with a national shortage of drivers and a significant reduction in competition, which are contributing factors to the overall increase in costs.
- 5.2 Within this context, the costs associated with Post 16 transport have increased by 27.1% over the last financial year.
- 5.3 The Council currently fund approximately 80% of the cost of an average Post 16 transport arrangement from revenue budgets. The parental contribution funds approximately 20%. The proposed increase in parental contributions for Post 16 transport would mean parents continue to pay the same proportion of the total transport cost as they have previously. If the Council were to increase the contribution towards the transport arrangements to more than the existing 80%, this will impact and reduce the limited resources available for other essential services for vulnerable children.
- 5.4 The Council offer the facility to pay Post 16 parental contributions in instalments on a termly basis.

- 5.5 For 76.7% of Post 16 eligible students in 2022/2023, the parental contribution was waived due to low income, in receipt of benefits, free school meals or exceptional circumstances. Parental contributions will continue to be waived under such circumstances in 2023/24.
- 5.6 The Council work to limit the spend on school transport wherever possible, whilst ensuring statutory requirements continue to be met. There are robust procurement processes in place where the School Transport Service regularly review contracts to optimise and obtain best value. Hampshire County Council also continue to work with central government to maximise funding for vulnerable young people, and to ensure the challenges in respect of the increasing spend on local authority funded school transport is recognised nationally.
- 5.7 This proposal will result in an increase in amount of parental contribution received but this will only partially offset the rise in costs already experienced.

### **Consultation and Equalities**

- 5.8 The public consultation on the 2023 Policy Statement ran from 20 February 2023 to 2 April 2023. The public were invited to make comments via a publicly available website. Communications promoting the consultation included a press release, details on the Council's website, communications sent to schools, emails to existing service users and post-16 settings and an email to County Councillors. The consultation was also promoted via the Council's Facebook and Twitter social media channels.
- 5.9 There were 31 individual responses to the consultation, which is an increase from six received in response to last year's consultation. One respondent supported the proposed change to the value of the parental contributions and 12 stated their objection to the proposed increase. The remaining 18 respondents did not explicitly state their support or objection, although unfavourable comments about the proposal were included in the feedback from these respondents.
- 5.10 Responses were collated and themed under the following headings:-

<b>Subject</b>	<b>Number of respondents raising within their comments</b>
Cost of living/Inflation concerns	21
SEN inclusion	21
Distance to placement	13
Lack of suitable alternative travel options	6
Impact on work commitments	3
Hampshire Transport Contracts – obtaining best value	3
Lobby Central Government for funding	2
Benefits/Personal Independence Payment	2
Disproportionate impact for families in rural areas	2

N.B. One response can cover multiple headings.

- 5.11 Analysis of the responses has been included within slides in Appendix C. The full anonymised responses are included with Appendix D.
- 5.12 Within the responses are a number of suggestions for the wider Hampshire County Council Services to consider – these are included within (Appendix D). A high level summary of these are included within the slides (Appendix C). These suggestions will be collated and shared with the relevant directorates or services.
- 5.13 The Council's Post 16 Transport Policy Statement is compliant with and is based upon DfE guidance. Post 16 Transport assistance is not required by law but is provided as discretionary support by the Council in recognition of the additional difficulties faced by families with a with an Education Health and Care Plan or a disability.
- 5.14 An Equality Impact Assessment has been produced for the Post 16 Transport Policy for 2023 and is provided in [Appendix A](#).

### **Climate Change Impact Assessment**

- 5.15 Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impact of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Council does.
- 5.16 The carbon mitigation tool and climate change adaptation tool were not applicable because the decision relates to the annual determination of a statutory policy for determining the eligibility for local authority funded transport assistance for students aged 16 to 25. This is the first administrative step in meeting the duty to support Post 16 students' journeys to and from their educational setting as it will ensure that help is provided when it is necessary to facilitate attendance.
- 5.17 The policy is important for meeting Hampshire County Councils' strategic priorities as it provides an opportunity for local authority funded transport that enables young people to get a good start in life and assists in overcoming inequality. Also, the Post 16 Transport Policy Statement helps people with special educational needs and/or a disability to find and access support within the community.

### **Conclusion**

- 5.18 The proposed Policy Statement aids parents/carers and users of the service to understand the transport service available and who may be entitled to support. The Post 16 Transport Policy Statement 2023 recommended for approval provides details of the service available to eligible Post 16 learners and enables Hampshire County Council to continue to meet its statutory duties.

## **Supporting information**

- a) Equality Assessment – [Appendix A](#)
- b) Proposed Post 16 Transport Policy Statement – [Appendix B](#)
- c) Slides of Consultation Responses - [Appendix C](#)
- d) Anonymised comments under subject headings - [Appendix D](#)



## REQUIRED CORPORATE AND LEGAL INFORMATION:

### Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	Yes
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	No
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

### Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
<a href="#">Decision Record.pdf (hants.gov.uk)</a>	23 March 2022
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>
<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/772913/Post16_transport_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/772913/Post16_transport_guidance.pdf</a>	January 2019

### Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

Equalities Impact Assessment: [Appendix A](#)

## Equality Impact Assessment

What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The Public Sector Equality Duty (PSED) is an obligation within the Equality Act 2010 (“the Act”), which asks public authorities, like Hampshire County Council, to give ‘due regard’ to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid ‘due regard’ to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

**Title:** Post 16 Transport Policy Statement 2023

**Related EIAs:** EIA Number: 220

**EIA for Savings Programme:** No

**Service affected** School Transport - Post 16

**Description of the service/policy/project/project phase:** The provision of transport to an education setting for young people who are older than school age is not a statutory requirement. Hampshire County Council have exercised discretion beyond the statutory requirement to offer transport assistance to young people between 16 and 18 years old who have an Education Health Care Plans (EHCP) or disability. The Post 16 Transport service provides transport for approximately 560 users each day and costs £3.7m per annum. The Policy Statement details when and how the Council will support attendance in Post 16 education where travel/transport is perceived as a barrier. It allows parents/carers and users to understand how young people aged over 16 with an EHCP or a disability aged over 16 and in education may be eligible for a local authority funded transport service. The external (supplier) costs of providing transport to post 16 learners has increased by 27.1% in the last 12 months as a result of a shortage of drivers, decreased competition in the transport market and increased fuel costs.

**New/changed service/policy/project** The Post 16 Transport Policy Statement has one change from the 2022 Policy Statement which is a proposed increase in parental contributions (charges) in line with the increased transport costs being incurred by the council. The increase proposed is 27.1%. The parental contribution is a proportion of the full cost of providing the service; the parental contribution is approximately 20% of the total and Hampshire County Council cover 80%. These proportions will not change as a result of the proposed change in charges. To illustrate, the annual parental contribution for a journey to school/college of between 5 and 7.5 miles was £853.44 last year (20% of the

total cost of providing the service). Due to this proposed change it will increase (by 27.1%) to £1,084.72 which is 20% of the average annual cost of providing this service, a total of £5,358 in this example. This charge is waived where the child's parent(s)/carer(s) receive income-based benefits or are on a low income. Currently the charge is waived for 77% of parents. This proportion should not be affected by this change.

## **Engagement**

The Council carried out a public consultation designed to give Hampshire residents and wider stakeholders the opportunity to have their say about proposed changes to the Post-16 Transport Policy. The consultation ran from 20 February to 2 April 2023.

Communications promoting the consultation included a press release, details on the Council's website, communications sent to schools, emails to existing service users and post-16 settings and an email to County Councillors. The consultation was also promoted via the Council's Facebook and Twitter social media channels

There were 31 individual responses. One respondent supported the proposal, 12 stated their objection and 18 did not explicitly state support or objection although unfavourable comments about the proposal were included in the feedback from these respondents. Feedback from respondents was mainly focused around cost of living/inflation concerns, Special Educational Needs (SEN) challenges and distance to placement. Full details of responses have been detailed within the Executive Member Decision Report on the 11 May 2023.

## **Equalities considerations - Impact Assessment**

### **Age**

**Impact on public Negative** - Medium

**Impact on staff:** Neutral

### **Rationale**

The established policy and legislation, from 2021 affect learners at specific ages differently, particularly those aged 16 on 1st September 2023 and those aged 17 on that date, although only until their 18th birthday. Therefore, the impact on age identified here is in respect to the legislative requirements and the subsequent considerations made by Hampshire County Council (HCC) when deciding on the support necessary in relation to travel and transport to facilitate a young person's attendance at their place of education.

As a young person becomes a Post 16 learner, HCC considers transport support is only necessary if it is essential to enable them to attend their programme of study. If the young person is able to access other forms of travel, support/funding, and has the available means to access their education setting, then they would be expected to use these in the first instance.

### **Mitigation**

Where transport is necessary to facilitate attendance, the Council will provide transport assistance. Each young person will be considered on a case by case basis to ensure provision reflects actual need with the contribution waived for learners from families in receipt of income based benefits or who are on a low income.

### **Disability**

**Impact on public:** Negative - High

**Impact on staff:** Neutral

### **Rationale**

The vast majority of young people over the age of 16 in education will attend placements which are accessible from their home address. However, where a young person or a family member (with responsibility for the young person) has Special Educational Need and Disability (SEND), a health issue/concern, or disability this may make accessing an education placement difficult or impossible without HCC providing support with travel/transport arrangements. The proposed policy change concerns provision for this cohort of learners (and their families) and recognises the potential impacts on this protected characteristic.

HCC ensure support is available if it is considered necessary in order for the young person to attend their education placement / training. Where possible and where appropriate, HCC will support young people to use public transport and make their own journeys independently, and will expect parents to provide transport assistance.

### **Mitigation**

Hampshire County Council recognises that families may need a transport service to ensure that 16+ special needs or disabled students can access a place that is suitable for their needs and so do offer a transport service, under discretionary powers. The transport arrangements require a parental contribution. This can be paid in instalments on a termly or monthly basis if required. The Post 16 2023 Policy will continue to allow for parental contribution charges to be waived when parents/ carers are on a low income, in receipt of certain benefits or if the student is in receipt of free school meals. Families with exceptional circumstances can also apply for a discretionary waiver or reduction in parental contributions.

### **Gender Reassignment**

**Impact on public:** Neutral

**Impact on staff:** Neutral

### **Rationale**

The School Transport service is provided based on geography, safety of route and on some occasions, the special educational needs of the eligible child. There is no identified impact based on gender reassignment and therefore the impact has been assessed as neutral.

### **Pregnancy and Maternity**

**Impact on public:** Neutral

**Impact on staff:** Neutral

### **Rationale**

The School Transport service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. There is no identified impact on this characteristic and therefore the impact has been assessed as neutral.

**Race**

**Impact on public:** Neutral

**Impact on staff:** Neutral

**Rationale**

The School Transport service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. There is no identified impact based on race and therefore the impact has been assessed as neutral.

**Religion or Belief**

**Impact on public:** Neutral

**Impact on staff:** Neutral

**Rationale**

The school transport service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. There is no identified impact based on religion or belief and therefore the impact has been assessed as neutral.

**Sex**

**Impact on public:** Neutral

**Impact on staff:** Neutral

**Rationale**

The school transport service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. There is no identified impact based on this characteristic and therefore the impact has been assessed as neutral.

**Sexual Orientation**

**Impact on public:** Neutral

**Impact on staff:** Neutral

**Rationale**

The school transport service service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. There is no identified impact based on sexual orientation and therefore the impact has been assessed as neutral.

**Marriage and Civil Partnership**

**Impact on public:** Neutral

**Impact on staff:** Neutral

**Rationale**

The school transport service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. There is no identified impact based on this characteristic and therefore the impact has been assessed as neutral.

## **Poverty**

**Impact on public:** Negative - Medium

**Impact on staff:** Neutral

### **Rationale**

The school transport service is provided based on geography, safety of route and on some occasions, the special needs of the eligible child. HCC recognises there is a potential intersectionality link between disability and/or SEN and poverty characteristics. The Joseph Rowntree Foundation report - UK Poverty 2022 identified: "The poverty rate for individuals who live in families where someone is disabled is 31%, 12 percentage points higher than those who live in families where no-one is disabled. Of all families in poverty, just under half contain someone who is disabled, compared with 3 in 10 of families not in poverty." and "A key driver of the higher poverty rate is the lower employment rate both for disabled people and in families where someone is disabled. Among families where someone is disabled, the workless rate is 26%, compared with 10% of families where no-one is disabled. Among those families who are working, 17% of those where someone is disabled only work part-time, compared with 11% where no-one is disabled."

The Post 16 2023 Policy will continue to allow for parental contribution charges to be waived when parents/ carers are on a low income, in receipt of certain benefits or if the student is in receipt of free school meals. Families with exceptional circumstances can also apply for a discretionary waiver or reduction in parental contributions.

On this basis, the impact based on this characteristic has been assessed as negative - medium.

### **Mitigation**

The charge is waived where the child's parent(s) receive income-based benefits or are on a low income. Currently the charge is waived for 77% of parents. This proportion should not be affected by this change.

Families with a low income, but not in receipt of the above benefits, where the imposition of the charge would reduce their income to around £16,190; or those with exceptional circumstances, may apply for a discretionary waiver or reduction in charge.

Where a charge is made parents have the option to pay the annual charge in termly instalments, each of 1/3 of the total.

## **Rurality**

**Impact on public:** Negative - Medium

**Impact on staff:** Neutral

### **Rationale**

Families living in rural areas often face a longer journey in terms of distance and journey times to access Post 16 provision. Public transport may be a more restricted offer. The longer journey and restricted public transport may limit families' capacity to support their child's travel. As journeys from rural areas will tend to be longer, the cost of providing transport for young people from rural areas are greater on average. Therefore the charges

are grouped into four bands based on distance. Due to the longer distances, rural families will be more likely to be in a higher band with a higher charge.

### **Mitigation**

Where transport is necessary to facilitate attendance, the Council will provide transport assistance. Each young person will be considered on a case-by-case basis, including the proposed journey and any limitations on infrastructure, to ensure provision reflects actual need. The Post 16 2023 Policy will continue to allow for parental contribution charges to be waived when parents/ carers are on a low income, in receipt of certain benefits or if the student is in receipt of free school meals. Families with exceptional circumstances can also apply for a discretionary waiver or reduction in parental contributions.

**Geographical Impact:** All Hampshire

### **Equality Statement**

#### **Additional information:**

The proposed increase in parental contributions for Post 16 transport, would mean parents continue to pay the same proportion of the total transport cost as they have previously. If the Council were to increase the contribution towards the transport arrangements to more than the existing 80%, this will impact and reduce the limited resources available for other essential services for vulnerable children.

This EIA principally focuses on assessing the impacts of the proposed change on the public with no proposed changes to staff working terms and conditions, therefore the impact on staff has been assessed as neutral throughout.

#### **Overview Statement:**

A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00403

Date of production of EIA for publication: 20/04/2023



## **2023 Transport policy statement for students in further education aged 16–18 and continuing students aged 19.**

**Name of LEA: Hampshire**

**Department Responsible: Education**

Hampshire County Council 2023/2024 Transport Policy Statement for students in further education aged 16-19, continuing students and young people aged 19-24 with learning disabilities.

### **1. Commitment**

Hampshire County Council (HCC) and its post 16 providers are committed to ensuring transport is available to enable students to access education and training as set out in this policy statement. Support is provided either by the County Council or post 16 providers. This policy statement applies for 2023/2024 only and sets out the support available.

There is no automatic entitlement to free school or college transport once a student is over 16. The County Council has considered its resources and the travel to college opportunities for students. Students can attend a college of choice and, if needed, apply to their college's student support for assistance. The cost and mechanical process of transporting young people with special educational needs is greater and more complex. HCC recognises that families may need a transport service to ensure that 16+ special needs or disabled students can access a place that is suitable for their needs and so do offer, under discretionary powers, a transport service that requires an annual parental contribution.

### **2. General transport available**

There are a number of public transport service providers in Hampshire. Colleges and schools in Hampshire have their own transport arrangements but the situation does vary. Students should check with their setting about the transport arrangements and ticketing prices that can apply to both bus and train travel. The following link provides the information supplied by colleges and sixth form establishments.

### **College and School Details**

Will be added as a number of links to the various college websites.

### **Other transport support**

Post 16 education providers and other agencies provide support with transport in certain cases, for example:

Cycle schemes:

- Care to Learn - <https://www.gov.uk/care-to-learn/overview>
- Wheels to Work - <http://www3.hants.gov.uk/wheels-to-work>
- Brain in Hand - <http://braininhand.co.uk/>

### **3. Qualification for support from Hampshire County Council for students attending colleges and schools with sixth forms (including academies)**

HCC will assist with travel expenses for post-16 students with special educational needs or a disability. A parental contribution towards the cost of this transport will be required; the cost will be decided by applying the following charging schedule:

Distance to travel	Annual charge	Termly charge
Up to 5 miles	£783.19	£261.06
5.01 miles to 7.5 miles	£1,084.72	£361.57
7.51 miles to 10 miles	£1,519.39	£506.46
Over 10 miles	£1,736.07	£578.69

Transport will normally only be offered if the student has an Education, Health and Care Plan (EHCP) or if the student has a disability which means he/she requires transport arrangements to be provided. The student or their parents will need to apply for transport and evidence that HCC must provide transport to facilitate attendance, and evidence that without transport assistance, the student will be unable to attend the educational placement.

When assessing an application for transport assistance, HCC will refer to the criteria provided in [Appendix 1](#).

#### **4. Post 16 training providers and apprenticeships**

The same qualifications as set out in paragraph 3 apply for students attending post-16 training providers. Students in apprenticeships with employed status do not qualify for any assistance with travel costs.

#### **5. Qualification for support from colleges and schools with sixth forms including academies**

In addition to the support available from HCC, post-16 providers may also provide financial support towards transport costs for certain students such as young parents, those from low-income families, those at risk of being Not in Education, Employment or Training (NEETs). This is determined by the provider and is often based on how they have locally determined to use 'hardship' funds.

Please follow the link below to information provided by post-16 providers regarding transport services [College and School Details](#)

#### **6. Assistance with transport for students over the age of 19 with learning difficulties or disabilities**

Students over the age of 19 may qualify for transport assistance if they are subject to an Education, Health and Care Plan. It will then be provided either up until the age of 24 or until the student completes the course, whichever is the earliest. A new application will need to be made each year to access the service.

The student or their parents will need to apply for transport and evidence that HCC must provide transport to facilitate attendance and evidence that without transport assistance, the student will be unable to attend the educational placement.

When assessing an application for transport assistance, HCC will refer to the criteria provided in [Appendix 1](#)

#### **7. Independent Travel Training**

The County Council provides some mobility/independence training for students with learning difficulties or disabilities. Children in special schools will be subject to transition plans in year 9 and independence training can form part of that plan. Some colleges also provide mobility/independence training.

## **8. Students attending providers outside Hampshire**

The County Council may provide assistance with transport to support students attending providers outside of the county, but students need to qualify for support against the criteria outlined in paragraph 3. The provider attended may also be able to provide some support, see paragraph 5.

## **9. Students attending providers in Hampshire but living outside the county**

Such students should apply to their home Local Authority for assistance. However, providers themselves may provide assistance and are not bound by county boundaries.

## **10. Applying for assistance with transport**

Students wishing to apply for help with transport can do so by accessing the HCC website where further details are available: <http://www3.hants.gov.uk/yourfuture.htm>.

Students may also wish to apply to colleges direct for help. Paragraph 12 provides details of the colleges and their contact details together with an outline of the assistance they provide.

Please be aware that eligibility for transport assistance is re-assessed annually and a new transport application is required each academic year if assistance is still required. If the student's personal circumstances change within an academic year, their eligibility for transport assistance will need to be re-assessed and a new application required.

## **11. Appeals/Complaints**

Complaints regarding any aspect of the policy statement must first be taken up with HCC. If these do not result in a satisfactory outcome, young people or their families may complain to the Secretary of State for Education.

Students wishing to make a complaint or an appeal regarding a transport entitlement decision, or subsequent transport arrangements or the requirement to make a contribution to the cost of travel should write to the Head of Information Transport and Admissions, Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG. The appeals process is provided in [Appendix 1](#).

## **12. College and School Details**

*To be added when published; this will comprise of links to school and college organised transport. The information published will be the most up to date information supplied directly by schools and colleges and will not be amended.*

## Appendix 1

### Criteria applied to determine eligibility to transport to a Post 16 provider

#### 1. The following criteria apply to all students:

**Necessity:** The Council will provide transport assistance when it is necessary to facilitate the student's attendance at their educational setting.

**Minimum distance:** The journey from to school/college must be more than three miles, measured by the nearest available walking route.

**Eligible but living within walking distance?** Transport may be provided within the walking distance if it is necessary to facilitate attendance. Factors that may be taken into account include:

- The student's ability to walk
- The student's need to be accompanied by an adult.

**Which college or school?** Travel assistance will be given to the nearest school or college considered to be the most suitable placement for the student and which offers a course or programme which is designed specifically to meet the special needs of the student concerned. If the course or programme is not specifically designed to meet the needs of those with SEN, travel assistance will be given to the nearest college offering an appropriate course. A course is deemed appropriate where it enables a student to meet his or her career objectives.

A student attending their nearest special school or school with a sixth form named in his or her EHCP may qualify, subject to the other criteria detailed in this Appendix.

**Pick-up and drop-off points:** Where the distance between a nearest pick-up or drop-off point and home or college is less than 1 mile, HCC will not normally provide transport for that part of the journey. However, transport may be provided for students within these distances where this is recommended following an assessment of their individual needs. The criteria used to determine entitlement within walking distance apply in these circumstances.

**Journeys to and from other destinations:** Transport is not offered to or from points other than the college and home.

**Waiting Time:** The expectation is that students will share transport and the drop off and collection arrangements are made in line with the college start and finish times. Transport is not able to take into consideration individual student's timetables and where appropriate, the transport arrangement may include a waiting time at the start and/or end of the day.

**Residential Placements:** Some students with complex and/or severe needs are placed in a residential out of county special school or college because there is no appropriate provision available locally. Such students will receive transport at the start and end of each term, half term and at other school/college closures. Any additional transport will be the responsibility of parents/carers.

## **2. The following apply additionally to student's aged 16 or 17 in September 2023:**

**Parental Assistance:** The Council expects that parents and carers take responsibility for facilitating their child's attendance in education where they are able to do so. Families/applicants may apply for transport and explain their circumstances which make support from HCC with transport necessary to enable their child to attend their place of education or training. All requests for transport will be considered on a case-by-case basis.

**Charges:** If transport is provided by HCC, a parental contribution may be levied.

When the student's parents are in receipt of Income Support; income-based Jobseekers Allowance; income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190); Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit; or Universal Credit, the charge will be waived.

Families in receipt of free school meals (due to low income) are not required to pay the contribution.

Families with a low income, but not in receipt of the above benefits, where the imposition of the charge would reduce their income to around £16,190; or those with exceptional circumstances, may apply for a discretionary waiver or reduction in charge.

## **3. The following apply to student's aged 18 when the transport starts in September 2023 or already 18 at the time of application or 19 or over and continuing on a course that they started before their 19th birthday:**

**Parental assistance:** There will be no expectation that a parent will assist with their adult child's transport arrangement, although parents who wish to do so will be welcome to support their adult child's transport arrangement.

**Charges:** If transport is provided by HCC, a parental contribution may be levied.

When the student's parents are in receipt of Income Support; income-based Jobseekers Allowance; income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190); Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit; or Universal Credit, the charge will be waived.

Families in receipt of free school meals (due to low income) are not required to pay the contribution.

Families with a low income, but not in receipt of the above benefits, where the imposition of the charge would reduce their income to around £16,190; or those with exceptional circumstances, may apply for a discretionary waiver or reduction in charge.

## **4. The following applies to students aged 19 or over and starting a new course:**

**Charges:** If transport is provided, no contribution towards the cost of transport will be levied .

## **5. School Transport - Review/Appeals Process**

Parents and /or Young People who wish to challenge a decision about:

- the transport arrangements offered
- their own or their child's eligibility
- the distance measurement in relation to minimum distances; and
- the safety of the route
- cost

may do so by writing to School Transport Team, Elizabeth II Court North (2<sup>nd</sup> Floor), Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG or emailed to [school.transport.cse@hants.gov.uk](mailto:school.transport.cse@hants.gov.uk).

In the first instance, a case will be reviewed by a Senior Officer of HCC. In cases against refusal of a transport service, there is recourse to a further appeal to an Independent Appeal Panel.

For concerns about the transport arrangement offered, a senior officer outside of the School Transport Team and who holds a comprehensive understanding of the transport policy and legislative framework will make decisions on appeals.

The full Review/Appeals Process in relation to assistance with travel and eligibility is detailed within Hampshire County Council's School Transport Policy, a link to which is included below. The process by which School Transport appeals are handled for a young person attending a post-16 provision matches that detailed in this Policy.

[School Transport Policy](#)



Decision Report  
Slides Post 16 Charge

**Full comments**

**Parent:**

Feedback on the Consultation on Hampshire County Council's Post-16 Transport Policy for 2023/24

The proposed annual price in the consultation email is £783.18. I have twins at (redacted) School so my annual price would be 2 x £783.18 = £1,566.19.

1. The increased "cost of living" has to be mentioned.
2. Distance from home to school is approx. 2.95 miles. Acceptable to walk on a dry, warmer day, but not on a wet, cold darker day.
3. My twins would turn 16 in (redacted month) 2024 with a term and half remaining at (redacted) School. Can bus passes be purchased per term?  
Working hours and single car/driver preclude driving the twins to/from school.

**Parent:**

I strongly oppose the proposed rise in fee for parental contribution. It is already a struggle for families (like mine) not on benefits. This increase in fee will be pushing the boundaries of unaffordable.

**Parent**

I support the increase in costs as long as they are thoroughly means tested.

**Parent:**

The increase in cost will potentially have the impact of forcing me, and I am sure other parents, giving up work to transport my daughter to college rather than trying to find the extortionate charge you are proposing. When post 16 attendance at college is mandated, these costs make it very difficult for parents to pay costs with the cost of living crisis. We live over 6 miles from the nearest college along country roads unsuitable for cycling. I object to this proposed increase.

**Parent:**

My contribution follows:

Provision of transport to and from school or other educational establishments can be vital for many children with disabilities and SEN. Although government guidelines do not suggest free transport for children over 16 with EHCPs, other legislation such as the Equality Act does provide the right of these children (even without an EHCP) to be able to access education to the same degree that a child without their difficulties would. It's also hard to understand why a 15-year-old child who needed free transport to school suddenly doesn't need that transport when they are 16.

For my own daughter for instance who has ASD, Tourette's anxiety, having to get the bus to college has been a big contributory factor in her attendance falling from nearly 100% at her previous school to around only 70% now as it generates huge anxiety, in part due to her difficulty with crowded and noisy environments, and in part due to previous experiences of other passengers and even drivers being unkind to her – sometimes even though she makes it to the bus stop she cannot bring herself to get on when it arrives. A month ago I decided to 'bite the bullet' and apply for the transport again and make the contribution, but this has still not come through (very slow response times from your SEN/transport team are another issue).

I'm fortunate to earn an above average salary (although being a single parent there is only one of me), but even then the current contribution you ask for is a very substantial amount of money – I'd imagine for a lot of families it's very difficult indeed to manage, if not



impossible, so I would urge you not to increase the contribution at all, and in fact to consider dropping it altogether.

I realise that the root problem is the woeful national underfunding of provision for SEN vs what children are entitled to, but the council is in a much better position than I am to lobby central government on this, and it should be considered that investment in these children is cheap at the price in comparison with what it will cost to support them later in life through things the council also has to pay for such as social services, supported living etc (plus unemployment benefit etc from central government) which is much less likely to be necessary if they receive the education they are entitled to.

**Parent:**

I would like to express my views regarding post 16 school transport.

The government require all students to be in education or training until 18. You can leave school on the last Friday in June if you'll be 16 by the end of the summer holidays. You must then do one of the following until you're 18:

stay in full-time education, for example at a college

start an apprenticeship or traineeship

spend 20 hours or more a week working or volunteering, while in part-time education or training.

Therefore as this is the case, I do not understand why parents are expected to pay for school transport on principle.

I understand that you are taking measures to ease the cost of transport for less well off families but I do not see why families should be paying for this at all. I absolutely would not support the increase of costs and believe this should be entirely funded by central government.

I live, as many do in Hampshire, in a rural area. None of our local secondary schools have a 6th form, therefore my son has no option but to travel a significant distance to college - 16 miles. Why should we be penalised for Hampshire's lack of local 6th form provision?

Many thanks for asking for feedback on this, I hope that it will be heeded but fear as always, that the decision is already made.

**Parent:**

I'm writing to feedback on the proposal to increase the cost of transport post 16 by 27%.

My son will start college next year. We live in rural Hampshire, 16 miles from the nearest college. My pay rise this year (NHS) has been 1.7%

My feedback would be that the council needs to work with their suppliers to understand the reason for this huge increase and avoid it. As a public sector worker this is not unfamiliar to me. There are options other than just agreeing to supplier requests for huge cost increases. I don't believe any part of the cost structure has increased by 27%. It simply isn't affordable.

**Parent:**

Our daughter has autism, ADHD, anxiety and OCD. In the past she has been suicidal and inflicted self-harm. She was bullied throughout Junior School and Senior School and now has PTSD following physical assaults (that took place in full view of teaching staff).

It is not our daughters choice to have Special Educational Needs (SEN). She does not want to appear different. As parents, we'd prefer it if she were well enough to use public transport and access the nearest college for mainstream courses but this isn't possible. As a result she must travel for an hour each way to and from her college using post-16 transport.

Hampshire County Council are proposing to demand a 27.1% increase in cost to the parents of such children. We believe this is a morally flawed decision. Please consider the following:

1. It implies there is a choice for the parents - pay or your child doesn't get access to education.
2. It implies there are other options for the child (despite the fact that these children have Education and Health Care Plans (EHCPs) that name the educational provision.
3. It places an increased financial cost (almost 3 x the rate of inflation) on parents of children with SEN during a National cost of living crisis.

In addition to the moral and ethical issues with this proposal, please also consider:

4. Legally it will be open to challenge.
5. It is highly likely to attract media interest.
6. Those politicians who have voted in favour are likely to appear to less electable - voters tend not to like behaviour by politicians that targets the more vulnerable members of society.

Please note. I wish to protect the privacy of my daughter.

**Parent:**

Please find below my comments in response to the proposed Post 16 Transport Policy changes.

I appreciate the requirement to claw back costs, however I wonder if there could be a better way. For example: There doesn't appear to be a placement in Hampshire for my son to attend. His out of county school has possibly sourced an out of county placement. Our travel costs are therefore increased from what would have been a weekly local bus pass to the local college of approx. £20 per week to over £1,700.00pa; approx. £45pw through no fault of our own.

Parents of SEN children are already spending more than the average parent on their child i.e. due to sensory difficulties i.e. my child struggles with texture and the options available are far costlier than normal attire.

Perhaps a different charging structure could apply. A bit radical but how about a complete overhaul of the current system: All students, mainstream or SEN, are charged the exact same. HCC could perhaps get a huge discount from the Bus companies to run this process which could enable SEN children to pay the same as non-SEN. Make it a requirement for all schools and colleges, whether mainstream or SEN, to sign up to the process. Bus companies charge £1 a day for transport. Transport has to be paid in advance (weekly, monthly, termly). HCC charges £2 a day. The difference bridges the gap whilst making it an inclusive service.

Another idea would be to bring all the taxi services in house to save money on the overhead costs that are being paid out to the various subcontracted firms. This could be a great way to become an even more inclusive employer – those with disabilities who are struggling to obtain employment would be perfect for this role; showing the rest of the UK the way forward, whether driving, a person to sit in the taxi, or the office administration. I know someone who is mute and is employed as an administrator. She is employed now but it took her so many years to gain employment. This could be beneficial to our SEN children who leave education and another opportunity to provide work experience and apprenticeships too.

Meanwhile, is there a way of paying the fee to HCC weekly for those who don't have a spare £1,700 or £600 termly to pay in advance? My child is in year 11 and I am not sure of the process – this could already exist, but too early for us to know the details yet and is another concern to add to the list to worry about.

**Parent:**

I am writing today to strongly disagree with the proposal to increase parent's contributions. We already pay a huge amount towards transport. It is not our children's fault that they need access to private transport rather than public transport.

It is also not our children's fault that the closest colleges that can meet their needs are a lot further than their local colleges. I'm not expecting for it to be free and would be more than happy as I was with my neurotypical child to pay the same amount for a mainstream bus pass which was around £800 for the year !!! we already pay significantly more for our child who cannot use public transport but raising it this amount is ridiculous it seems the most vulnerable are being targeted again. As I said before it is not my Childs fault that the closest college that meets his needs is over 10 miles away and it's not my Childs fault he can't use public transport and penalising us by expecting us to pay what was already such an incredibly high contribution is frankly with the current situation of the cost of living is a stretch too far so I urge you to reconsider this decision ?

**Parent:**

I appreciate the requirement to claw back costs, however I wonder if there could be a better way. For example: There doesn't appear to be a placement in Hampshire for my son to attend. His out of county school has possibly sourced an out of county placement. Our travel costs are therefore increased from what would have been a weekly local bus pass to the local college of approx. £20 per week to over £1,700.00pa; approx. £45pw through no fault of our own.

Parents of SEN children are already spending more than the average parent on their child i.e. due to sensory difficulties i.e. my child struggles with texture and the options available are far costlier than normal attire.

Perhaps a different charging structure could apply. A bit radical but how about a complete overhaul of the current system: All students, mainstream or SEN, are charged the exact same. HCC could perhaps get a huge discount from the Bus companies to run this process which could enable SEN children to pay the same as non-SEN. Make it a requirement for all schools and colleges, whether mainstream or SEN, to sign up to the process. Bus companies charge £1 a day for transport. Transport has to be paid in advance (weekly, monthly, termly). HCC charges £2 a day. The difference bridges the gap whilst making it an inclusive service.

Another idea would be to bring all the taxi services in house to save money on the overhead costs that are being paid out to the various subcontracted firms. This could be a great way to become an even more inclusive employer – those with disabilities who are struggling to obtain employment would be perfect for this role; showing the rest of the UK the way forward, whether driving, a person to sit in the taxi, or the office administration. I know someone who is mute and is employed as an administrator. She is employed now but it took her so many years to gain employment. This could be beneficial to our SEN children who leave education and another opportunity to provide work experience and apprenticeships too.

Meanwhile, is there a way of paying the fee to HCC weekly for those who don't have a spare £1,700 or £600 termly to pay in advance? My child is in year 11 and I am not sure of the process – this could already exist, but too early for us to know the details yet and is another concern to add to the list to worry about.

**Parent:**

I am writing today to strongly disagree with the proposal to increase parent's contributions. We already pay a huge amount towards transport. It is not our children's fault that they need access to private transport rather than public transport.

It is also not our children's fault that the closest colleges that can meet their needs are a lot further than their local colleges. I'm not expecting for it to be free and would be more than happy as I was with my neurotypical child to pay the same amount for a mainstream bus pass which was around £800 for the year !!! we already pay significantly more for our child who cannot use public transport but raising it this amount is ridiculous it seems the most vulnerable are being targeted again. As I said before it is not my Childs fault that the

closest college that meets his needs is over 10 miles away and it's not my Child's fault he can't use public transport and penalising us by expecting us to pay what was already such an incredibly high contribution is frankly with the current situation of the cost of living is a stretch too far so I urge you to reconsider this decision ?

**Parent:**

My son makes use of this service and we contribute fully as we are not in receipt of benefits , and of course, if we were we would be getting service for free !

The impact to us as a family will be massive ..

Most children, using this service up to the age of 20 cannot even claim universal credit in their own right as they are crazily, considered as dependent children in education because as a family we get a very small amount of child benefit ! Just to send a child to education will cost us over £1000 a year in Transport ! in our situation we are already struggling to make ends meet as our children are not capable of getting part time jobs that their siblings would've done at the age of 19/20 and would be already contributing to the household through paying rent.

For this proposed cost increase to go out to post 16 I see as discriminatory ! What are these children supposed to do ? Sit in day centres all day with people who are perhaps so much more disabled than they are not capable of learning .

**Parent:**

Further to your recent email regarding the rise in cost for post 16 transport.

Unfortunately our household income has not increased by the 27.1% proposed and will find it difficult to afford to pay the increased amount.

Unfortunately when it comes to choice for SEN children/young adults and their further education they have "no choice" as support and suitability of a placement is limited and more often than not local.

Currently I pay the same amount as someone who's post 16 child/young adult might do to attend a 5 day a week course when my son only attends 4 days a week. Maybe this could be another consideration when working out the costs.

Families of these young people , such as ourselves work full time and are self employed and the value we get from the transport service is essential. If we can't work the extra 2 or so hours a day to take them to college then this has a direct impact on our earnings.

These young people cannot travel independently and require escorts.

Can transport solutions not be shared with other authorities such as Portsmouth as for sure some of these young children will be attending colleges in the Hampshire area and vice versa.

I fully disagree with the proposal

I drive for a living and I have only increased my fees by 9% due to increased fuel costs !

And whilst I appreciate the staff or transport might not be as available as you would like, I see this is a very sinister move to discourage parents from requesting any transport .. and as I say above, surely there are more appropriate methods of sharing Transport between authorities !

**Parent:**

Families with disabled children have enough to deal with without the additional extra stress of costs rising for transport.

My disabled 19 year old daughter cannot access a college close to home as they are not equipped for her powered wheelchair, the specialist teacher advisor pointed us to a college that is 21 miles away as this was the closest one that can cope with the wheelchair, I cannot work due to health issues myself and cannot always drive her to college. It is so unfair that every year we have to find just under £1500 to put this up to just over £1700 is absolutely absurd

**Parent:**

I strongly disagree with any increase to school transport costs. This will obviously be a blow for parents at a difficult economic time, and costs for post 16 transport are already be considerably higher due to greater distances to in accessing appropriate placements at college.

**Portsmouth Down Syndrome Association:**

Portsmouth Down Syndrome Association is a charity supporting people with Down syndrome and we have over 500 members, the vast majority living in Hampshire. We have raised this consultation with our members, and there has been no feedback supporting the proposed step rise in parental contribution. All families were against this increase, with many feeling very strongly that these rises are a step too far.

**Parent:**

I could not afford the proposed parental price increase for school transport. I cannot afford the current price either but fortunately my application for a discretionary waiver due to my income was accepted this year.

Being a parent of a child with considerable special educational needs, sending my child to a nearby mainstream setting is not an option. I feel that charging parents for transport costs to SEN settings unfairly penalises parents for having children who happen to have disabilities.

**Parent:**

I am writing today to strongly disagree with the proposal to increase parent's contributions. A huge amount is already paid towards transport. It is not the children's fault that they need access to private transport rather than public transport.

It is also not the children's fault that the closest colleges that can meet their needs are a lot further than their local colleges. We are not expecting for it to be free and would be more than happy to pay the same amount for a mainstream bus pass which was around £800 for the year !!!

Parents already pay significantly more for a child who cannot use public transport but raising it this amount is ridiculous it seems the most vulnerable are being targeted again. As I said before it is not the children's fault that the closest college that meets the needs is over 10 miles away and it's not the child's fault they can't use public transport and penalising the parents by expecting them to pay what was already such an incredibly high contribution is frankly with the current situation of the cost of living is a stretch too far so I urge you to reconsider this decision ?

**Grandparent:**

To increase by 27.1% in one go is eye watering to say the least and will impact greatly on my family!

My 19 year old grandson cannot manage on his own therefore is not able to work even part time to be able to contribute anything to the household budget.

It appears to me to be very unfair to penalise a family in this way, when others get so much?! Especially a young lad who still needs education.

Do please re-consider this massive increase by perhaps finding SOME of the money needed elsewhere in the County Coffers!?

**Parent:**

I am writing to you in response to the Post -16 Transport Service annual consultation and proposed increase in parents contribution. As a busy working family, we rely on Post-16 transport to ensure our daughter has access to college (further education) regularly and

safely. Our daughter has an EHCP in place that names (redacted) as the nearest most appropriate setting to meet her learning needs. We live in (redacted) and initially during transition from secondary school, we had applied to (redacted) college as our local college and attended an open evening. We later received a letter stating “they could not meet her needs in the community”

Having explored further colleges, (redacted college) was named on her EHCP. She attends the school of individual learning (within the mainstream college) and is currently working on level 2 of a performing arts course and thriving both academically and socially, her confidence has grown. We are so pleased with her placement.

Both myself and my husband work, we are happy to contribute towards her travel using a percentage of our daughters PIP to help with costs. We currently pay £1,365.91 per academic year. The proposed increase to £1,736.07 is a significant increase, particularly in today's financial climate. I appreciate the 27.1% increase in transport costs, however I feel this is unreasonable to pass the whole increase onto families. My wages have not been increased 27.1% nor has my daughters PIP payments. It feels like working families on a middling income are always hit the hardest, we earn too much to claim financial support or state benefits, but struggle with the increasing rise in the cost of living. My concern that targeting the transport payments of vulnerable young adults right to further education will restrict opportunities and add further barriers to accessing provision and have a detrimental impact on their future independence.

I understand that all services are feeling the financial strain, but further education is a crucial part of our young peoples social and emotional development, encouraging these young people into appropriate provision should be a priority as they move into adulthood. It brings to mind a quote from Mahatma Gandhi

“The true measure of any society can be found in how it treats it's most Vulnerable members”

**Parent:**

I am writing today to strongly disagree with the proposal to increase parent's contributions. We already pay a huge amount towards transport. It is not our children's fault that they need access to private transport rather than public transport. This rise is it goes ahead will have a detrimental effect on our family and additional pressure we just don't need in the current financial crisis.

**Hook Parish Council:**

Hook Parish Council notes the proposed increase in parental contribution towards post-16 transport, and wishes to express its disappointment at the magnitude of that increase.

**Parent:**

I have been advised by my sons school about the changes to the post 16 travel restrictions and arrangements. I would like to add comments that there should be allowances made to families on low income, single parent and benefits. I am a single parent on a low income and on child tax credit and I have never been able to get help with school transport and now as my son near the ends of school and goes onto college the cost of transportation will be potentially more expensive as there will be no support from the school as a normal Costs for transportation (bus) will apply. Help with education should be provided where needed to reduce anxiety on how they will get to their place or further education is imperative. This cohort has suffered enough through covid times and they need all the support they can get to give them the best chance. By not provided some help you run the risk of children not being able to continue their education and having therefore not having the best opportunities.

**Parent:**

Just wanted to give my feedback on the increases in transport provision. Whilst I appreciate transport costs have increased, the reality is that neither (redacted child name) disability benefit nor my income has increased by 27.1% and therefore there is no additional money to pay for such a huge increase. Unfortunately, he needs to be in this particular school as it is the only one which can meet his needs, so we won't have a choice but to pay it, but the reality is our family is already really struggling financially (like most families out there) and this is a huge added burden that we have no option but to pay. Maybe staggering the increases over 18-24 months could be considered so it isn't such a big increase all at once.

**Parent:**

Just wanted to comment on the proposed post-16 transport policy for 2023/24. Very surprised and disappointed that you haven't contacted those who actually use the service for feedback on this. I am very strongly against the proposal to raise the parental contribution by an outrageously huge 27% and do not agree at all that this huge rise is in proportion to rising costs at all - are drivers being paid 27% more? Students with disabilities who need school transport are not able to walk to school and have no other option than to use school transport and it is simply discriminatory to expect parents of disabled students to incur such an unreasonably high increase in the cost of school transport. When school between 16 and 18 is compulsory and disabled students can't access school without school transport, I struggle to understand why parents should have to pay for transport at all and an increase as ridiculously high as this is just not justifiable.

**Parent:**

I'm beyond stressed and depressed with reading the increase of 27.1% next year! I will have to pull my daughter out of her post 16 position. Or put her in disabled living place. For where I will be doing better by her. Giving her the help she needs. This will only cause a bigger cost to Hampshire City Council. For not only transport but to live somewhere else each week/month. I have no clue on how we will pay for this year's invoice we have just received last week. Giving 28 days to pay. Let alone try and find even more money next year! We don't qualify for any help. But are on our (redacted) due to interest rates going up. Let alone everything else.

**Grandparent:**

I am writing today to strongly disagree with the proposal to increase parent's contributions. We already pay a huge amount towards transport. It is not my grandsons fault that he needs access to private transport rather than public transport.

It is also not my grandsons fault that the closest college meeting his needs is a lot further than his local college. I'm not expecting for it to be free and would be more than happy as I was with my neurotypical child to pay the same amount for a mainstream bus pass which was around £800 for the year !!! we already pay significantly more for our grandson who cannot use public transport but raising it this amount is ridiculous it seems the most vulnerable are being targeted again. As I said before it is not my grandsons fault the closest college meeting his specific needs is over 10 miles away and it's not my grandsons fault he can't use public transport, penalising us by expecting us to pay what was already such an incredibly high contribution is frankly with the current situation of the cost of living a stretch too far, I urge you to reconsider this decision ?

**Peter Symonds College:**

My comment would be - is the increase in parental contribution in line with costs if the student did not require SEN transport and travelled by public transport? Costs could impact on student choice of placement.

**Parent:**

I have read the proposed changes to the parental contribution for post-16 school transport. Whilst I understand that there is no statutory duty for a local authority to provide home-school transport for 16-18 year olds and the need to increase the parental contribution, I do not agree with your current charging structure, nor your proposed increases.

My son attends (redacted) and travels every day by taxi from (redacted). This means that we have to pay the highest parental contribution of £1,365.91. However, (redacted) is the nearest Post-16 provision that can meet my son's needs, so it feels unfair (and probably discriminatory) that we have to pay £750pa more than someone who is lucky enough to have a suitable provision nearer to where they live. It is not our choice or preference that my son has to travel so far. Is this not disability discrimination?

I feel that having a banded charging structure depending on distance can only be fair if it is applied only when the young person is travelling more than the minimum 5 miles by choice (i.e. when there is a nearer Post-16 provision that can meet needs, but the young person chooses to travel to one that is further away)

With the proposed increases, this only increases the unfairness / discrimination. For someone travelling less than 5 miles, they will end up paying an extra £166.00 pa more. For families like ours, we will have to pay an additional £370pa - how is this fair? Not only do we already pay more than double, but you are proposing that the size of the increase will also be doubled!

I do hope that you take on board my comments and consider coming up with a fairer charging structure.

**Forest Park School:**

Young people who attend specialist settings for their post 16 do so as their needs require it. Generally, at my school we are their local specialist provision.

It seems incredibly unjust to be even charging them at all when they have little or no other option, but to now consider an increase on top of that will make things even harder in already complicated families.

Transport needs to be considered within the funding allocation for each child attending specialist settings and this should be arranged as part of their EHCP. The funding needs to be topped up to provide transport.

That way the complete package for children is managed. Any parental contribution could be considered if the child is not attending their local provision or makes special requests.





Hampshire  
County Council

# Background

- Average cost per student for Post 16 transport has increased by 27.1% over the last 12 months, to a total of £3.7m across the Service
- Costs have risen significantly above inflation over the last year due to cost of living, fuel prices, national shortage of drivers and reduced competition
- This proposal will result in an increase in the amount of parental contribution received but this will only partially offset the rise in costs already experienced and funded by the Council
- Parents will continue to contribute c.20% of the costs of the transport arrangement, with the Council funding the remaining 80% as in previous years

# Consultation

- 20 February to 2 April 2023
- 31 responses at close of consultation

# Responses

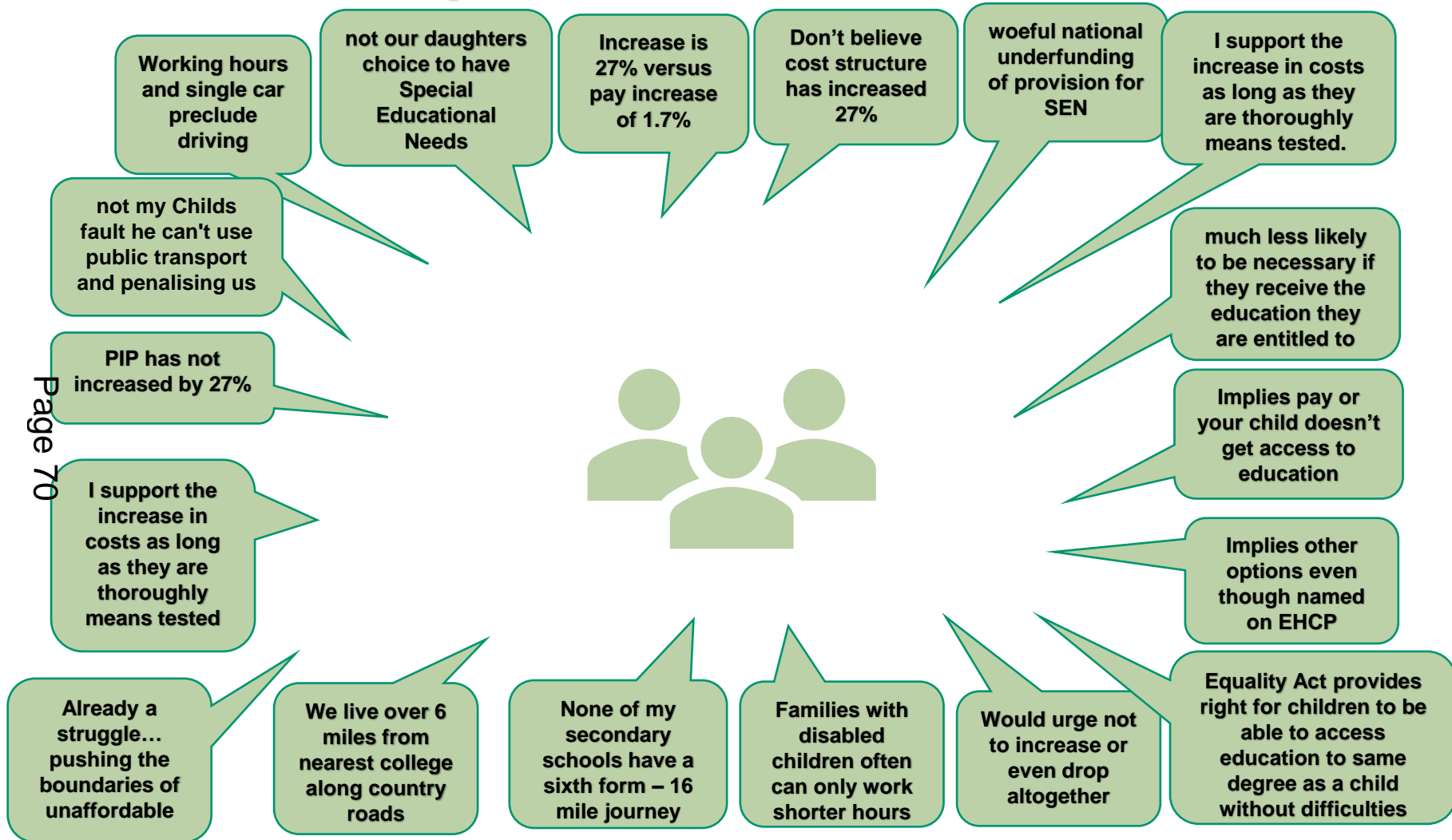
- One stated they were supportive
- 12 stated they were opposed
- 18 stated no direct support or opposition though all had unfavourable comments.

# Concerns raised

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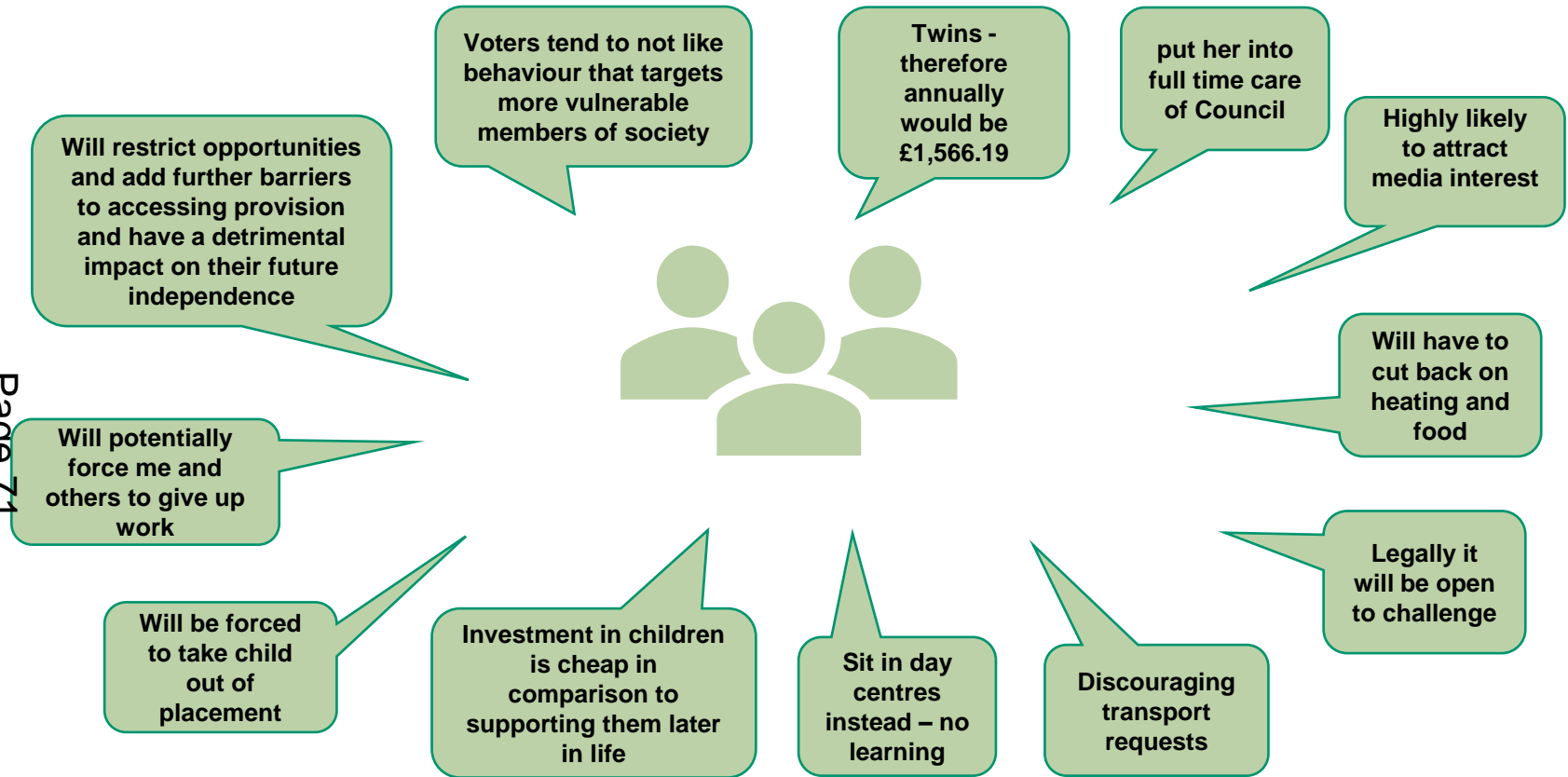
<b>Subject</b>	<b>Number of respondents raising within their comments</b>
Cost of Living/Inflation concerns	21
SEN discrimination	21
Distance to placement	13
Lack of suitable alternative travel options	6
Impact on work commitments	3
Hampshire Transport Contracts value	3
Lobby Central Government for funding	2
Benefits/PIP	2
Disproportionate impact for families in rural areas	2

# General Responses



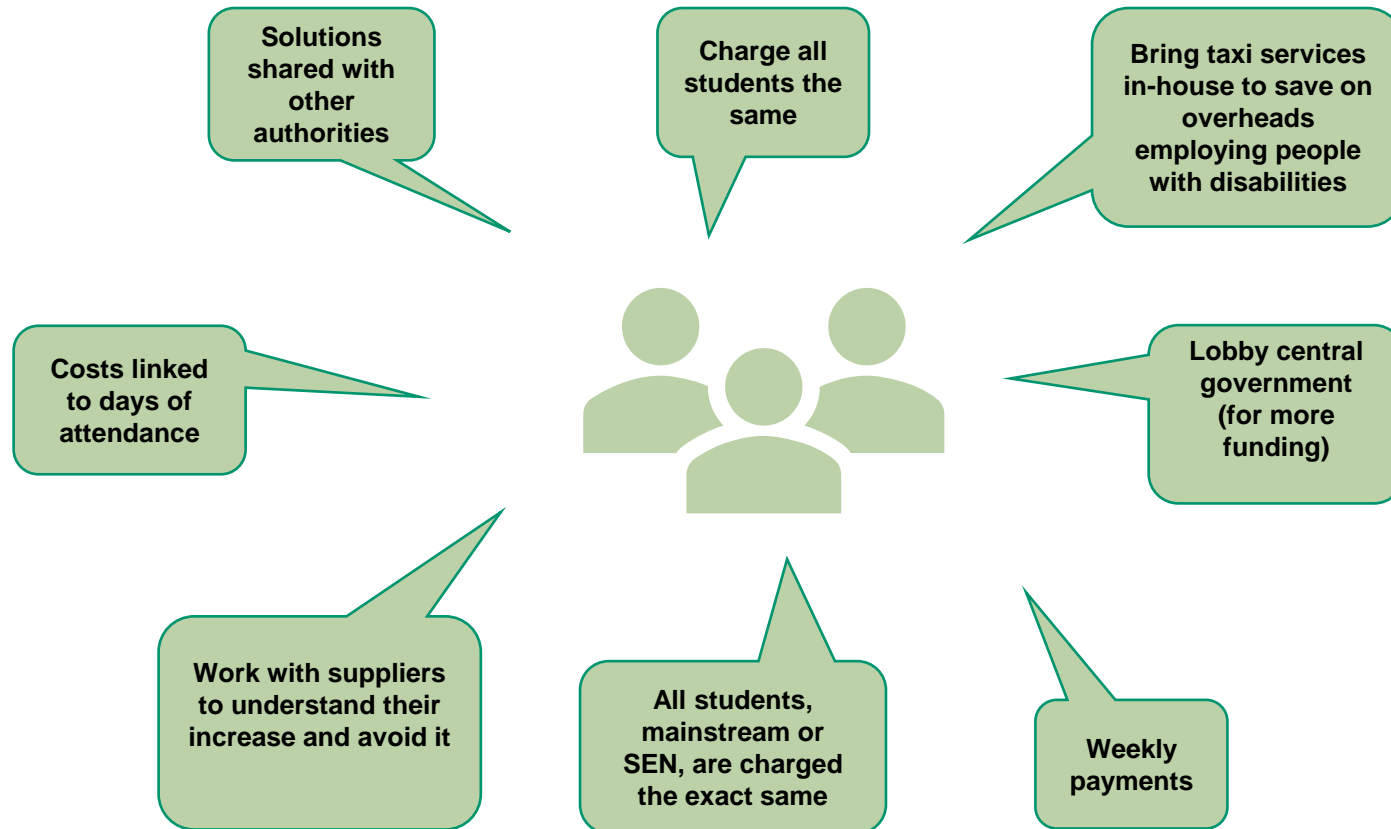
# Anticipated impacts

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# Suggestions

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Education
<b>Date:</b>	11 May 2023
<b>Title:</b>	Sharps Copse Primary School
<b>Report From:</b>	Director of Universal Services

**Contact names:** John Cantwell, Senior Delivery Manager

**Tel:** 03707 791723      **Email:** john.cantwell@hants.gov.uk

#### Purpose of this Report

1. The purpose of this report is to seek spend approval to the project proposals at Sharps Copse Primary School to provide a range of improvements to the existing accommodation.

#### Recommendations

2. That the Executive Member for Education grants spend approval to the project proposals for Sharps Copse Primary School at the total cost of £1,850,000.

#### Executive Summary

3. Sharps Copse Primary School currently provides education for up to 315 children (1.5 forms of entry) aged between 4 and 11 years old.
4. The project comprises three single storey extensions to provide a multi-use teaching space with a small group room, an enlarged community / family room and enhanced staff room accommodation together with relocated Year R sanitary accommodation.
5. The project is included in the Children Services Capital Programme, approved at the Executive Lead Member for Children's Services Decision Day on 12 January 2023 with a budget of £1,850,000.
6. Hampshire County Council's Development Planning have confirmed that planning permission will not be required for the proposals.

#### Background

7. Sharps Copse Primary School provides education for children aged between 4 and 11 years old. There are currently 312 pupils on roll.

8. The project is included in the Children's Services Capital Programme, approved at the Executive Lead Member for Children's Services decision day on 12 January 2023, which outlines the available budget for the project.
9. The Sharps Copse Primary School, formerly Sharps Copse Junior School, building was constructed in 1960. The school has been extended at various times since in a mixture of different construction types. The former Infant and Junior school became a primary school in 2003 with the adjacent infant school building becoming the Children's and Families Centre.
10. The number of pupils attending the school are not planned to increase as a result of these proposals.

## Finance

### 11 Capital Expenditure:

The Capital Expenditure has already been approved in principle; the following tables outline the breakdown of its distribution across the project.

<b>Capital Expenditure</b>	<b>Current Estimate £'000</b>	<b>Capital Programme £'000</b>
Buildings	1,498.693	1,588
Fees	349.726	262

### 12. Sources of Funding

<b>Financial Provision for Total Scheme</b>	<b>Buildings £'000</b>	<b>Fees £'000</b>	<b>Total Cost £'000</b>
1. From Own Resources			
a) Capital Programme (as above)	0	0	0
2. From Other Resources			
a) Developer Contributions	1,588	262	1,850
<b>Total</b>	<b>1,588</b>	<b>262</b>	<b>1,850</b>

#### i. *Building Cost:*

Net Cost = n/a due to nature of work.

Gross Cost = £5,574/m<sup>2</sup>

Cost Per Pupil Place = n/a

#### ii. *Furniture & Equipment:*

Included in the above figures is an allocation of £38,000 for the provision of all loose furniture, fittings, equipment and I.T. (inclusive of fees).

#### iii. *School Balances:*

The school has the following level of balances:

*Published revenue balance as at 31 March 2023: £239,760*

Devolved capital as at 31 March 2023: £15,279

Revenue Issues:

iv. Overview of Revenue Implications:

	(a) Employees £'000	(b) Other £'000	(a+b) *Net Current Expenditure £'000	(c) Capital Charges £'000	(a + b + c) Total Net Expenditure £'000
Revenue Implications Additional + / Reductions				37	

### Details of Site and Existing Infrastructure

13. Sharps Copse Primary School is located off Baybridge Road, Leigh Park, Havant.
14. The primary school site shares its boundary with Baybridge Road to the north and Prospect Road to the west. The building is set back from the northern boundary with the school's formal hard play area between the boundary and the building. The staff car park and vehicular access is from Baybridge Road to the northeast. The access is shared, together with the school's eastern boundary with the adjacent Sharps Copse Children's and Families Centre.
15. Sharps Copse Primary School was formed in 2003 with the merger of the infant and junior schools on the site of the former junior school. The original building was built in 1960 and is two storeys with a pitched roof arranged in a three-sided courtyard. Elevations are of traditional load bearing masonry with timber cladding and painted metal windows.
16. The existing services infrastructure to the site are sufficient to accommodate the project proposals.

### Scope of the Project

17. The proposed project comprises three single storey extensions to provide a flexible multi-use teaching space and a small group room, an enlarged family room / community space and enhanced staff room and admin accommodation. It is also proposed to relocate the Year R sanitary facilities to provide direct access from the classrooms.

### The Proposed Building

18. The proposed building will comprise:
  - Enlarged Multi-purpose teaching space

- A Group Room
- Enlarged Family Room
- Staff Room
- Staff Work Room
- 2 no. Offices
- Relocated Year R Sanitary Accommodation

19. The proposed new extensions will be of traditional construction finished externally with facing brickwork and timber cladding and a high-performance low-pitched roof. The windows and doors will be a double-glazed high-performance aluminium system.

### **External Works**

20. The proposed external works comprise:

- External steps
- Footpath extension
- Hard standing for relocated store
- Foul and surface water drainage connections
- Removal of some small trees with replacement tree planting

21. As the proposals do not provide additional pupil places, there is no additional parking proposed.

22. The existing vehicle and pedestrian access arrangement remain unchanged.

### **Planning**

23. Following consultation with Hampshire County Council Planning Officers, the project is considered permitted development and, as such, planning approval is not required.

### **Construction Management**

24. The school site will remain in use during the construction period and local management arrangements will be put in place to manage the health and safety impact for all school users. The contractor will access the school site via Baybridge Road and the existing staff car park. Contractor access and working areas will be segregated from the school users.

25. No deliveries or movements of vehicles will take place at the start or end of the school day, in order to avoid traffic conflict when pupils are arriving at or departing from the school.

26. Beard Construction have been appointed through the Hampshire Construction Framework and are anticipated to commence on site during the autumn term 2023 with the new building completing in the summer term 2024.

## **Building Management**

27. The existing building management arrangements will remain in place.

## **Professional Resources**

- |                         |  |
|-------------------------|--|
| 28. Architectural       | Property Services - Consultant Partner |
| Landscape               | Property Services - Consultant Partner |
| Mechanical & Electrical | Property Services - Consultant Partner |
| Structural Engineering  | Property Services - Consultant Partner |
| Quantity Surveying      | Property Services                      |
| Principal Designer      | Property Services - Consultant Partner |
| Drainage Engineering    | Property Services - Consultant Partner |

## **Consultation and Equalities**

29. The following have been consulted during the development of this project and feedback can be seen in overview in Appendix A:

Headteacher  
School Governors  
Children's Services  
Executive Lead Member for Children's Services  
Local County Councillor  
Local Residents  
Fire Officer  
Access Officer  
Planning Department

## **Risk & Impact Issues**

### **Fire Risk Assessment**

30. The proposals will meet and be approved through the statutory building regulation process, which includes formal consultation with Hampshire and Isle of Wight Fire Service.
31. The proposals have been assessed in line with the agreed Property Services procedures, including submission and approval by the Property Services Fire Safety Review Group. The assessment, and discussion with Children's Services has concluded that the provision of sprinklers is not required in this instance, taking into consideration property protection and business continuity.

### **Health and Safety**

33. Design risk assessments, pre-construction health and safety information and Health and Safety File will be produced and initiated in accordance with the Construction design and Management Regulations for the proposed scheme.

## Climate Change

34. The project has been assessed against the County Council's climate change targets of being carbon neutral and resilient to the impacts of a global average 2°C temperature rise by 2050. Along with the existing buildings, this extension will also be highly vulnerable to the future extreme heat, rain and wind events that will occur with the climate consequences of a global average 2°C temperature rise by 2050. Such events could cause significant disruption to the use of the school, like many schools and buildings across the estate.
35. The project will incorporate the following features to reduce energy consumption and carbon emissions to help to mitigate the impact of climate change:
  - A highly insulated building envelope with high performance windows, doors and roof lights
  - Provision of good levels of day lighting to all teaching areas to reduce the need for artificial lighting and energy use
  - Natural ventilation to teaching spaces with night-time cooling strategy
  - Solar controlled glass will be installed to south facing windows to assist in the control of solar gain
  - Energy efficient lighting and heating controls
  - Low water-consumption sanitary installations
  - The use of timber from sustainable sources
  - A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

Document

Location

None

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

Please see Appendix B



**FEEDBACK FROM CONSULTEES:****OTHER EXECUTIVE MEMBERS:**

<b>Executive Member &amp; Portfolio</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Steve Forster	Portfolio Holder		

**OTHER FORMAL CONSULTEES:**

<b>Member/ Councillor</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Jackie Branson	Local Member for North East Havant	21.03.2023	Supportive of scheme proceeding.



## Equality Impact Assessment

### What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
Richard Bayless	Assistant Strategic Development Officer Children's Services	richard.bayless@hants.gov.uk Tel:03707 794892

Title:	Sharps Copse Primary School Accommodation Improvements
Related EIAs:	None

EIA for Savings Programme:	No
Service affected	Sharps Copse Primary School
Description of the service/policy/project/project phase	Sharps Copse Primary School is located off Baybridge Road, Leigh Park, Havant and currently provides education for up to 315 children (1.5 forms of entry) aged between 4 and 11 years old. Sharps Copse Primary School was formed in 2003 with the merger of the infant and junior schools on the site of the former junior school. The school has been extended at various times since in a mixture of different construction types. The former Sharps Copse Junior School building was constructed in 1960 and is two storeys with a pitched roof arranged in a three-sided courtyard. Elevations are of traditional load bearing masonry with timber cladding and painted metal windows. As part of the school merger in 2003 the adjacent infant school building became the Children's and Families Centre.
New/changed service/policy/project	The proposed project comprises three single storey extensions to provide a flexible multi-use teaching space and a small group room, an enlarged family room / community space and enhanced staff room and admin accommodation. It is also proposed to relocate the Year R sanitary facilities to provide direct access from the classrooms. The proposed new extensions will be of traditional construction finished externally with facing brickwork and timber cladding and a high-performance low-pitched roof. The windows and doors will be a double-glazed high-performance aluminium system. This project also includes external works including footpath extension, hard-standing, steps, drainage and tree replacement. The number of pupils attending the school are not planned to increase as a result of these proposals.

#### Engagement

An awareness was held at the school on 07/02/2023. Details were sent out to the following groups of people: Headteacher • Chair of Governors • School staff • Parents of children at the school (via the school) • Headteachers and Chairs of Governors at all schools within 2 miles • Staff union representatives • MP Alan Mak • HCC Elected member • Local District Councils • Early Years Development and Childcare • Other relevant HCC Officers • Local Diocese. The event was held on 7 February 2023 where parents of students, staff and members of

the local community could attend to ask local authority officers any questions they had about the proposals. The general public will also have the opportunity to comment when the planning application is submitted.

#### Equalities considerations - Impact Assessment

##### Age

Impact on public	Positive
Impact on staff	Positive
Rationale	The proposal to expand the family room, the before and after school club room will support primary aged children allowing them to thrive in an inclusive environment. Staff will also benefit from a refurbished staffroom.
Mitigation	

##### Disability

Impact on public	Positive
Impact on staff	Positive
Rationale	The final plans for the project are still being decided though the building works will be fully compliant with any and all relevant legislation regarding disability and accessibility, providing updated facilities for both pupils and staff.
Mitigation	

## Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

## Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

## Race

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

### Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

### Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

### Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

### Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

### Poverty

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

## Rurality

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff and children.
Mitigation	

Geographical Impact:Havant

## Equality Statement

Additional information:

The project is included in the Children's Services Capital Programme, approved at the Executive Lead Member for Children's Services decision day on 12 January 2023.

Overview Statement:

A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:



EIA reference number: 00404

Date of production of EIA for publication: 02/05/2023

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Education
<b>Date:</b>	11 May 2023
<b>Title:</b>	Bordon Infant and Junior Schools
<b>Report From:</b>	Director of Universal Services

**Contact names:** John Cantwell, Senior Delivery Manager

**Tel:** 03707 791723      **Email:** john.cantwell@hants.gov.uk

#### **Purpose of this Report**

1. The purpose of this report is to seek spend approval to the project proposals at Bordon Infant and Junior Schools to extend from 240 pupils (2 Forms of Entry) to 360 pupils (3 Forms of Entry) in new build and remodelled accommodation with associated external works.

#### **Recommendations**

2. That the Executive Member for Education grants spend approval to the project proposals for Bordon Infant and Junior Schools at the total cost of £4,300,000.

#### **Executive Summary**

3. Bordon Infant School currently provides education for up to 180 children (2 Forms of Entry) aged between 4 and 7 years old. Bordon Junior School currently provides education for up to 240 (2 Forms of Entry) aged between 7 and 11 years old.
4. The project comprises a single storey extension to the infant school to provide a new reception together with remodelled internal spaces to create three new classrooms, a Learning Resource Centre (LRC), an enlarged staff room, a new kitchen and associated ancillary accommodation. The project also comprises two single storey extensions to the junior school to provide a new classroom, LRC and music drama classroom together with remodelled internal spaces to create three further additional classrooms and sanitary accommodation together with an enlarged kitchen and staffroom accommodation. An enlarged staff car park and relocated pedestrian access is also to be provided.
5. The project is included in the Children Services Capital Programme, approved at the Executive Lead Member for Children's Services Decision Day on 12 January 2023 with a budget of £4,300,000.

6. A planning application was submitted in April 2023 with a decision expected in July 2023.

## Background

7. Bordon Infant and Junior Schools provide education for children aged between 4 and 11 years old. There are currently 434 pupils on roll across both schools.
8. The project is included in the Children’s Services Capital Programme, approved at the Executive Lead Member for Children’s Services decision day on 12 January 2023 which outlines the available budget for the project.
9. The junior school building was built in 1968 and is of SCOLA system-built construction. The infant school was built in 1979 and is a mixture of traditional loadbearing masonry and steel framed construction. Both schools have been extended at various times since in a mixture of different construction types. The junior school became an Academy in 2018 with the University of Chichester Academy Trust.
10. These proposals will allow the schools to increase the planned admission number (PAN) by one form of entry from 180 (2fe) to 270 (3fe) for the infant school and from 240 (2fe) to 360 (3fe) places in total for the junior school, an increase from 60 to 90 pupils per year group.
11. It is proposed to install a single temporary modular classroom building to the infant school site to meet the demand for year R places from September 2023 while the permanent expansion proposals are constructed. This building will be removed upon completion of the works.

## Finance

- 12 Capital Expenditure:

The Capital Expenditure has already been approved in principle; the following tables outline the breakdown of its distribution across the project.

<b>Capital Expenditure</b>	<b>Current Estimate £'000</b>	<b>Capital Programme £'000</b>
Buildings	3,691	3,691
Fees	609	609
<b>Total</b>	<b>4,300</b>	<b>4,300</b>

13. Sources of Funding

<b>Financial Provision for Total Scheme</b>	<b>Buildings £'000</b>	<b>Fees £'000</b>	<b>Total Cost £'000</b>
1. From Own Resources			
a) Capital Programme (as above)	0	0	0

2. From Other Resources			
a) Developer Contributions	3,691	609	4,300
<b>Total</b>	<b>3,691</b>	<b>609</b>	<b>4,300</b>

i. *Building Cost:*

Net Cost = n/a due to nature of work

Gross Cost = £2,324/m<sup>2</sup>

Cost Per Pupil Place = £26,861

ii. *Furniture & Equipment:*

Included in the above figures is an allocation of £275,000 for the provision of all loose furniture, fittings, equipment and I.T. (inclusive of fees).

iii. *School Balances:*

The school has the following level of balances:

*Published revenue balance as at 31 March 2022: Bordon Infant: £256,751*

*Bordon Junior: n/a - Academy*

*Devolved capital as at 31 March 2022: Bordon Infant: £17,215*

*Bordon Junior: n/a - Academy*

Revenue Issues:

iv. *Overview of Revenue Implications:*

	(a) Employees £'000	(b) Other £'000	(a+b) *Net Current Expenditure £'000	(c) Capital Charges £'000	(a + b + c) Total Net Expenditure £'000
Revenue Implications Additional + / Reductions				43	

### Details of Site and Existing Infrastructure

14. Bordon Infant and Junior Schools are accessed from School Road, a private road to the northeast of the school campus, in Bordon, Hampshire. The infant school shares a southern boundary with Budd's Lane with a pedestrian access midway along its length. A further pedestrian access is located to the eastern boundary connected to the local footpath network.

15. Bordon Infant School was built in 1979 and is a mixture of steel framed and traditional masonry construction, with shallow tiled pitched roofs and with both timber and double-glazed windows. Bordon Junior School was built in 1968 and is of SCOLA system-built building construction, with flat roofs and double glazing. Both schools have been extended over the years adopting similar construction apart from a standalone hall structure to the infant school site which is of timber 'log cabin' construction.

16. The existing services infrastructure to the site are sufficient to accommodate the project proposals.

### **Scope of the Project**

17. The proposed project comprises:
18. Bordon Infant School: A reception and admin new build extension, remodelling of existing internal spaces to provide three additional classrooms, a relocated Learning Resource Centre (LRC), an extended and relocated staff room and the conversion of the servery to a production kitchen. The 'log cabin' will also be refurbished and a covered link from the main building is to be added.
19. Bordon Junior School: New build, single storey extensions to provide a classroom, a music drama space and Learning Resource Centre, remodelled internal spaces across both ground and first floor to create three further additional classrooms together with further remodelling to the first floor to provide additional sanitary accommodation.
20. Externally, a relocated Multi Use Games Area (MUGA) is to be constructed, a new pedestrian access to the shared site and the existing car park will be extended to provide 12 additional car parking spaces and additional cycle storage.

### **The Proposed Building**

21. The proposed construction works will comprise:

#### Infant School:

- Reception and Admin space
- Head Teachers Office
- Extended staff room
- Three additional classrooms
- A Nurture Room
- Refurbished Small Hall
- 2 no. shared teaching areas
- Relocated LRC
- Kitchen

#### Junior School:

- Four additional classrooms
- LRC
- Music & Drama Classroom
- Shared teaching spaces
- Ancillary WCs
- Extended Kitchen & Servery
- Extended staffroom



22. The proposed infant school extension will be of traditional construction finished externally with facing brickwork and a tiled pitched roof. The windows and doors will be a double-glazed high performance aluminium system. The junior school extensions will be a mixture of facing brickwork and double-glazed, high-performance curtain walling with low-pitched high-performance roofs. The proposals have been designed to complement the form and materials of the existing school buildings.

### **External Works**

23. The proposed external works comprise:
- Relocation of junior school MUGA
  - Enhancement of existing pedestrian access to east boundary
  - New safeguarding fencing
  - Supplementary tree and shrub planting
  - Extension to existing staff car park.
24. The project will provide additional car parking on the school site which will be in line with the Hampshire County Council On-Site School Parking. There will be 12 additional car parking spaces provided for staff and visitors, one of which will be fully accessible.
25. There are no proposed changes to the vehicular access off School Road.

### **Planning**

26. A planning application was submitted in April 2023.

### **Construction Management**

27. The school sites will remain in use during the construction period and local management arrangements will be put in place to manage the health and safety impact for all school users in both the infant and junior schools. The contractor will access the school sites via School Road. Contractor access and working areas will be segregated from the school users.
28. No deliveries or movements of vehicles will take place at the start or end of the school day, in order to avoid traffic conflict when pupils are arriving at or departing from the infant and junior schools.
29. Morgan Sindall Construction have been appointed through the Hampshire Construction Framework and are anticipated to commence on site during the autumn term 2023 with the new building completing in the summer term 2024.

### **Building Management**

30. The existing building management arrangements will remain in place.

## **Professional Resources**

- |                         |  |
|-------------------------|--|
| 31. Architectural       | Property Services - Consultant Partner |
| Landscape               | Property Services - Consultant Partner |
| Mechanical & Electrical | Property Services - Consultant Partner |
| Structural Engineering  | Property Services - Consultant Partner |
| Quantity Surveying      | Property Services,                     |
| Principal Designer      | Property Services - Consultant Partner |
| Drainage Engineering    | Property Services - Consultant Partner |

## **Consultation and Equalities**

32. A Principle of Enlargement consultation was undertaken by Children's Services Department in 2017, between 09/01/17 – 10/02/2017. A pre-planning application consultation was undertaken in November 2022.
33. The following have been consulted during the development of this project and feedback can be seen in overview in Appendix A:

Headteacher  
School Governors  
Children's Services  
Executive Lead Member for Children's Services  
Academy Trust  
Local County Councillor  
Local Residents  
Fire Officer  
Access Officer  
Planning Department

## **Risk & Impact Issues**

### **Fire Risk Assessment**

34. The proposals will meet and be approved through the statutory building regulation process, which includes formal consultation with Hampshire and Isle of Wight Fire Service.
35. The proposals have been assessed in line with the agreed Property Services procedures, including submission and approval by the Property Services fire safety review group. The assessment, and discussion with Children's Services and the Academy Trust has concluded that the provision of sprinklers is not required in this instance, taking into consideration property protection and business continuity.

### **Health and Safety**

37. Design risk assessments, pre-construction health and safety information and Health and Safety File will be produced and initiated in accordance with the Construction design and Management Regulations for the proposed scheme.

### **Climate Change**

38. The project has been assessed against the County Council's climate change targets of being carbon neutral and resilient to the impacts of a global average 2°C temperature rise by 2050. Along with the existing buildings, this extension will also be highly vulnerable to the future extreme heat, rain and wind events that will occur with the climate consequences of a global average 2°C temperature rise by 2050. Such events could cause significant disruption to the use of the school, like many schools and buildings across the estate.
39. The project will incorporate the following features to reduce energy consumption and carbon emissions to help to mitigate the impact of climate change:
- A highly insulated building envelope with high performance windows, doors and roof lights
  - Provision of good levels of day lighting to all teaching areas to reduce the need for artificial lighting and energy use
  - Natural ventilation to teaching spaces with night-time cooling strategy
  - Solar controlled glass will be installed to south facing windows to assist in the control of solar gain
  - Strategic placement of roof canopies above large glazing areas to avoid summertime overheating
  - Energy efficient lighting and heating controls
  - Low water-consumption sanitary installations
  - The use of timber from sustainable sources
  - A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

Document

Location

None

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

Please see Appendix B

**FEEDBACK FROM CONSULTEES:****OTHER EXECUTIVE MEMBERS:**

<b>Executive Member &amp; Portfolio</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Steve Forster Executive Member for Education	Portfolio Holder		

**OTHER FORMAL CONSULTEES:**

<b>Member/ Councillor</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor A Tree	Local Member for Whitehill, Bordon & Lindford	10.01.2023	No comments received.



## Equality Impact Assessment

### What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
Amy Chambers	Assistant Strategic Development Officer  Children's Services	amy.chambers@hants.gov.uk  Tel:03707 798802

Title:	Bordon Infant School & Bordon Junior School - Expansion
Related EIAs:	None

EIA for Savings Programme:	No
Service affected	Bordon Infant School and Bordon Junior School
Description of the service/policy/project/project phase	Bordon Infant School and Bordon Junior School are located on Budds Lane in Bordon, East Hampshire. These schools share the same site and share some outdoor facilities such as the school playing field however they operate from separate buildings. It is forecast there will be an increase in demand for school places in the area over the coming years and steps are being taken to ensure that both the infant and junior school can accommodate.
New/changed service/policy/project	Hampshire County Council is currently undertaking works to enlarge the accommodation at Bordon Infant and Junior School in East Hampshire. It is proposed that the schools be enlarged from a 2 form entry to 3 form entry to facilitate the current additional pupil demand for school places. The works to permanently expand both schools' accommodation is due to take place over the coming months and will be operational for September 2024. Whilst these expansion projects have been part of the children's services programme of planned work for some time, we are currently faced with an issue whereby the demand and additional children requiring places has materialised before the permanent works have been completed. Therefore there is an immediate need for additional accommodation for the September 2023 academic year. The County Council has taken the decision to install a modular building on the school site for one academic year (3 terms) whilst the permanent expansion work is completed.

Engagement	<p>A principle of enlargement consultation was conducted from 09/01/17 – 10/02/2017. Details were sent out to the following groups of people: Headteacher • Chair of Governors • School staff • Parents of children at the school (via the school) • Headteachers and Chairs of Governors at all schools within 2 miles • Staff union representatives • MP - Leo Docherty • HCC Elected member • Local District Council • Early Years Development and Childcare • Other relevant HCC Officers • Local Diocese. A drop in event was held on 17 January 2017 where parents of students, staff and members of the local community could attend to ask local authority officers any questions they had about the proposals.</p>
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The first public notice was held 10/03/2017 – 07/04/2017. There were then three modifications to the public notice that were published 12/01/2018 – 09/02/2018, 05/06/2020 – 03/07/2020 & 28/10/2022 – 25/11/2022.

The general public will also have the opportunity to comment when the planning application is submitted.

#### Equalities considerations - Impact Assessment

#### Age

Impact on public	Positive
Impact on staff	Positive
Rationale	Positive impact on both children and staff. By expanding the school, more local young people will be able to attend their local infant and junior schools which will enable them to form relationships with other students who live in the locality, help build a sense of community and support enhancement of their social skills. By providing additional places at a local school, travel times will be reduced which will have a positive benefit on both the environment and the student's day to day lives. The expansion of the school will create additional jobs which will be open to all including local residents.
Mitigation	

#### Disability

Impact on public	Positive
Impact on staff	Positive
Rationale	The final plans for the project are still being decided but what can be said with certainty is

	that the building works and the modular installation will be fully compliant with any and all relevant legislation regarding disability and accessibility, providing updated facilities.
Mitigation	

### Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

### Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Race

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Sex

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

### Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

### Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

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## Poverty

Impact on public	Neutral
Impact on staff	Neutral
Rationale	The expansion of both schools will create more local jobs in addition to extra spaces for students which could potentially prevent them from having to travel as far to school. By creating local schools for local young people we are increasing the opportunities for active travel and the possibility to walk or cycle.
Mitigation	

## Rurality

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

Geographical Impact:East Hampshire

## Equality Statement

Additional information:

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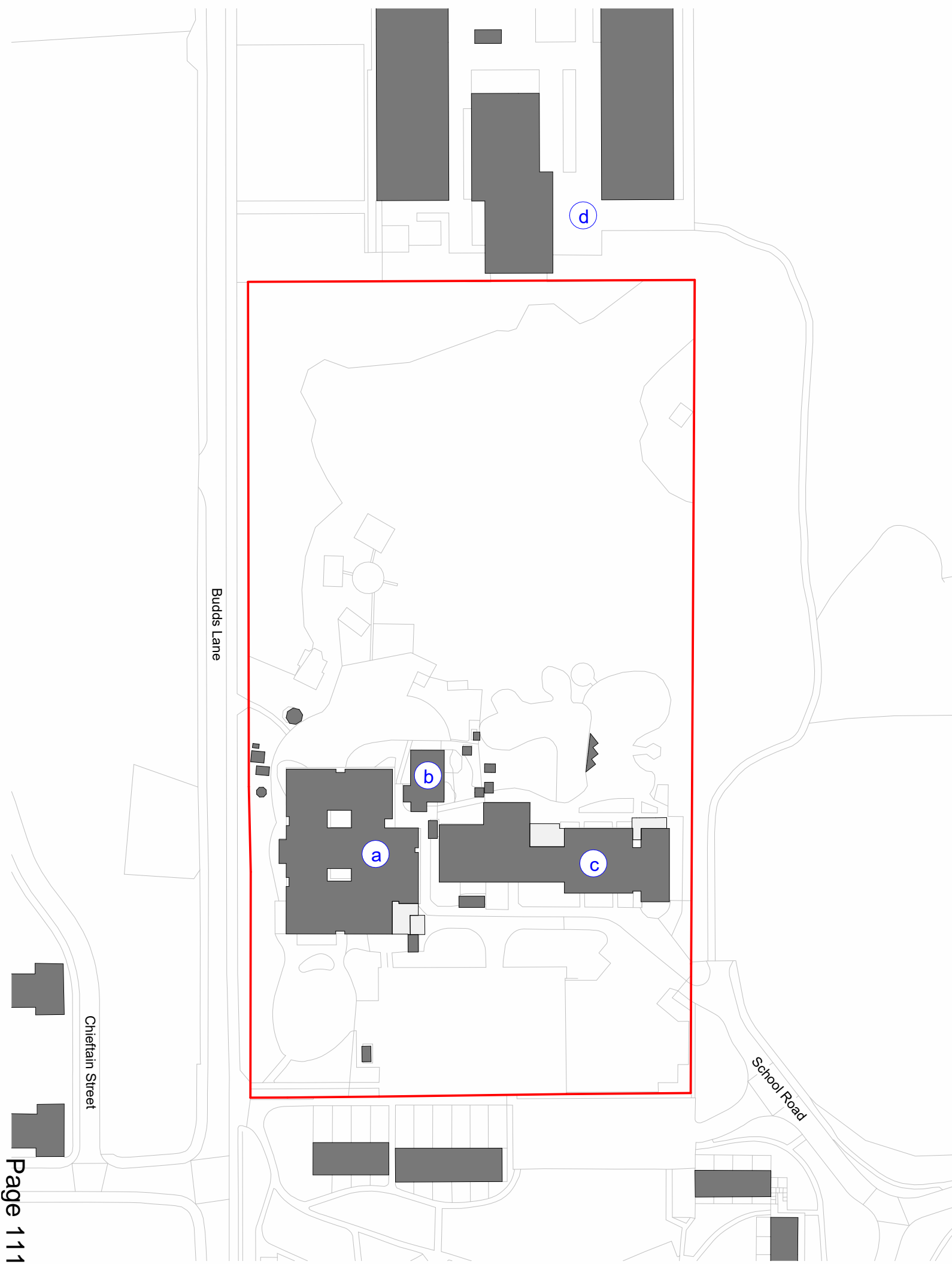
The project is included in the Children's Services Capital Programme, approved at the Executive Lead Member for Children's Services decision day on 12 January 2023

### Overview Statement:

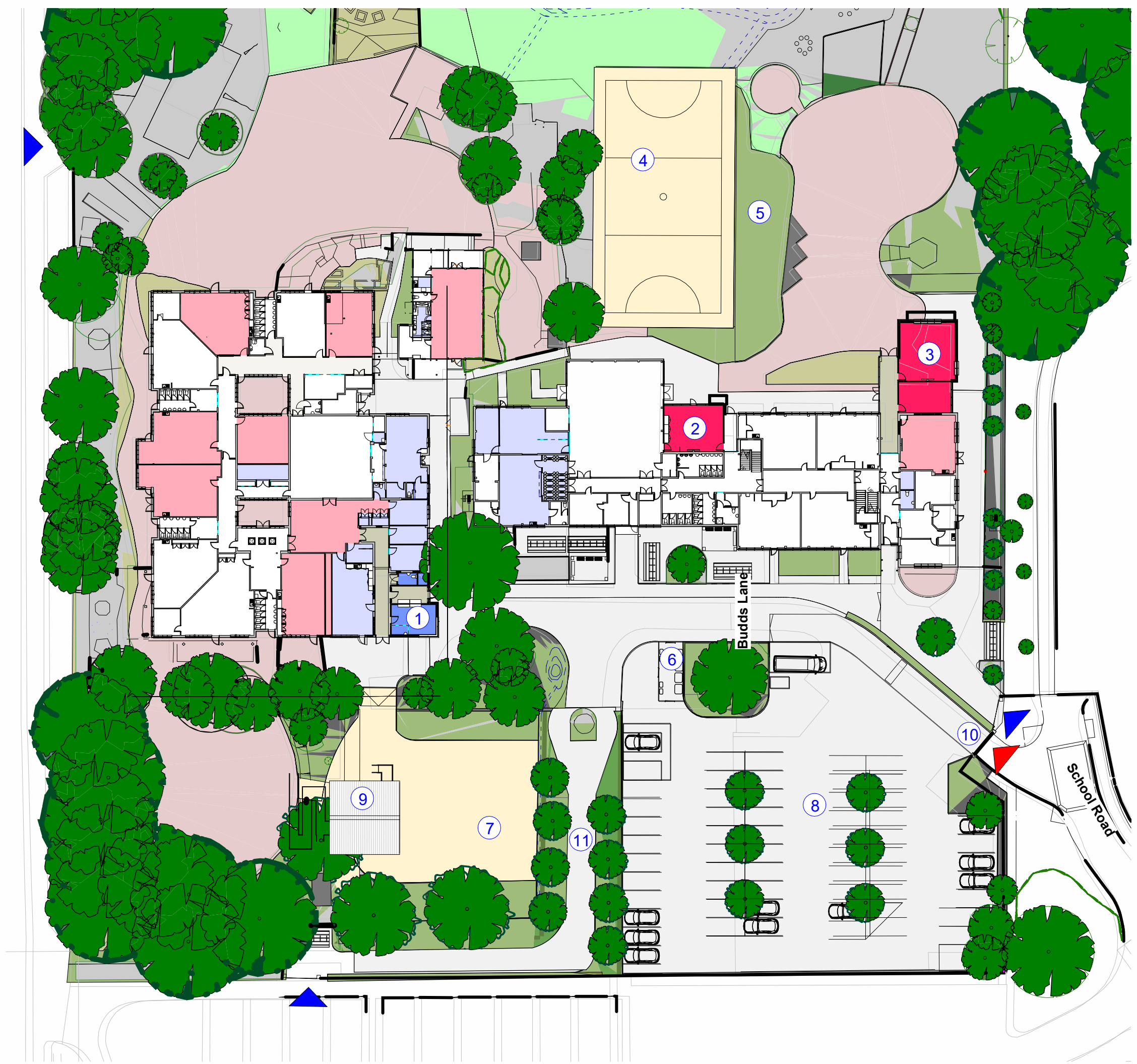
A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00401

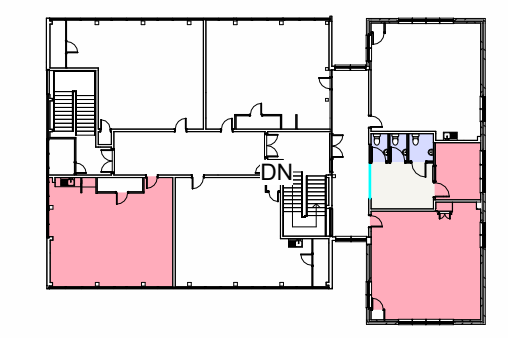
Date of production of EIA for publication: 05/04/2023



Existing Site Location Plan



Proposed Site Plan



Junior School Proposed First Floor Plan



Junior School Proposed Extensions  
Aerial View Looking South



Infant School Proposed Extensions  
Aerial View Looking West

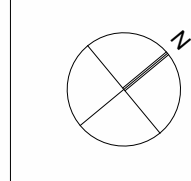
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Do not scale from drawings. Verify all dimensions on site prior to construction. This drawing is to be read in conjunction with all relevant documents and drawings. Report all discrepancies to Mace immediately.

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- KEY:
- (a) Bordon Infant School
  - (b) Bordon Infant School Log Cabin
  - (c) Bordon Junior School
  - (d) Oakmoor School

- Proposed Site Plan:
- 1 Infant school extension
  - 2 Junior school music/drama extension
  - 3 Junior school classroom extension
  - 4 New junior school MUGA
  - 5 Reduced soft play area
  - 6 New bin store
  - 7 Reduced hard outdoor PE area dedicated to infant school
  - 8 Enlarged car park
  - 9 Temporary Modular Building
  - 10 New Vehicular Control
  - 11 New Pedestrian Access

- Teaching - New Build
- Teaching - Refurbishment
- Non-teaching - New Build
- Non-teaching - Refurbishment
- Circulation - New Build
- Circulation - Refurbishment
- ▲ Pedestrian Access
- ▲ Existing Vehicular Access



REV	DATE	DESCRIPTION	DRAW	CHK
P02	13/04/2023	Drawing reformatted following client comment. First Floor Plan added.	AD	
P01	10/03/2023	Planning Submission Issue	AB	AD

PROJECT STATUS	PLANNING
CLIENT	Hampshire County Council
	mace 155 Moorgate, London, EC2M 6XB www.macegroup.com

PROJECT Name / Site  
**Bordon Infants & Junior School Expansion**  
 Budds Lane, Bordon GU35 0JB

DRAWING TITLE  
**Project Appraisal Drawing**

PROJECT NO. P12053  
 DRAWN BY Design DATE 10/03/22  
 CHK BY Checker DATE  
 APPD BY Approver DATE

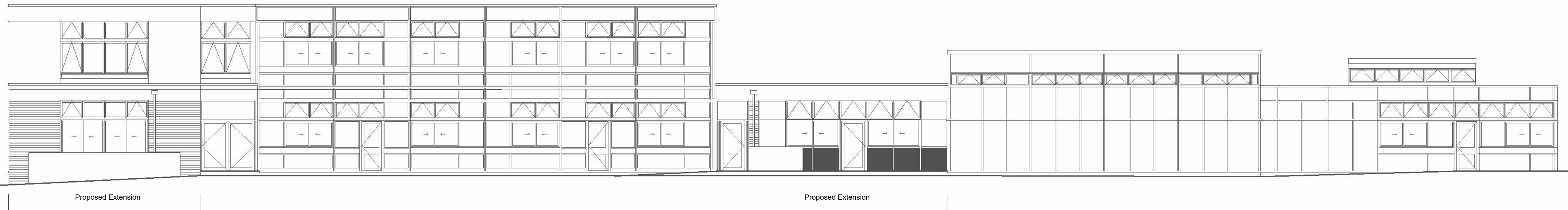
DRAWING NUMBER: PROJECT-ORIGINATOR-FUNCTION-SPATIAL-FORM-ROLE-NUMBER  
**P12053-MAC-XX-ZZ-DR-A-1010**

SHEET NO. 1 of 1  
 SCALE As indicated @A1  
 ORIG. SHEET SIZE/ REV. P02

DATA SECURITY CLASSIFICATION  
**FOR INFORMATION**  
 SUITABILITY



Infant School North East Elevation



Junior School Rear Elevation

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Education
<b>Date:</b>	11 May 2023
<b>Title:</b>	Liphook CE (Controlled) Junior School
<b>Report From:</b>	Director of Universal Services

**Contact names:** John Cantwell, Senior Delivery Manager

**Tel:** 03707 791723      **Email:** john.cantwell@hants.gov.uk

#### Purpose of this Report

1. The purpose of this report is to seek spend approval to the project proposals at Liphook CE (Controlled) Junior School to provide a new single storey standalone flexible teaching building.

#### Recommendations

2. That the Executive Member for Education grants spend approval to the project proposals for Liphook CE (Controlled) Junior School at the total cost of £1,300,000.

#### Executive Summary

3. Liphook CE (Controlled) Junior School currently provides education for up to 360 children (3 Forms of Entry) aged between 7 and 11 years old.
4. The project comprises a single storey standalone teaching space with ancillary kitchenette and sanitary accommodation.
5. The project is included in the Children Services Capital Programme, approved at the Executive Lead Member for Children's Services Decision Day on 12 January 2023 with a budget of £1,300,000.
6. A planning application will be submitted in April/May 2023 with a decision expected in July 2023.

#### Background

7. Liphook CE (Controlled) Junior School provides education for children aged between 7 and 11 years old. There are currently 367 pupils on roll.

8. The project is included in the Children's Services Capital Programme, approved at the Executive Lead Member for Children's Services decision day on 12 January 2023 which outlines the available budget for the project.
9. The Liphook CE (Controlled) Junior School building was built in 1969 and is of SCOLA system-built construction. The school has been extended at various times since in a mixture of different construction types. The site is shared with the adjacent Liphook Infant School.
10. The number of pupils attending the school are not planned to increase as a result of these proposals.

## Finance

### 11 Capital Expenditure:

The Capital Expenditure has already been approved in principle; the following tables outline the breakdown of its distribution across the project.

<b>Capital Expenditure</b>	<b>Current Estimate £'000</b>	<b>Capital Programme £'000</b>
Buildings	1,116	1,116
Fees	184	184
<b>Total</b>	<b>1,300</b>	<b>1,300</b>

### 12. Sources of Funding:

<b>Financial Provision for Total Scheme</b>	<b>Buildings £'000</b>	<b>Fees £'000</b>	<b>Total Cost £'000</b>
1. From Own Resources			
a) Capital Programme (as above)	0	0	0
2. From Other Resources			
a) Developer Contributions	1,116	184	1,300
<b>Total</b>	<b>1,116</b>	<b>184</b>	<b>1,300</b>

#### i. *Building Cost:*

Net Cost = n/a due to nature of work

Gross Cost = £9,129/m<sup>2</sup>

Cost Per Pupil Place = n/a

#### ii. *Furniture & Equipment:*

Included in the above figures is an allocation of £28,000 for the provision of all loose furniture, fittings, equipment and I.T. (inclusive of fees).

#### iii. *School Balances:*

The school has the following level of balances:

*Published revenue balance as at 31 March 2022: £539,899*

*Devolved capital balance as at 31 March 2022: £9,853*

Revenue Issues:

iv. *Overview of Revenue Implications:*

	(a) Employees £'000	(b) Other £'000	(a+b) *Net Current Expenditure £'000	(c) Capital Charges £'000	(a + b + c) Total Net Expenditure £'000
Revenue Implications Additional + / Reductions				26	

### **Details of Site and Existing Infrastructure**

13. Liphook CE (Controlled) Junior School is located off Avenue Close, The Avenue, Liphook, Hampshire.
14. The Junior school shares its site with the adjacent Liphook Infant School with no physical separation across the site.
15. Liphook CE (Controlled) Junior School was constructed in 1969 and is a mixture of Type 2 and 3 SCOLA system-built building construction, with flat roofs and double glazing.
16. The existing services infrastructure to the site are sufficient to accommodate the project proposals.

### **Scope of the Project**

17. The proposed project comprises a new single storey standalone flexible teaching space with ancillary accommodation to the west of the existing playground. Externally, a hard paved area, replacement tree and shrub planting and footpath links to the playing fields are to be provided.

### **The Proposed Building**

18. The proposed new building will comprise:
  - A new teaching space for up to 30 pupils
  - A Kitchenette
  - 2 no. stores
  - An Accessible WC
  - A Plant Room
19. The proposed new teaching building will be of timber-framed construction finished externally with facing brickwork and a standing-seam metal pitched roof. The windows and doors will be a double-glazed high performance aluminium system.

## External Works

20. The proposed external works comprise:
  - A hard paved covered area
  - New paved footpaths
  - An air source heat pump within an enclosure
  - Replacement tree and shrub planting
21. It is not intended to provide additional staff or visitor car parking as part of these proposals.
22. There are no alterations planned to the vehicular access of site from Avenue Close. There will be temporary amendment to the grounds maintenance access from The Avenue to facilitate construction traffic.

## Planning

23. A planning application will be submitted in April/May 2023 with a decision expected in July 2023.

## Construction Management

24. The school site will remain in use during the construction period and local management arrangements will be put in place to manage the health and safety impact for all school users. The contractor will access the school site via The Avenue to the north of the site. Contractor access and working areas will be segregated from the school users.
25. No deliveries or movements of vehicles will take place at the start or end of the school day, in order to avoid traffic conflict when pupils are arriving at or departing from the school.
26. The works will be procured through the Hampshire Minor Works Framework and are anticipated to commence on site during autumn 2023 with the new building completing in spring 2024.

## Building Management

27. The existing building management arrangements will remain in place.

## Professional Resources

- |                         |  |
|-------------------------|--|
| 28. Architectural       | Property Services - Consultant Partner |
| Landscape               | Property Services - Consultant Partner |
| Mechanical & Electrical | Property Services - Consultant Partner |
| Structural Engineering  | Property Services - Consultant Partner |
| Quantity Surveying      | Property Services                      |

Principal Designer  
Drainage Engineering

Property Services - Consultant Partner  
Property Services - Consultant Partner

## **Consultation and Equalities**

29. A pre-planning application consultation was undertaken in January 2023.
30. The following have been consulted during the development of this project and feedback can be seen in overview in Appendix A:

Headteacher  
School Governors  
Children's Services  
Portsmouth CoE Diocese  
Executive Lead Member for Children's Services  
Local County Councillor  
Local Residents  
Fire Officer  
Access Officer  
Planning Department

## **Risk & Impact Issues**

### **Fire Risk Assessment**

31. The proposals will meet and be approved through the statutory building regulation process, which includes formal consultation with Hampshire and Isle of Wight Fire Service.
32. The proposals have been assessed in line with the agreed Property Services procedures, including submission and approval by the Property Services fire safety review group. The assessment, and discussion with Children's Services and the diocese has concluded that the provision of sprinklers is not required in this instance, taking into consideration property protection and business continuity.

### **Health and Safety**

34. Design risk assessments, pre-construction health and safety information and Health and Safety File will be produced and initiated in accordance with the Construction Design and Management Regulations for the proposed scheme.

### **Climate Change**

35. The project has been assessed against the County Council's climate change targets of being carbon neutral and resilient to the impacts of a global average 2°C temperature rise by 2050. Along with the existing buildings, this extension will also be highly vulnerable to the future extreme heat, rain and wind events that will occur with the climate consequences of a global average 2°C

temperature rise by 2050. Such events could cause significant disruption to the use of the school, like many schools and buildings across the estate.

37. The project will incorporate the following features to reduce energy consumption and carbon emissions to help to mitigate the impact of climate change:

- A highly insulated building envelope with high performance windows, doors and roof lights
- Provision of good levels of day lighting to all teaching areas to reduce the need for artificial lighting and energy use
- Natural ventilation to teaching spaces with night-time cooling strategy.
- Solar controlled glass will be installed to south facing windows to assist in the control of solar gain
- Strategic placement of roof canopies above large glazing areas to avoid summertime overheating
- Energy efficient lighting and heating controls
- Low water-consumption sanitary installations
- The use of timber from sustainable sources
- A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

Document

Location

None

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

Please see Appendix B



**FEEDBACK FROM CONSULTEES:****OTHER EXECUTIVE MEMBERS:**

<b>Executive Member &amp; Portfolio</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Steve Forster Executive Member for Education	Portfolio Holder		

**OTHER FORMAL CONSULTEES:**

<b>Member/ Councillor</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Curnow-Ford	Local Member for Liphook, Headley & Grayshott	21 December 2022	Sought confirmation on parking numbers



## Equality Impact Assessment

### What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
Amy Chambers	Assistant Strategic Development Officer Children's Services	amy.chambers@hants.gov.uk Tel:03707 798802

Title:	Liphook Church of England Junior School - Liphook Pavilion
Related EIAs:	None

EIA for Savings Programme:	No
Service affected	Liphook Church of England Junior School
Description of the service/policy/project/project phase	Liphook Church of England Junior School is a 3 form entry school catering for children from the ages of 7-11 years old. The school is located in Avenue Close, Liphook and is federated with Liphook Infant School. Both schools sit on the same site and share some facilities i.e. the school playing field and some outdoor space. The current facilities for music and drama are housed in a small outdoor space however it has been recognised by the school and the local authority that this space is inadequate for the intended function and therefore the proposal for this project has been considered.
New/changed service/policy/project	The proposed project is to build a pavilion to provide pupils with a secondary performance and teaching space for music and drama. The pavilion space will also provide a multi-use teaching and workshop facility that would alleviate pressure on current teaching spaces within the main school building. In addition to the above, it will provide an out of hours space, which will be easily accessible by the school and third parties with minimal security issues. The proposed project would mean that a portion of the hedgerow will need to be removed with the aim of retaining and protecting the vegetation left in place. Soft landscaping will be added to the south and north of the new pavilion by way of low shrubbery. The footpath from the playground to the rubber track will be extended to provide easy access to both and hard landscaping extended from the covered area to the track. A level threshold around the building will be installed to ensure there are no accessibility issues for anyone with disability as a protected characteristic. The pavilion space is addition space for the school and will not result in additional students attending.
Engagement	
A public consultation period will be held during the planning application period where member of the public and school community can comment on the proposals.	

Equalities considerations - Impact Assessment

Age

Impact on public	Positive
Impact on staff	Positive
Rationale	The new building at Liphook Junior School will have a positive impact on the children attending as it will provide them with additional classroom accommodation which will enable for higher quality drama and music curriculum delivery. The school also intend to use the space as an out of school hours space potentially for before and after school clubs and also extra curricular groups. This will have a positive impact on the children attending, their families and the local community.
Mitigation	

Disability

Impact on public	Positive
Impact on staff	Positive
Rationale	The pavilion is designed to have a unisex toilet and an accessible toilet which can be used by all. The building itself will have level access and paths are also being extended to ensure that anyone who shares disability as a protected characteristic is able to access the building with ease.
Mitigation	

## Gender Reassignment

Impact on public	Positive
Impact on staff	Positive
Rationale	There will be a unisex toilet within the pavilion building and an accessible toilet available for students and staff.
Mitigation	

## Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Race

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

### Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

### Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Poverty

Impact on public	Neutral
Impact on staff	Neutral

Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Rurality

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

## Geographical Impact:East Hampshire

## Equality Statement

### Additional information:

This EIA is to support a paper going to decision day on 11 May 2023.

### Overview Statement:

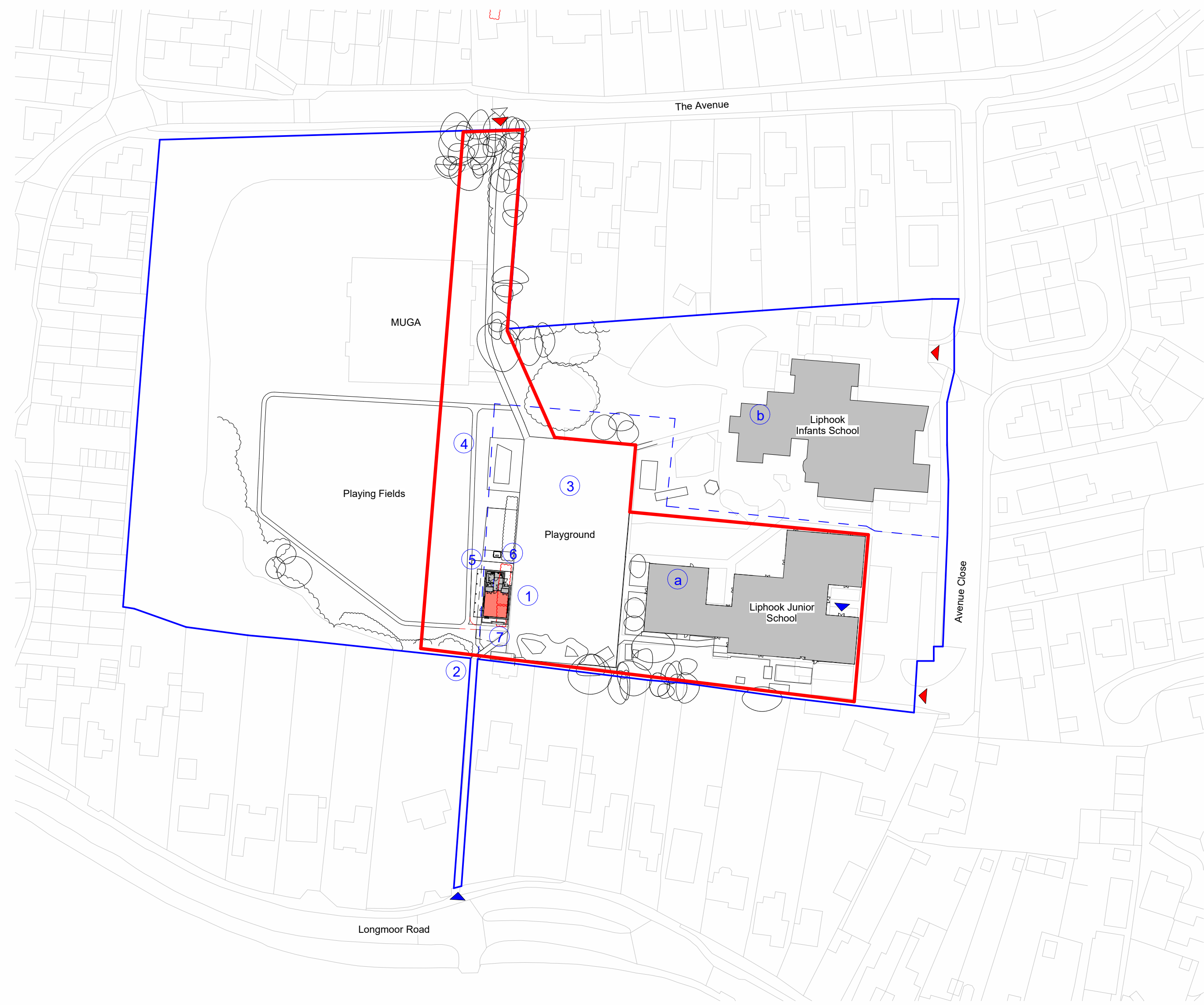
A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00400

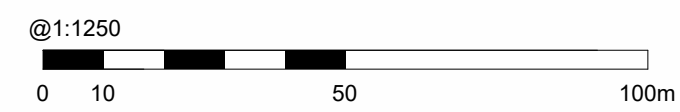


Date of production of EIA for publication: 05/04/2023

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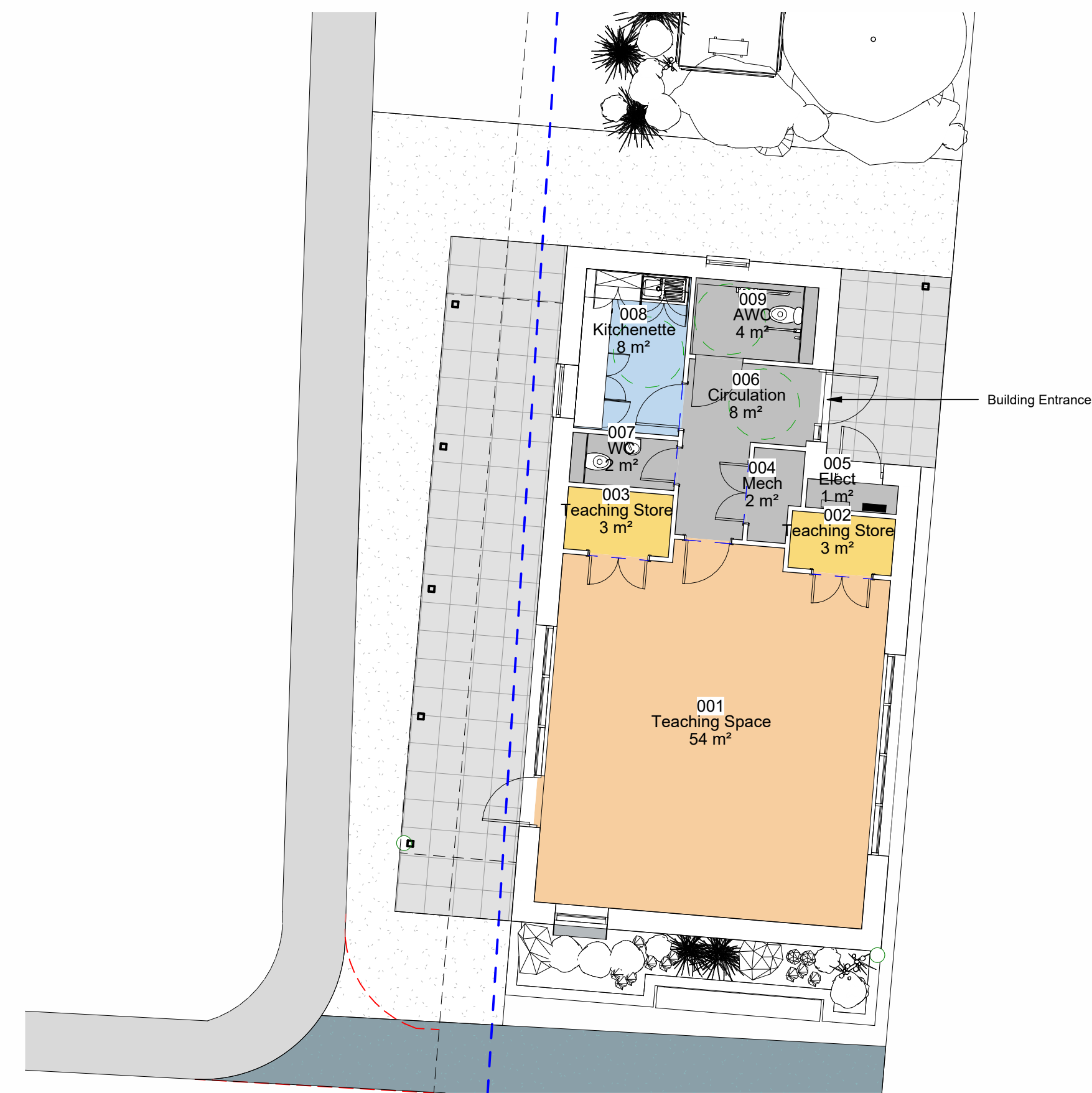
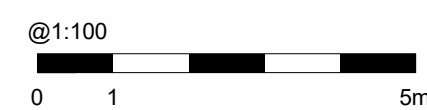
Proposed Site Plan



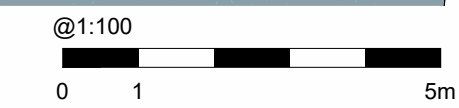
Proposed Elevation - West



Proposed Elevation - East



Proposed Plan



Perspective View from playground



Perspective View from playing fields (west)

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Do not scale from drawings. Verify all dimensions on site prior to construction. This drawing is to be read in conjunction with all relevant documents and drawings. Report all discrepancies to M/J immediately.

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**Project Appraisal Key**

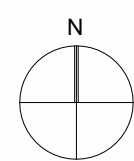
**LOCATION PLAN:**

- (a) Junior School main building
- (b) Infants School main building

**PROPOSED SITE PLAN:**

- ① Proposed Teaching Pavilion
- ② Existing Pedestrian access (pick up & drop off)
- ③ Existing Hardplay
- ④ Existing Playing Fields with Mid-day mile track
- ⑤ Proposed hard landscaping
- ⑥ Proposed ASHP Compound and Soft Landscaping
- ⑦ Proposed Soft Landscaping and Rain Garden planter

- Teaching - New Build
- Non-Teaching New Build
- ▲ Existing Pedestrian Access
- ▲ Existing Vehicular Access
- △ Contractor Access
- Site ownership boundary
- - Site under the Diocese of Portsmouth ownership
- Site Boundary



REV	DATE	DESCRIPTION	MM	LP
P01	13/04/2023	Drawing views updated as per comments		

KEY PLAN

PROJECT STATUS  
**PLANNING**



PROJECT Name / Site  
**Liphook Infants and Junior School  
Avenue Close, Liphook GU30 7QE**

DRAWING TITLE  
**Project Appraisal**

PROJECT NO. <b>39392</b>	DRAWN BY MM	DATE 03/16/23
	CHK BY AD	DATE
	APPD BY NH	DATE

DRAWING NUMBER: PROJECT-ORIGINATOR-FUNCTION-SPATIAL-FORM-ROLE-NUMBER  
**P13072-MAC-XX-XX-DR-A-1800**

SHEET NO. <b>1 of 1</b>	SCALE As indicated @A1	ORIG. SHEET SIZE A1	REV. <b>P01</b>
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DATA SECURITY CLASSIFICATION  
**FOR INFORMATION**

SUITABILITY  
**S03**

Printed on HP DesignJet 3845 (EcoPrint) - HCC Schools Bureau - Liphook - 10 Years Copied/Printed/Scanned & Archived Carbon 01  
Approved by: M/J (M/J) 13/04/2023 P13072-MAC-XX-XX-DR-A-1800-0001 - Approved for publication

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker</b>	Executive Member for Education
<b>Date:</b>	11 May 2023
<b>Title:</b>	Additional Specialist Education Provision for Hampshire
<b>Report From:</b>	Director of Children's Services

**Contact name:** Sara Carey, Inclusion Commissioning Manager

**Tel:** 07565205125

**Email:** sara.carey@hants.gov.uk

#### 1. Purpose of this Report

The purpose of this report is:

- a. To gain agreement post public consultation for the Autism Spectrum Condition (ASC) Resourced Provision (RP) at Guillemont Junior School, Farnborough.
- b. To gain agreement post public consultation for the redesignation of RP at Morelands Primary School, Waterlooville.
- c. To gain agreement post public consultation in relation to relocating the RP for pupils with a hearing loss, at Wallisdean Junior School to St Jude's Catholic Primary School, Fareham.

#### 2. Recommendation(s)

2.1 To make the prescribed alterations to the following:

- ASC RP at Guillemont Junior School.
- The redesignation of RP at Morelands Primary School, Waterlooville.
- The relocation of the RP for pupils with a hearing impairment, at Wallisdean Junior School to St Jude's Catholic Primary School, Fareham

#### 3. Executive Summary

3.1 Hampshire County Council is committed to ensuring that all children can access high-quality education, as near to their family and local community as possible.

3.2 Leaders and practitioners are highly ambitious for Children and Young people with SEND in Hampshire to succeed (Ofsted CQC (Care Quality Commission) 2020) <https://reports.ofsted.gov.uk/provider/44/80472>

- 3.3 There is a statutory duty to provide school places for all children, including those who have special educational needs and/or a disability. We are obliged to further developing successful provision to meet this demand within the Special Education Needs and Disability (SEND) sector.
- 3.4 The proposed additional SEND provision outlined within this report will help manage some of the school place pressures generated by the increase in the number of Education, Health and Care Plans (EHCPs) maintained by the Local Authority. On 31 March 2022 in Hampshire there were 13,178 children with EHCPs. An increase of 428 from January of the same year.
- 3.5 This has resulted in a corresponding pressure for places in special schools and resourced provision. The County Council is committed to further developing successful provision or creating new provision where possible to meet demand for places.
- 3.6 The lack of sufficient provision within Hampshire Schools has resulted in increased placements within the independent and non-maintained sector (INMSS). The proposals contained within this report aim to build on good quality Hampshire school provision and meet the needs of children and young people within their settings. This will reduce the Local Authority's dependence upon independent and non-maintained provision (INMSS) and will aim to keep pupils as close to their home community as possible.

#### **4. Contextual information**

##### **Creation of an eight place ASC RP at Guillemont Junior School, Farnborough**

- 4.1 Guillemont Junior School already has an existing, established RP for twelve children for speech, language, and communication needs.
- 4.2 The proposal is to build a new classroom, sensory room, group room, and to create a secure outdoor space for eight local children with Autism.
- 4.3 Children would be on roll at Guillemont Junior School and the school would receive additional resources to ensure that the children's needs are well supported so that they can successfully access the mainstream environment and curriculum, when appropriate.
- 4.4 An 8-place ASC RP was established at Pinewood Infant School from autumn 2022 and pupils will typically transition from Pinewood Infant to Guillemont Junior Schools. Pinewood Infant and Guillemont Junior Schools are federated.
- 4.5 Subject to the outcome of the consultation, it is proposed that places will be available at Guillemont Junior School RP from September 2024.

- 4.6 A total of £0.94m of Childrens Services capital funding was approved at the Executive Lead Member for Children’s Services Decision Day on 13 January 2023.
- 4.7 Cllr Roz Chadd and Rt Hon Leo Doherty MP are in full support of the application.

#### **Morelands Primary School, Waterlooville RP Change of Designation**

- 4.8 Currently the school has two established resource provisions. The Assessment Resource Provision (ARP) for 10 places with children who have a range of needs where an assessment can give accurate information on a child's needs and SEN provision required. This could be at SEN Support within a mainstream, with an EHCP in a mainstream or EHCP in specialist.
- 4.9 From September 2023 it is proposed to alter this provision to 8 places for pupils with Autistic Spectrum Condition.
- 4.10 The second provision on site for pupils with Speech Language and Communication needs will be increased from 14 to 16 pupils. The pupils who attend either provision would be from the local area and placed on roll at Morelands Primary School.
- 4.11 The County Council is proposing to refurbish and reconfigure an underutilised area of the school to create a sensory room and therapy space to support this provision. The proposed cost of the works is in the region of £230,000 and will take place in summer 2023.

#### **Relocation of Hearing Loss RP to St Jude’s Catholic Primary School, Fareham**

- 4.12 The need for this type of specialist provision remains to provide specialist teaching and support for children who have permanent, severe to profound hearing loss or moderate to profound hearing loss with additional language and communication needs.
- 4.13 The relocation of this provision is at the request of the Headteacher and the Chair of Governors of Wallisdean Junior School and, in consultation with the Headteacher and the Chair of Governors of St Jude’s Catholic Primary School to accommodate the RP.
- 4.14 The proposal is to reconfigure and refurbish an existing underutilised space to create a teaching base together with acoustic works in other key areas of the school.
- 4.15 The proposed cost of the works is in the region of £270,000 and will take place in summer 2023.
- 4.16 The Rt Hon Suella Braverman MP, is in support of this application.

## 5. Finance

### 5.1 Table 1 – cost comparison

Type of provision	Average revenue cost per place (2022)
Special school	£18,079
Resourced provision	£17,636
Independent and non-maintained special school place	£65,800

5.2 Funding from the High Needs Block is calculated by the government using a national funding formula, which includes population and proxy factors of need based on children living in Hampshire and a basic entitlement factor.

5.3 The annual revenue cost of the proposed additional places has been calculated based on the average funding rates for the schools that are expanding:

### 5.4 Table 2 - Additional annual revenue cost

Name of school	Number of new places being created	Average cost per place*	Estimated Revenue Cost
Guillemont Junior School ASC RP	8	£17,636	£141,104
Morelands ASC RP	8	£17,636	£141,104
St Judes HI RP	6	£17,636	£105,828

\*These figures include the £4,000 funding from the mainstream school budget share.

5.5 The total revenue cost of £388,036 for the in-house places compares to an estimated £1.5m for the same number of places in independent and non-maintained special schools using the average cost of an SEN only funded day placement. This equates to approximately £1.1m of cost avoidance on the High Needs Block.

5.6 There could be some additional revenue costs required to support the setting up of new provisions and to ensure viability as the provisions build up to capacity. This is dependent on if the SEN Service expect to fill the provision straight away.

5.7 Estimated capital costs for the proposed projects are outlined below

Name of school	Project	Number of new places being created	Estimated Capital Cost
Guillemont Junior ASC RP	Extension and external works	8	£940,000



Morelands ASC RP	Internal works	0	£230,000
St Jude's Hearing Loss RP	Internal works	8	£270,000
<b>Total</b>			£1,440,000

## 6. Performance Impact – none

## 7. Consultation and Equalities

7.1 The consultations for the projects took place between Friday 17 March and Friday 14 April 2023.

7.2 Letters with details of the proposals were sent to the following stakeholders. Feedback was invited by email and letter and meetings with officers offered if requested:

- Parents of children attending the schools
- Headteachers, school staff and Governing Body of the schools
- Headteachers and Chairs of Governors of neighbouring schools
- Borough, district, and parish Councils – Local Councillors
- Trade union representatives
- Local Dioceses
- Local MPs
- HCC Elected Members
- Residents of the immediate areas
- Other relevant community stakeholders

Copies of the consultation letters are attached under appendix 1.

7.3 The proposals were also included on the Hampshire County Council's consultation website:  
<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations>

7.4 All stakeholders were also invited to drop-in sessions held at each School to discuss the proposals in person.

## 8. Consultation Responses Received

### 8.1 New RP at Guillemont Junior School, Farnborough

No responses were received during the Public Notice period for the proposed new resourced provision at Guillemont Junior School.

### 8.2 Redesignation of RP at Morelands

No responses were received during the Public Notice period for the proposed change of designation at Morelands.

### 8.3 Re-location of Hearing Loss RP to St Jude's Catholic School, Fareham

No responses were received during the Public Notice period for the proposed change of location of the hearing Loss resource provision from Wallisdean Junior School to St Jude's Catholic primary School, Fareham.

*If equality impacts have been identified in the Equality Statement in integral Appendix B highlight any particular issues, explain any proposed mitigation and consider any other relevant factors that have been taken into consideration in formulating the recommendation.*

## **9. Climate Change Impact Assessment**

Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

## **10 Climate Change Adaptation and Mitigation**

10.1 Not relevant regarding the content of this report or decision being sought.

## **11 Carbon Mitigation**

11.1 Not relevant about the content of this report or decision being sought.

## **12 Conclusions**

- In considering the lack of responses received, approval is sought to pursue:
- The ASC resourced provision at Guillemont Junior School
- The change in designation at Morelands RP
- The relocation of the hearing loss RP from Wallisdean to St Jude's Catholic Primary School

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u> Children’s Services Capital Programme 2022/23 – 2024/25	<u>Date</u> Jan 2022
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u> Right Support, Right Place, Right Time – The SEND Review <a href="#">Summary of the SEND review: right support, right place, right time - GOV.UK (www.gov.uk)</a>	<u>Date</u> May 2022

*NB: If the ‘Other significant links’ section below is not applicable, please delete it.*

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	

## EQUALITIES IMPACT ASSESSMENT:

### 1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### 2. Equalities Impact Assessment:

See guidance at <https://hants.sharepoint.com/sites/ID/SitePages/Equality-Impact-Assessments.aspx?web=1>

Insert in full your **Equality Statement** which will either state:

- why you consider that the project/proposal will have a low or no impact on groups with protected characteristics or*
- will give details of the identified impacts and potential mitigating actions*

## **CLIMATE CHANGE IMPACT ASSESSMENTS**

Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

### **Climate Change Adaptation and Mitigation**

Not relevant regarding the content of this report or decision being sought.

### **Carbon Mitigation**

Not relevant about the content of this report or decision being sought.

### **Conclusions**

- In considering the lack of responses received, approval is sought to pursue:
- The ASC resourced provision at Guillemont Junior School
- The change in designation at Morelands RP
- The relocation of the hearing loss RP from Wallisdean to St Jude's Catholic Primary School

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