

# Public Document Pack



## NOTICE OF MEETING

<b>Meeting</b>	Executive Lead Member for Children's Services Decision Day
<b>Date and Time</b>	Wednesday, 8th May, 2019 at 2.00 pm
<b>Place</b>	Chute Room, Ell Court, The Castle, Winchester
<b>Enquiries to</b>	members.services@hants.gov.uk

John Coughlan CBE  
Chief Executive  
The Castle, Winchester SO23 8UJ

## FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

## AGENDA

### KEY DECISIONS

- 1. SHORT BREAK ACTIVITIES COMMISSIONING STRATEGY** (Pages 3 - 18)

To consider a report of the Director of Children's Services regarding the Short Break Activities Commissioning Strategy.

- 2. 2019/20 POST-16 TRANSPORT POLICY STATEMENT** (Pages 19 - 42)

To consider a report of the Director of Children's Services regarding the 2019/20 Post-16 Transport Policy Statement.

### NON-KEY DECISIONS

- 3. SCHOOL MEAL PRICE FROM SEPTEMBER 2019** (Pages 43 - 50)

To consider a report of the Director of Culture, Communities and Business Services regarding the school meal price from September 2019.

### 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:**

**The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) for assistance.**

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.

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Lead Member for Children's Services
<b>Date:</b>	8 May 2019
<b>Title:</b>	Short Break Activities Commissioning Strategy
<b>Report From:</b>	Director of Children's Services

**Contact name:** Suzanne Smith

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#### Purpose of this Report

1. This report follows the Executive Lead Member for Children's Services 12 July 2018 Decision Day where the proposal to commission Short Break Activities via priorities was agreed.
2. The purpose of this report is to seek approval from the Executive Lead Member for Children's Services on the proposed approach to the future commissioning of Short Break Activities, the proposed funding priorities, and the proposed 18 month funding period (1 October 2019 to 31 March 2021).

#### Recommendation(s)

2. For the Executive Lead Member for Children's Services;
3. To approve the recommended three priorities informed by stakeholder feedback of
  - i) holiday club;
  - ii) weekend club and;
  - iii) youth club provision;
4. To approve the recommended grant award period of 18 months from 1 October 2019 to 31 March 2021 (grant recommendations will return to July 2019 Decision Day);
5. To approve a total grant budget of £1,574,297 for the period 1 October 2019 to 31 March 2021;

6. To approve the principles and use of the exceptions fund described in section 6 of this report. (Any grant recommendations over £5,000 will be brought to future Decision Days for consideration).

## **Executive Summary**

7. Further to the public consultation on reshaping Short Break activities undertaken in Spring 2018 and the subsequent report to Decision Day in July 2018, this report seeks to update the Executive Lead Member for Children's Services on the proposed commissioning strategy for Short Break Activities.
8. On his 12 July 2018 Decision Day the Executive Lead Member for Children Services approved the recommendation to commission Short Break activities on the basis of priorities set by key stakeholders including parents/carers
9. Since July 2018, views have been sought from a range of stakeholders and multiple sources of data have been analysed to inform priority activities for future Short Break Activities funding.
10. Grants were awarded for the period 1 April 2019 – 30 September 2019 and these are detailed in the 17 January 2019 Decision Day report. This short period of grant award was to allow more time to develop the priority led approach with relevant stakeholders.
11. Feedback from the public consultation, stakeholder workshop findings, a targeted parent/carer survey, grant monitoring and Gateway Card holder data and feedback from providers via providers forums has been taken into account to set the priorities.
12. This report details the development of these priorities with stakeholders and recommends extending from the historic 12 month funding allocations to 18 months for Short Break Activities funded from October 2019.
13. Recommendations for the award of funding to providers will be presented to the Executive Lead Member for Children's Services at his July 2019 Decision Day.

## **Contextual information**

14. Historically, grant awards for Short Break Activities have been driven by providers telling Children's Services what service they want to deliver and when they want to deliver it. This has led to a disparate level of service

delivery between districts, with some areas of the county left with very few activities as providers have not applied to deliver services in that area.

- 15.** Interim priorities have been implemented for the period 1 April – 30 September 2019 based on the feedback from the consultation and have been funded via six-month grant arrangements. These priorities were having a break:

  - within the school holiday periods, including; half-terms, Easter, Christmas and summer holiday periods;
  - via After School Clubs;
  - via Youth Clubs;
  - that is available on weekends;
  - that is available on weekdays, during school term.
  
- 16.** In order to agree the priorities for future commissioning, a stakeholder group was established consisting of representatives from:

  - Hampshire Parent Carer Network;
  - Supporting Families;
  - Family Support Service;
  - Local Children's Partnerships;
  - Services for Young Children;
  - Disabled Children's Teams;
  - Special Schools via Special School Executive Committee;
  - Voluntary Sector organisations.
  
- 17.** The stakeholder group met to discuss potential priorities for the county, and to consider the best approach to:

  - the number of sessions and demand for activities across the County;
  - the most appropriate time of day, duration and frequency of activities;
  - the most appropriate approach to commissioning activities.
  
- 18.** The group concluded that, whilst there was considered to be a gap in 0-5 years short break activities, this should primarily be covered by the Early Years offer for 3-5 year olds.
  
- 19.** The group further identified a gap for activities delivering sensory provision across all age ranges across the county. This will be addressed for future funded activities by encouraging providers to utilise existing resources where possible, and to include sensory in their offer where appropriate rather than commissioning new county wide standalone sensory provision.
  
- 20.** Stakeholders provided detailed feedback in respect of geographical considerations to factor into any new offer.

- 21.** It was suggested that the priorities could be delivered to the following age groups:
- 0-5 years
  - 5-11 years (Primary)
  - 11–17 years (Secondary)
- 22.** The stakeholder findings were presented to current Short Break Activity providers at a provider forum on 4 February 2019. Their feedback was sought on the priorities, any gaps or potential issues.
- 23.** Their feedback was generally positive. Providers understand the need for the Local Authority to commission services in a different way and welcome a process that provides them with more certainty.
- 24.** Children’s Services provide clear guidance to organisations applying for grant funding about the importance of developing sustainable financial plans and not relying on the County Council for funding.
- 25.** All providers applying for grant funding are aware that funding in any given year does not guarantee any level of future funding. This is further reinforced through twice yearly provider forums where significant notice of possible funding reductions and the importance of financial sustainability are discussed.
- 26.** Furthermore, Action Hampshire were commissioned in 2017 to deliver sustainability training and guidance for providers, which is clearly published on the Council’s website:
- <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/s hortbreaks/activityproviders/funding#step-5>
- 27.** In order to seek broader feedback from a wider range of parents/carers, a survey was issued to parents and carers via Disabled Children’s Teams and via Short Break Activity providers in February 2019.
- 28.** 212 parents and carers completed this Short Break Activity questionnaire. This equates to 10% of Gateway Card holders. The highest number of respondents lived in the New Forest 18%, followed by East Hants with 16% and Basingstoke and Deane 13%.
- 29.** Table one summarises the most popular activities identified by respondents to the questionnaire.

**Table 1 February 2019 Parent/Carer Survey Feedback**

<b>Priority</b>	<b>“Very Important”</b>	<b>“Fairly Important”</b>	<b>Combined</b>
1. Holiday clubs	81%	5%	86%
2. Weekend clubs	44%	19%	63%
3. Youth clubs	21%	15%	36%
4. After school clubs	16%	13%	29%
5. Weekday, term time activities	13%	10%	23%

**30.** Parents/carers indicated that having a break during the school holidays was very important with the summer holidays being the most important time for a break.

**31.** Parents/carers were asked about their preferred duration of each activity. Below are the preferred durations for the activities they identified as priorities:

- School Holidays Full day (six hrs)
- Weekend Club Full Day (six hrs)
- Youth Club two hours

### **Priorities**

**32.** Based on the analysis undertaken and outlined in section 4 of this report, it is proposed to prioritise funding for the following three types of activity from October 2019:

- i) Holiday clubs;
- ii) Weekend activity club;
- iii) Youth clubs.

**33.** By focusing on these priorities, a viable county wide offer can be commissioned within the funding available.

**34.** The priorities have been informed by multiple sources of data but further engagement with key stakeholders to re-confirm that these priorities are reflective of need will be undertaken prior to the award of funding.

**35.** Table 2 summarises the proposed development of provision that will enable a more equitable, priority led offer across the County.

**Table 2: Overview of proposed provision by district**

<b>District &amp; Proposed Budget</b>	<b>Type of Activity Proposed</b>	<b>Overall proposed increase or decrease in provision</b>	<b>Stakeholder Feedback</b>
1. Basingstoke	Holiday	Increase	Would like to see new/more provision in Tadley area
	Weekend	No change	
	Youth Club	Increase	Would like to see new/more provision in Tadley area
2. East Hampshire	Holiday	Increase	Would like to see new/more provision in Petersfield area
	Weekend	Increase	Would like to see new/more provision in Petersfield area
	Youth Club	Increase	Would like to see new/more provision in Petersfield area
2. Eastleigh	Holiday	Increase	
	Weekend	Increase	
	Youth Club	Increase	
3. Fareham	Holiday	Increase	Would like to see an increase in the number of days available, although this may mean a decrease in the number of young people attending per day in order to balance funding
	Weekend	Decrease	
	Youth Club	Decrease	
4. Gosport	Holiday	Increase	
	Weekend	Increase	
	Youth Club	Increase	
5. Hart	Holiday	Increase	
	Weekend	Increase	
	Youth Club	Increase	
6. Havant	Holiday	Increase	
	Weekend	Decrease	
	Youth Club	Increase	Would like to see an increase in the number of sessions available, although this may result in a reduction in the



			number of young people attending per session in order to balance funding
7. New Forest	Holiday	Increase	Would like to see new/more provision in New Milton and Ringwood areas
	Weekend	Increase	Would like to see new/more provision in New Milton and Ringwood areas
	Youth Club	Increase	Would like to see new/more provision in New Milton and Ringwood areas
8. Rushmoor	Holiday	Increase	
	Weekend	Increase	
	Youth Club	Increase	
9. Test Valley	Holiday	Increase	Would like to see new/more provision in Romsey area and an increase in number of sessions in Andover area to enable families to access services in their local area
	Weekend	No Change	
	Youth Club	Increase	
10. Winchester	Holiday	Increase	
	Weekend	Increase	
	Youth Club	Increase	

## **Exceptions Fund**

- 36.** Where activities do not fit within the identified priorities described in paragraph 32, providers may seek funding from the exceptions fund.
- 37.** Providers will need to evidence demand via an application form and include the following information:
- i. What the service and/or proposed activity is, including full details of what they will be providing/undertaking;
  - ii. The number and age of young people who will be benefit;
  - iii. Where the project/activity will take place i.e. location and district/borough council area;
  - iv. The costs associated with the project including other sources of income received or being pursued;
  - v. Why they feel this needs to be considered for funding; what makes it an exception?
- 38.** Applications for exceptions funding will be considered on a termly basis by relevant stakeholders for the service being applied for. Recommendations for the award of funding will be presented to the Director of Children's Services (for grants of £5,000 and under) and to the Executive Lead Member for Children's Services (for grants over £5,000) for approval.

## **Finance**

- 39.** The budget for Short Breaks for the 2019-20 financial year is £1.821 million, of which £1.227 million is forecast to fund Short Break Activities. The remaining £594,000 will fund care support in the community, Hampshire Parent Carer Network, the Buddy Scheme and the support service for Direct Payments.
- 40.** Funding has been allocated to provide Short Break Activities for the period 1 April 2019 – 30 September 2019 to a value of £879,703. This figure was apportioned to take into account the number of school holiday weeks in the first half of the financial year and was therefore front loaded to ensure that sufficient funding was available to cover the summer period.
- 41.** Approval is sought to fund Short Break Activities for the period 1 October 2019 – 31 March 2021 to the value of £1,574,297, comprising the remaining budget for the 2019-20 financial year (£347,297) and the forecast budget for the 2020-21 financial year (£1.227M).

42. This funding will include an allocation to the exceptions fund.
43. It is recommended that Short Break Activities are funded for 18 months to allow certainty of funding, improved staff retention and increased opportunities for providers to ensure financial sustainability.
44. The distribution model to be used to allocate the available funding across districts will be calculated using five key indices, each with an individual weighting, resulting in a budget allocation per district. This is the same model that has been used in previous years.
45. District based allocations and recommendations for funding will be presented at the July 2019 Decision Day.

## **Performance**

46. The new Gateway Card system will go live in May 2019.
47. This will enable the County Council to have up to date information on all registered holders and their attendance at short break activities as parents are required to show their Gateway Card every time they attend an activity.
48. It is a grant condition of the providers, that they must scan the card each and every time the young person attends.
49. This information will enable accurate monitoring of attendance which can be cross referenced with the original grant application in respect of the number of children benefitting from the activity.
50. In addition to the data from the scanned Gateway Card, providers will be required to provide a narrative to indicate any challenges with delivery, any opportunities or other significant issues and case studies for activities.
51. Where appropriate, payments of any agreed grant funding could be suspended, or funding will be reclaimed, should the benefits or level of access be less than planned, thus ensuring the most effective use of public funds.

## **Consultation and Equalities**

- 52.** A range of stakeholders and parents/carers have been consulted in order to develop the priority led offer, as described in sections 4 and 5 of this report.
- 53.** The funding of projects targeted at supporting priority groups of vulnerable children and young people across the county is expected to have a positive impact on improving outcomes for equalities groups.
- 54.** Each applicant must outline how their project will contribute towards the elimination of unlawful discrimination, the advancement of equality of opportunity for everyone including those having a protected characteristic and the fostering of good relations between all including those having a protected characteristic.
- 55.** It is proposed that there will be a ceasing of funding for some activities, such as after school clubs, which have been identified as a lesser priority by parents of children with disabilities. After school clubs may still continue to operate but parents will be required to pay the full costs.
- 56.** As detailed in paragraphs 24-26 the Council works closely with Short Break activity providers, and works to ensure that they are kept up to date with, and have an opportunity to feedback on, any changes to the Short Break Activity programme's funding arrangements.
- 57.** The proposals have been informed by a range of feedback from parents and takes into account their views on priority services. By reducing support to some services, we will be able to invest in other services identified as higher priority by families of children with disabilities.
- 58.** The proposed delivery model has been developed to ensure a more consistent and equitable offer is available to Hampshire families of children with disabilities and additional needs across the County.

## **Conclusions**

- 59.** Having considered a range of options the preferred route is to prioritise Short Break Activities in the form of holiday clubs, weekend clubs, youth clubs, via an 18-month funding arrangement from 1 October 2019 to 31 March 2021.
- 60.** This approach:
  - Honours the outcomes of public consultation in spring 2018;
  - Targets funding at stakeholder agreed priorities;

- Provides a more consistent and equitable offer across the County for families;
- Provides a longer term and therefore more attractive opportunity for providers;
- Enables flexibility in process if required through use of the exception fund.

**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
<b>OR</b>	
<b>This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because: N/A</b>	

**Other Significant Links**

<b>Links to previous Member decisions:</b>		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Short Breaks Grant Awards	3353	17 October 2011
Short Breaks Statement of Future Provision and Grant Awards	3153	
Short Breaks for Disabled Children	2589	6 April 2011
Short Breaks Grant Awards	3440	18 January 2012
Short Breaks Grant Allocations for 2012-13	3441	1 February 2012
Short Breaks Grant Allocations for 2012-2013	3717	17 July 2012
Short Breaks for Disabled Children: Service Statement Review	4120	6 December 2012
Short Breaks for Disabled Children – Grant Allocations 2013-14	4197	23 January 2013
Short Breaks grant awards: Specialist playschemes in Basingstoke (2013-14)	4685	25 March 2013
	4707	12 June 2013
Short Breaks activities for Disabled Children - Grants for the remainder of 2013-14	5195	22 January 2014
Short Breaks for Disabled Children - Grant Awards for 2014-15	6447	23 March 2015
Short Breaks for Disabled Children – Grants for 2015-16	7216	18 March 2016
Short Breaks for Disabled Children – Grants for 2016-17	8059	13 March 2017
Short Breaks for Disabled Children – Grants for 2018-19		12 July 2018
Proposed changes to the Short Break Activities		

Programme and consultation outcomes 2019-01-17 ELMCS Short Breaks Children's Services Grant Report		12 July 2018  17 January 2019
Revenue Budget report for Children's Services for 2015/16	6286	21 January 2015
Transformation to 2017 - Revenue Savings Proposals	6889	16 September 2015
Revenue budget report for Children's Services for 2016/17	7131	20 January 2016
Revenue budget report for Children's Services for 2017/18	8019	18 January 2017
Cabinet: Revenue Budget and Precept 2015/16	6373	01 February 2015
Cabinet: Transformation to 2017: Consultation Outcomes	6942	21 September 2015
Cabinet: Medium Term Financial Strategy Update and Transformation to 2017 Savings Proposals Integral Appendix A	6920	05 October 2015
Children and Young People's Select Committee Respite Task and Finish Group report	6003	23 July 2014
Children and Young People's Select Committee Consideration of Request to Exercise Call-in Powers	6083	12 September 2014
Serving Hampshire – Balancing the Budget consultation		Summer 2017
Cabinet: Medium Term Financial Strategy Update and Transformation to 2019 Savings Proposals		16 October 2017
Proposed changes to the Full Council: Medium Term Financial Strategy Update and Transformation to 2019 Savings Proposals		02 November 2017
<b>Direct links to specific legislation or Government Directives</b>		
<u>Title</u>		<u>Date</u>
Children Act		<b>1989</b>
Short Breaks: Statutory guidance on how to safeguard and promote the welfare of disabled children using short breaks		<b>2010</b>
Breaks For Carers of Disabled Children Regulations		<b>2011</b>
Short Breaks for Carers of Disabled Children: Departmental Advice for Local Authorities		<b>2011</b>
Children and Families Act		<b>2014</b>

**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:**

The funding of projects targeted at supporting priority groups of vulnerable children and young people across the county is expected to have a positive impact on improving outcomes for equalities groups.

60. Each applicant must outline how their project will contribute towards the elimination of unlawful discrimination, the advancement of equality of opportunity for everyone including those having a protected characteristic and the fostering of good relations between all including those having a protected characteristic.

It is proposed that there will be a ceasing of funding for some activities, including after school clubs, which could potentially impact some families of children with disabilities. The proposals have been informed by a range of feedback from parents and takes into account their views on priority services.

By reducing support to some services we will be able to invest in other services identified as higher priority by families.

The proposed delivery model has been developed to ensure a more consistent and equitable offer is available to Hampshire families of children with disabilities across the county.

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Lead Member for Children's Services
<b>Date:</b>	8 May 2019
<b>Title:</b>	2019/20 Post-16 Transport Policy Statement
<b>Report From:</b>	Director of Children's Services

**Contact name:** Martin Goff (Head of Information, Transport and Admissions)

**Tel:** 01962 846185

**Email:** [Martin.goff@hants.gov.uk](mailto:Martin.goff@hants.gov.uk)

### Purpose of this Report

The purpose of this report is to inform the Executive Lead Member for Children's Services on the outcome of the consultation carried out regarding the Post-16 Transport Policy Statement

### Recommendation(s)

1. That the Executive Lead Member for Children's Services notes:
  - the process that has been followed and the responses to the public consultation that have been received (as summarised in the report).
  - no material changes have been made to the content but the transport policy statement utilises the new template included in the Department for Education's updated guidance which was released on 28 January 2019.
2. Also that the Executive Lead Member for Children's Services
  - approves the 2019/20 Post-16 Transport Policy Statement set out in [Appendix A](#).

### Executive Summary

3. The report provides is to inform the outcome of the consultation that is required in statutory guidance. The consultation seeks comments from schools, post-16 providers and young people into account when considering the content of the statement.

4. Current expenditure on Home to School Transport was just over £31 million in 2017/18, of which £1.3 million was spent on post-16 transport assistance.
5. In October 2017, as part of the Transformation to 2019 programme, Cabinet approved a consultation on proposals to changes to the County Council's Post 16 Transport Policy. The proposal for post-16 transport assistance was to revise the eligibility criteria for young people with special educational needs and/or disabilities aged 16 years and above in new placements from September 2018. All future transport would be decided on the basis of students' individual circumstances and upon receipt of evidence to support that HCC funded transport is essential to facilitate their attendance at their post-16 provision.
6. These changes were agreed and incorporated into the Post-16 Transport Policy for September 2018, although due to transition arrangements, some existing students will not be affected by the policy changes until September 2019.

### **Contextual information**

7. Statutory guidance from the Department for Education on post-16 transport to education and training requires local authorities to prepare and publish an annual transport policy statement each year specifying the arrangements for the provision of transport for persons of sixth form age, and 19-24 years olds (referred to as the 'adult duty') in education or training. This guidance was last updated on 28 January 2019 and it was noted that there were no significant content changes however it did prescribe a template for future policy statements to follow.
8. Statutory guidance clarifies the duty to consult with stakeholders in developing the statement before publication.
9. Hampshire County Council and its post-16 providers are committed to ensuring transport is available to enable students to access education and training as set out in the policy statement. Information provided within the policy statement includes; transport and travel schemes offered, any college owned bus services, local public transport links and discounted or subsidised season tickets available to students. The support is provided either by the County Council or post-16 providers.
10. There is no automatic eligibility to Local Authority funded home to school or college transport assistance once a student is no longer of compulsory school age. The authority 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.

11. The County Council does offer, under discretionary powers, transport assistance to enable post-16 students with a statutory assessment of their Learning Difficulty or Disability to access a place that is the closest suitable provision for their needs where they are otherwise unable to attend. Such travel assistance may require a parental contribution.
12. Students from low-income families, in care, or care leavers may be eligible for a yearly bursary through the 16 to 19 Bursary Fund from the Education Funding Agency. This fund replaced the Education Maintenance Allowance in September 2012 and offers students from the most vulnerable families greater financial support towards the cost of staying in further education. Students and their families apply for the bursary directly through their chosen college/post-16 provider.

### **Finance**

13. The County Council spent just over £31 million in 2017/18, of which just over £1.3 million was spent on post-16 transport assistance.
14. It is expected that the cost of providing transport assistance for Post-16 students in 2019/20 will grow significantly where participation from post-19 students has been identified as a pressure.

### **Performance**

15. The Post-16 Transport Policy for 2019/20 details how the County Council will meet its statutory obligations with regards to post-16 transport assistance, paying due consideration to the guidance published by the DfE.
16. The County Council are proposing to retain the current level of support for the 2019/20 academic year. No changes have been made to the meaning, intent and offer included in the 2019/20 Transport Policy Statement.
17. The updated statutory guidance was released after the public consultation went live therefore the County Council have not consulted on the revised layout.

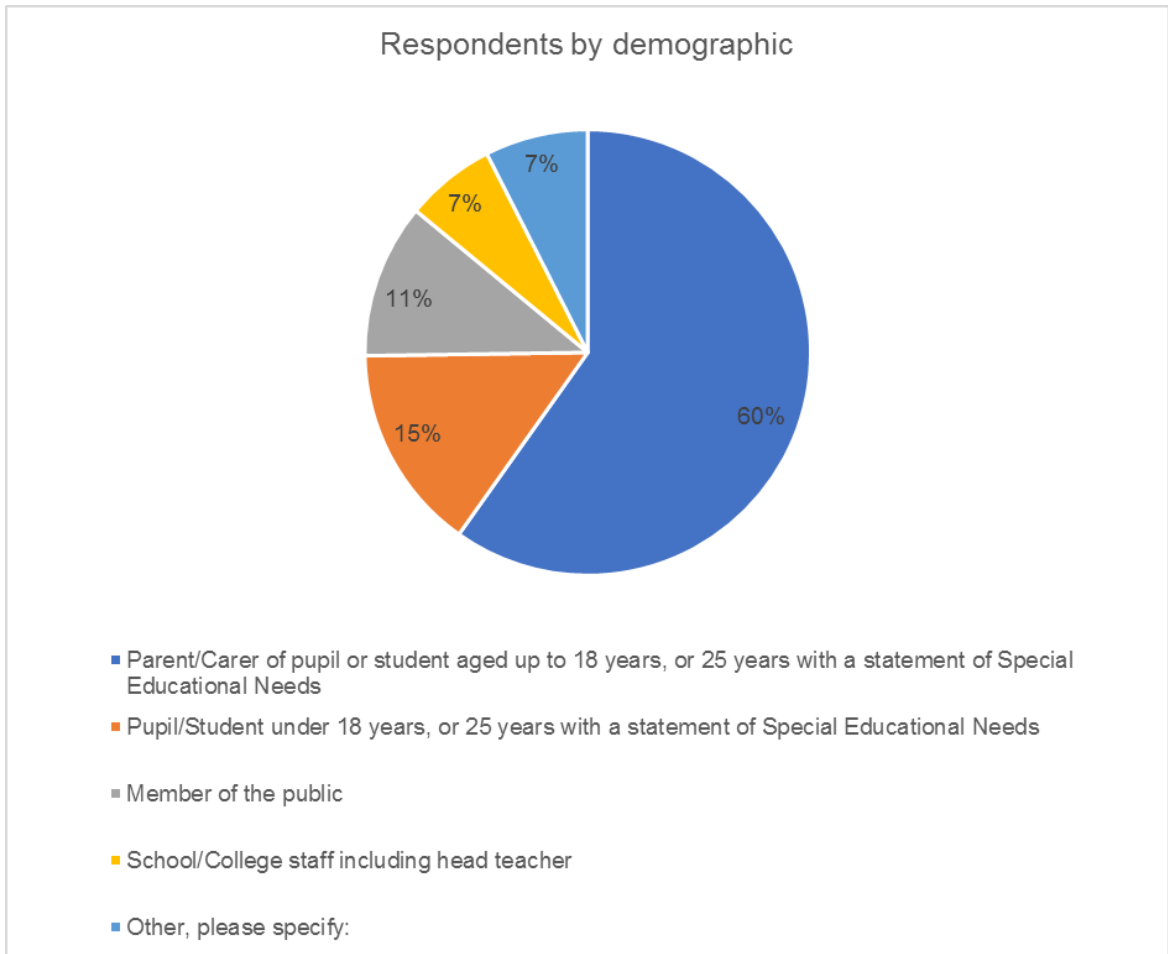
### **Consultation and Equalities**

18. The public consultation on the 2019/20 Post-16 Transport Policy Statement ran from 23 January 2019 to 8 March 2019. Responses were invited by completing a dedicated online survey.

19. There were 104 responses to the consultation, all of which have been taken into consideration when compiling the statement for publication. An analysis of the 104 responses to the consultation can be found below.

### **Respondents by demographic**

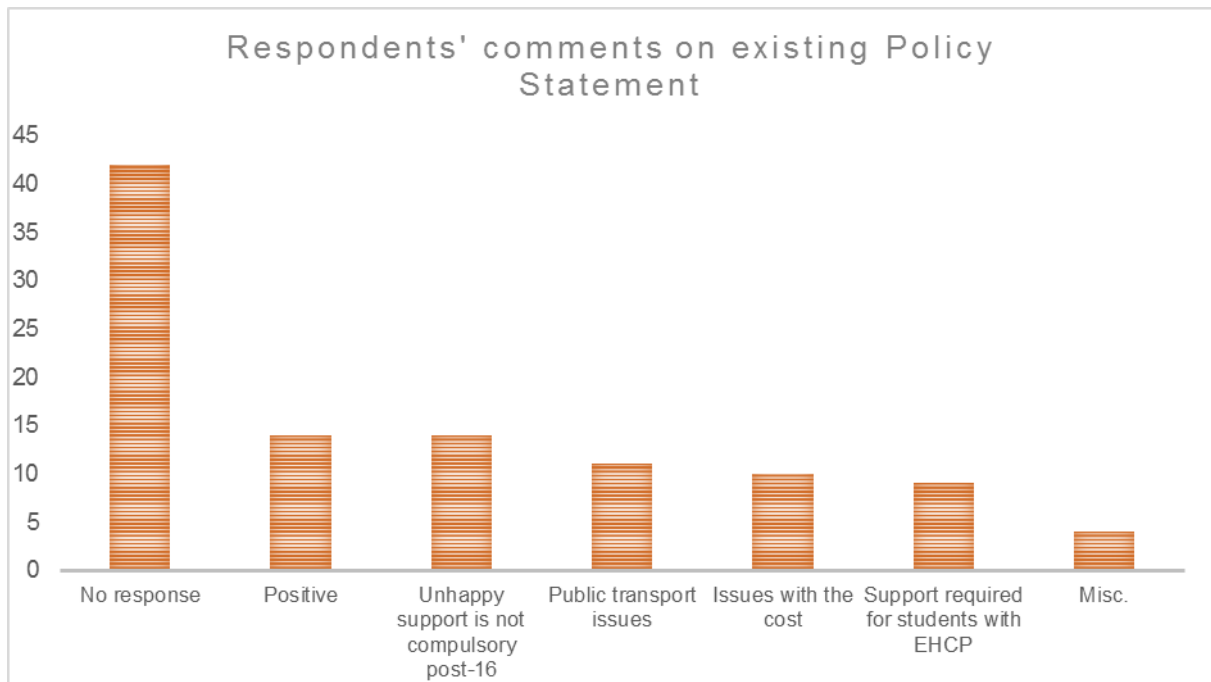
20. Responses were invited from anybody. The following graph shows the % of the total responding “mainly as” for each demographic:



21. There were no responses from “mainly as” the following; School/College governor, Other Education Provider, Hampshire Councillor or Member of Parliament, Parish/Town Councillor or representative, or Business/Chamber of Commerce so these have been excluded from the above graph.

### **Respondents’ comments on the existing Policy Statement**

22. Respondents were asked to comment on the existing Policy Statement. These have been grouped and the following graph shows the number of responses by category:

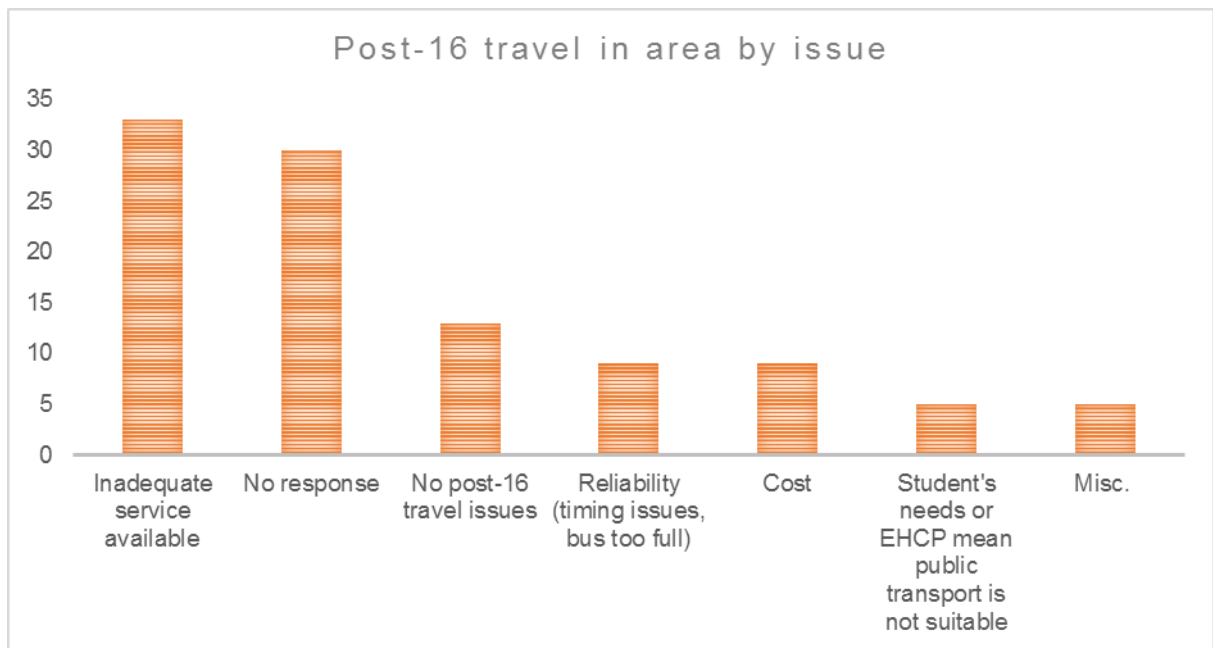


23. Some responses included a range of comments. In these cases the respondent's comment has been included in the category which was deemed the most prominent. The above graph shows that:

- 40% of the respondents did not comment on the Policy Statement.
- 13% provided positive feedback.
- 13% thought that post-16 transport should be compulsory, as students are now required to remain in education or work-based learning until they reach 18 years of age.
- 11% used this section to raise concerns with public transport in their area. All but one of the respondents in this category were specifically talking about transport from Fleet and the surrounding villages to Farnborough and expressed concerns about the reduction in the number 10 service. Comments were also made about the lack of a sixth form provision in Fleet forcing the need to travel to Farnborough.
- 10% had an issue with the cost. Depending on their circumstances this was either the cost of public transport, or the need to pay the Council a contribution towards the cost of transport assistance.
- 9% felt that students with an EHCP should be offered transport assistance.
- 4% were put into the miscellaneous category which included issues such as: denominational schools were not considered in the policy and parents' health issues.

## Post-16 travel issues in area

24. Respondents were asked to list any post-16 travel issues in their area. These have been grouped by the type of concern raised:



25. The above graph shows that:

- 42% of the respondents either did not comment on the post-16 travel available in their area or confirmed that there were no issues with the transport available.
- 32% believe that the service available is inadequate. Of these, 70% were specifically referring to transport from Fleet and the surrounding villages to Farnborough and expressed concerns about the reduction in the number 10 service. Comments were also made about the lack of a sixth form provision in Fleet forcing the need to travel to Farnborough.
- 9% stated the service that was available was unreliable. Reasons given included lateness or the bus being too full.
- 9% claimed the cost of the public transport was an issue.
- 5% felt that students' needs or having an EHCP means that public transport is not suitable.
- 5% were put into the miscellaneous category which included feedback such as; too much traffic on the road causing congestion and making it unsafe for pedestrians, transport assistance being hard to obtain and parents' ill-health.

## Recurring themes



26. This section addresses the recurring public transport issues raised in the consultation:

- Stagecoach number 10 service from Fleet to Farnborough was reduced in February 2019 from a half hourly service to an hourly service. A regular service remains for students to access college and the route continues to serve Farnborough Sixth Form College. Fleet and Farnborough are also connected by a rail service.
- The remaining 30% listed in the “public service is inadequate” category were highlighting that a number of bus and train services were unreliable. These are performance issues and do not indicate the lack of a suitable service.

27. As is evident in the [Equality Impact Assessment](#) the policy changes implemented in September 2018 and rolled out fully in September 2019 may have a potential impact in respect of the characteristics of age, disability and rurality as new applicants will no longer have automatic eligibility for Hampshire County Council funded post-16 transport under the policy. With respect to age and disability when a student is refused transport assistance under policy there is an opportunity for this decision to be appealed.

**REQUIRED CORPORATE OR LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	No
<b>People in Hampshire live safe, healthy and independent lives:</b>	No
<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>	
<a href="http://democracy.hants.gov.uk/ieDecisionDetails.aspx?ID=715">http://democracy.hants.gov.uk/ieDecisionDetails.aspx?ID=715</a>	09 May 2018
<b>Direct links to specific legislation or Government Directives</b>	
<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.)

Document

Location

## **EQUALITIES IMPACT ASSESSMENTS:**

### **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:**

[Appendix B](#) details the Equality Impact Assessment.

# **APPENDIX A – 2019/20 Post-16 Transport Policy Statement**

## **Hampshire County Council's Post-16 Transport Policy Statement - Academic Year 2019/20**

**Transport policy statement for young people aged 16-18 in further education, continuing learners aged 19 and those young people aged 19 – 24 (inclusive) with learning difficulties and/or disabilities**

**Department Responsible:** Home to School Transport, Children's Services

**Contact details:** [school.transport@hants.gov.uk](mailto:school.transport@hants.gov.uk)

**Document first release:** TBC

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# **1. Introduction**

Local authorities do not have to provide free or subsidised post-16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to facilitate the attendance of all persons of sixth form age receiving education or training.

Young people carrying on their education post-16 and requiring Local Authority assistance with travel would need to submit a request for travel support.

'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19<sup>th</sup> birthday (years 12,13,14).

The 'adult duty' means Local Authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to and including the age of 24.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to and including the age of 24.

This policy document specifies the support that Hampshire County Council considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

## **2. Aims and Objectives**

The council has the following aims and objectives when assessing transport / travel support:

- Hampshire County Council 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.
- When offered, support is provided by either the Council or post-16 providers.
- There is no automatic eligibility for Hampshire County Council funded home to school transport once a student is no longer of statutory school age. The authority 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 travel assistance.
- The cost and mechanical process of transporting young people with special educational needs is greater and more complex. Hampshire County Council recognises that families may need travel assistance to ensure that post-16 special needs or disabled students can access a place that is suitable for their needs and so do offer, under discretionary powers, travel assistance that may require an annual parental contribution.

### **3. Transport and travel support**

#### **a. Travel support from schools and colleges for young people aged 16 – 25 including public transport providers**

There are a number of public transport service providers in Hampshire. Colleges and schools in Hampshire also have their own travel arrangements but the situation does vary. See Appendix A for details of any transport or support available for students in Hampshire.

#### **b. Concessionary fares**

Post-16 students may be eligible to apply for a concessionary bus pass which can be used to get to and from college. Please click [here](#) for more information on concessionary travel.

#### **c. Other transport solutions**

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

- My Journey - <https://myjourneyhampshire.com/>
- Cycle schemes
- Wheels to Work - <https://www.hants.gov.uk/transport/wheelstowork>
- Brain in Hand - <http://braininhand.co.uk/>

### **4. The 16-19 Bursary Fund**

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

A vulnerable bursary of up to £1,200 per year for young people in one of the defined vulnerable groups below:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment. To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 on 31 August 2019 or
- be aged 19 or over on 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over on 31 August 2019 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund) to search for post 16 bursaries.

## **5. Young parents / Care to Learn**

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning.

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays
- taking your child to the childcare provider

### **a. Types of child care**

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

### **b. Payments**

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

### **c. Attendance**

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

### **d. Eligibility**

You can get Care to Learn if:

- you're a parent under 20 at the start of your course



- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a [European Economic Area \(EEA\) country](#)
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

#### **e. Type of course**

Care to Learn is only available for courses in England that have some public funding. This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

## **6. Hampshire County Council support**

### **a. Hampshire County Council support for students without special educational needs or disabilities**

Post-16 students without special educational needs or disabilities should [contact their sixth form school or college](#) directly for details on available transport. Those who require assistance with the cost of transport to their chosen post-16 establishment should apply to the sixth form school or college 16 to 19 Bursary Fund.

### **b. Hampshire County Council support for students with special educational needs or a disability**

Hampshire County Council may provide assistance with travel for post-16 students with special educational needs or a disability in exceptional circumstances where it is demonstrated that assistance is necessary to facilitate a student's attendance at their placement and they cannot access their placement by any other means. The following factors are considered when assessing a request for assistance with travel:

- A student must be 16 years or older on 1<sup>st</sup> September 2019
- The student must be a Hampshire resident
- Assistance may be offered if the student has either an Education Health Care Plan (EHCP) or a disability that means they require support with travel
- If the student has a current Education Health Care Plan (EHCP), the student must be attending 'the nearest most appropriate placement'. A course is deemed appropriate where it enables a student to meet their career objectives and is *designed specifically* to meet the special needs of the student.

- If the course or programme is not specifically designed to meet the needs of those with an SEN, travel assistance may be given to the nearest provider offering an appropriate course.
- The distance between the student's home address and the placement will be measured and transport assistance will be considered for those that live more than 3 miles by the nearest available walking route
- Requests will also be considered for students who live less than 3 miles from their placement if:
  - they have a disability that affects their ability to walk or
  - they need to be accompanied by an adult (usually parent/carer) who has a disability that affects their ability to walk
- The need to take other primary-aged siblings who are attending their catchment or nearer school will be considered, where the timing of the school day or the direction of the other school(s) prevent the parent/carer from accompanying the student to their placement.
- The availability of alternative modes of transport.

There are no low income requirements to receive assistance with travel assistance.

**c. Parents/carers should note the following restrictions:**

- Where the distance between a pick-up / drop-off point and home / college is less than 1.5 miles, the Council will not normally provide transport for that part of the journey, however:
  - Transport assistance may be provided for students within these distances where this is recommended following an assessment of their individual needs.
  - The factors used when considering walking distances, as detailed above, apply in these circumstances.
- Transport assistance will not be offered to destinations other than the placement and home.
- Transport assistance will not be tailored to individual timetables and will only be provided at the beginning and the end of the day.

**d. Travel assistance for students over the age of 19 with learning difficulties or disabilities**

- Students over the age of 19 may be offered transport assistance if they are subject to an Education Health and Care plan (EHCP).
- Transport assistance for students with learning difficulties or disabilities will be reviewed at the age of 19.
- Parents/carers must apply annually for transport assistance. If offered, transport assistance can be provided either up to the age of 24 or until the student completes the course, whichever is the earliest.
- When assessing a request for transport assistance, the considerations and restrictions (as detailed above) are also relevant for post-19 students.

**e. Parent/carer contribution**

Home to School Transport costs Hampshire County Council over £30 million each year. The average cost of providing transport assistance to post-16 passengers is almost £7,000 each year.

Where transport assistance is offered to students aged 16 - 18, or post-19 students on a continuation course (that began before their 19<sup>th</sup> birthday), a parental contribution towards the cost of this transport will be required. This is a fixed rate which cannot be offered pro-rata for individual timetables or circumstances. The cost will be decided by applying the following charging schedule:

Distance to travel	Annual charge
Up to 5 miles	£600
5.01 miles to 7.5 miles	£831
7.51 miles to 10 miles	£1,164
Over 10 miles	£1,330

Where transport assistance is offered, parents/carers of post-19 students up to and including 24, who started their course after their 19<sup>th</sup> birthday, will not be required to pay a contribution towards the cost of transport.

The parental contribution will be waived when the student's parents are in receipt of any of the benefits listed below:

- 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 the State Pension Credit
- Child Tax Credit (provided the parent/carer is 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)
- Universal Credit - if you apply on or after 1 April 2018 your annual household income must be less than £7,400 (after tax and not including any benefits you get)

***Payment for the first term of travel or proof of exemption must be received before transport will commence.***

#### **f. Refunds**

Please note that if the travel starts at any time during the first half of any term or ends at any time during the second half of any term, the full termly cost will be due.

If travel starts at any time during the second half of any term or ends at any time during the first half of any term, half the termly cost will be due.

All refunds will be made on this basis.

#### **g. Type of transport offered**

The type of transport offered will be the most cost effective transport solution for the Council. Parents/carers must be able to evidence that they have explored all other options, including public transport, prior to submitting a transport request.

The Council will try to incorporate your child's transport in an existing contracted vehicle (most likely a minibus or taxi) serving the base your child attends. If no such transport is available then the Council will procure a vehicle for your child. Parents/carers must note that the transport can change throughout the academic year, with the inclusion and removal of students at any time, and therefore the exact pick up and drop off times are subject to change.

#### **h. Travel training**

Hampshire 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.

#### **i. Apprenticeships**

Students attending post-16 training providers will be considered following the factors detailed above.

Students in apprenticeships with employed status are not considered for assistance with travel.

#### **j. Those not in education, employment or training (NEET)**

In addition to the support offered by Hampshire County Council to post-16 students as detailed above, 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 financial support is determined by the post-16 provider and is often based on how they have locally determined to use 'hardship' funds.

#### **k. Hampshire County Council support in other circumstances**

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 may receive travel assistance at the beginning and end of each term, half term and at other school/college closures. Any additional transport will be the responsibility of parents/carers to arrange.

#### **l. Additional eligibility criteria**

The Council may provide assistance with transport to support students attending providers outside of the county but would need to consider students' circumstances as per the factors detailed above. The post-16 provider may also be able to provide some support.

Students attending providers in Hampshire but living outside the county should apply to their home Local Authority for assistance. However, providers themselves may provide assistance and are not bound by county boundaries.

## **7. Applying for Hampshire County Council travel assistance**

Students wishing to request support with travel assistance can do so via the [Hampshire County Council website](#) where further details are available. Hampshire County Council will consider any application against the criteria detailed in this document.

Students may also wish to apply to their school / college directly for help. Click [here](#) for a list of colleges in Hampshire.

**Parents/carers must make a new transport request each academic year and include up-to-date evidence which will be used to consider the new request.**

## **8. Appeals**

Parents/carers can challenge a decision regarding:

- the outcome of their transport request;
- the transport arrangements offered;
- the distance measurement in relation to statutory walking distances; and
- the safety of the route

Appeals must be submitted in writing to Entitlement Officer, Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG.

The full Review/Appeals Process is detailed within Hampshire County Council's Home to School Transport Policy, and also applies to all post-16 students: [Home to School Transport Policy document](#)

Complaints regarding any aspect of the policy statement must first be taken up with the Local Authority in writing to Home to School Transport Manager, Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG. If this does not result in a satisfactory outcome, young people or their families may complain to the Secretary of State.

### **Appendix A - College and sixth form school details**

Please see below a list of Hampshire colleges and sixth form providers, including neighbouring colleges and sixth form providers that Hampshire students often choose to attend. Clicking on the college name will take you to the individual establishments' travel information. ***In most cases, information and figures provided are for the 2018/19 academic year.*** For full, up to date, travel information for each college please refer to the relevant college website (links are provided).

#### **Hampshire establishments:**

ALTON COLLEGE  
ANDOVER COLLEGE  
BARTON PEVERIL COLLEGE, EASTLEIGH  
BASINGSTOKE COLLEGE OF TECHNOLOGY  
BROCKENHURST COLLEGE  
EASTLEIGH COLLEGE  
FAREHAM COLLEGE  
FARNBOROUGH COLLEGE OF TECHNOLOGY  
THE SIXTH FORM COLLEGE, FARNBOROUGH  
HAVANT COLLEGE  
PETER SYMMONDS COLLEGE  
QUEEN MARY'S COLLEGE, BASINGSTOKE  
RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON  
SPARSHOLT COLLEGE  
ST VINCENT SIXTH FORM COLLEGE  
TOTTEN COLLEGE

#### **Out of county establishments:**

CHICHESTER COLLEGE  
GUILDFORD COLLEGE & MERRIST WOOD COLLEGE  
HIGHBURY COLLEGE, PORTSMOUTH  
NEWBURY COLLEGE  
PORTSMOUTH COLLEGE  
SOUTHAMPTON CITY COLLEGE

# APPENDIX B – Equality Impact Assessment

## Equality Impact Assessment



### Hampshire County Council's Post-16 Transport Policy

Accountable officer: Martin Goff

Email address: [martin.goff@hants.gov.uk](mailto:martin.goff@hants.gov.uk)

Department: Children's Services

Date of assessment: 02 April 2019

### Description of current service/policy

Expenditure on post-16 transport assistance in 2017/18 was over £1.3 million per annum.

Hampshire County Council currently provides post-16 transport assistance for 300 students to attend places that meet their Special Educational Needs and/or disabilities. A team of 3 full time staff arranges and manages this provision. There is no automatic eligibility to Local Authority funded home to school or college transport assistance once a student is no longer of compulsory school age. The authority 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 County Council does offer, under discretionary powers, transport assistance to enable post-16 students with a statutory assessment of their Learning Difficulty or Disability to access a place that is the closest suitable provision for their needs. Such travel assistance may require a parental contribution. This area has seen the greatest growth in recent years, particularly for those EHCP students aged 16 – 25.

Geographical impact: All Hampshire

### Description of proposed change

There are no changes proposed for the 2019/20 academic year however, due to transition arrangements, some students will not be affected by the policy changes implemented in September 2018 until September 2019.

### Impacts of the proposed change

These changes resulted in the removal of all elements of non-statutory provision and the introduction of charges where transport is arranged as an exception to policy.

## Engagement and consultation

Has engagement or consultation been carried out?

Public consultation ran from 29 January 2019 – 8 March 2019.

<b>Statutory Considerations</b>	<b>Impact</b>	<b>Mitigation</b>
<b>Age:</b> Medium	Some students, previously eligible under discretionary policy elements would, in future, not receive a free home to school transport service	A robust service to consider the circumstances of any case to decide if it merits support as an exception to policy. Critical in this consideration would be whether the student can access the named setting without transport assistance. If an exceptional arrangement is provided then a charge may be applied.
<b>Disability:</b> Medium	Some students, previously eligible under discretionary policy elements would, in future, not receive a free home to school transport service	A robust service to consider the circumstances of any case to decide if it merits support as an exception to policy. Critical in this consideration would be whether the student can access the named setting without transport assistance. If an exceptional arrangement is provided then a charge may be applied.
<b>Sexual Orientation:</b> Neutral		
<b>Race:</b> Neutral		
<b>Religion and belief:</b> Low	Some parents may choose to send their child to a school or college on the basis of their faith or religious views, rather than their most local school. There is no eligibility when choosing a school or college on religious grounds.	



<b>Gender reassignment:</b> Neutral		
<b>Gender:</b> Neutral		
<b>Marriage and Civil Partnership:</b> Neutral		
<b>Pregnancy and maternity:</b> Neutral		
<b>Other policy considerations</b>	<b>Impact</b>	<b>Mitigation</b>
<b>Poverty:</b> Low	The consideration as an exceptional case, will need to take account of the family's ability to pay for any exceptional transport service.	
<b>Rurality:</b> Medium	The service will consider the circumstances of any case to decide if it merits assistance as an exception to policy.	A robust service to consider the circumstances of any case to decide if it merits support as an exception to policy.

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## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Lead Member for Children's Services
<b>Date:</b>	8 May 2019
<b>Title:</b>	School Meal Price from September 2019
<b>Report From:</b>	Director of Culture, Communities and Business Services

**Contact name:** Shaun Le Picq

**Tel:** 01962 846216

**Email:** shaun.lepicq@hants.gov.uk

### Purpose of this Report

1. The purpose of this report is to provide the information required by the Executive Lead Member for Children's Services to agree the price of school meals in Hampshire schools from September 2019.

### Recommendations

2. That the Executive Lead Member for Children's Services approves that the price of a school meal will be increased to £2.40 from September 2019.
3. That the Executive Lead Member for Children's Services approves that schools will continue to be charged £2.30 per meal for those which are provided under the Government's Universal Infant Free School Meals grant.

### Executive Summary

4. This report outlines the reasons for an increase in the price of school meals of 10 pence from September 2019 and explains the different charging arrangements that are recommended for paid meals and income based free school meals and meals funded through the Government's Universal Infant Free School Meals (UIFSM) grant.

### Contextual information

5. Each year the Executive Lead Member is asked to review the price of income based free school meals. In Hampshire, this price has traditionally also been applied to paid meals in both primary and secondary schools and meals

funded by the UIFSM grant. There is, however, no statutory requirement to agree a consistent price should alternative arrangements be more appropriate.

6. The County Council does not subsidise the cost of school meals in Hampshire.
7. The County Council's in-house catering service (HC3S) provides healthy and nutritional school meals. Good nutrition plays a vital role in enabling pupils to perform well in school. The service also encourages healthy eating habits, which are essential to combat child obesity. Latest analysis from the Local Government Association indicates that one in three children are overweight or obese by the time they leave primary school and one in five four- and five-year-olds are classed as overweight or obese. All primary school meals served by HC3S include vegetables or salad, the majority of which are currently sourced from local south coast growers. By sourcing local ingredients wherever possible, the service supports the local economic development agenda and minimises food miles.
8. This focus on quality and sustainability ensures that the meals provided by HC3S meet the standards introduced by the Department for Education in January 2014 which are mandatory for local authority schools. This includes:
  - School menus are nut free.
  - Tailored menus are provided for 2,300 children with medically proven food allergies.
  - Gluten free products are available across a range of items.
  - All fish is Marine Stewardship Council (MSC) approved.
  - All meat is UK sourced and holds Red Tractor Assurance accreditation as a minimum.
  - All eggs are free range.

## **Finance**

9. The price of a school meal is based on the forecast cost of providing a hot two course meal (main and dessert) from September 2019. School meals are outside the scope of VAT, provided that, overall, they are being supplied 'at or below cost'. Ensuring the price of school meals remains outside the scope of VAT helps to keep the price as low as possible for Hampshire residents. The definition of 'at cost' includes relevant and reasonable overhead costs.
10. The forecast full cost analysis for the provision of a school meal in Hampshire from September 2019 is as follows:

<b>Cost Element</b>	<b>£</b>
Staffing	1.26
Food	0.90
Other direct costs	0.09
Overheads	0.15
<b>Total Cost per meal</b>	<b>2.40</b>

11. The proposed 10 pence increase in the meal price from £2.30 to £2.40 represents a 4.3% price increase. This is compared to the hourly pay rate for catering assistants rising by 6.4% from 1<sup>st</sup> April 2019. Further food inflationary pressures are also being forecast by the food industry arising from both unpredictable and unseasonable weather patterns globally and the UK leaving the European Union. HC3S is actively sourcing alternatives to single-use plastic across its operations, which are often at higher cost and there may be additional cost pressure arising from the Government's proposals for a plastics packaging tax which are currently out for consultation.
  
12. HC3S continues to deliver efficiencies, where possible, to offset some of these large inflationary pressures. However, with 90% of the cost of producing a school meal being made up of catering staff and food, there are limited opportunities to reduce these costs further without jeopardising food quality and standards. Small changes in costs can have a significant impact on the total cost of the school meals service in Hampshire. For example, an increase of one penny on the cost of food per meal would cost HC3S an additional £114,000 a year.
  
13. It is proposed that the price charged directly to schools for the meals which are funded by UIFSM will remain at the current price of £2.30 from September 2019. This is because the Government funding to schools will also remain at £2.30 per meal for the 2019/20 academic year. This funding level has remained unchanged since the introduction of UIFSM in 2014. If schools were charged £2.40 for UIFSM, this would create an estimated additional cost pressure for Hampshire schools of over £270,000 a year. Obviously, with the actual cost of a meal being forecast to be £2.40 this year, this will mean that HC3S is planning to find further cost efficiencies as part of its Transformation to 2021 programme to ensure that the business can absorb this loss of income and that it remains financially viable.

## Performance

14. The number of school meals served in the last few years are shown in the table below.

	2014/15	2015/16	2016/17	2017/18
Hampshire Primary Schools	10.2 million	11.3 million	11.6 million	11.3 million
External Primary Schools	0.6 million	0.7 million	0.8 million	0.7 million
Secondary Schools	1.8 million	1.7 million	1.7 million	1.7 million
<b>Total</b>	<b>12.6 million</b>	<b>13.7 million</b>	<b>14.1 million</b>	<b>13.7 million</b>

15. Current meal prices in a sample of other local authorities are:

- Cambridgeshire £2.30
- Hertfordshire £2.30 for UIFSM and £2.40 for other meals
- Lancashire £2.30
- Nottinghamshire £2.30
- Surrey £2.30
- Southampton £2.10
- Portsmouth £2.05<sup>1</sup>

16. It is not yet known what prices are proposed in these local authorities from September 2019, although it is understood that most of them will be reviewing their school meal price during 2019. Hertfordshire is shortly expected to be proposing a price increase from April this year.

## Other Key Issues

17. HC3S continues to be recognised for its excellence in the provision of catering services through the national awards and accreditations that it has

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<sup>1</sup> This price was set as a fixed price when the service was last tendered eight years ago. Portsmouth City Council are currently out to tender for the school meals service and has acknowledged that the price may have to rise to £2.30 per meal.

received over many years and as previously reported to the Executive Lead Member. The current and most recent awards and accreditations are:

- Compassion in World Farming: Good Egg, Good Chicken and Good Pig Awards.
- EDUcatering Award for Marketing (2018).
- Eat Out Eat Well Award – Gold for Titchfield Haven Nature Reserve café and catering at Elizabeth II Court, Winchester and Silver for Hampshire primary schools (2018).
- Allergy Aware accreditation from Allergy UK for catering at Elizabeth II Court, Winchester (2018).
- Allergen awareness accreditation from Food Service Allergen Management Limited for catering at all secondary schools and visitor attractions (2018).
- Re-accredited by the Hyperactive Children’s Support Group with ‘Excellence in School Meals’ (2018).
- Gold Award: ‘FreeFrom Eating Out’ (schools, colleges and universities category) (2016).
- LACA Local Authority Caterer of the Year (2015).

## **Conclusions**

18. The County Council continues to provide a good quality and healthy school meals service through its in-house catering service (HC3S). However, with costs continuing to rise in 2019, the service can only remain financially viable if the price of a school meal increases to £2.40 per meal from September 2019.
19. With schools receiving Government funding for UIFSM at £2.30 for the 2019/20 academic year, it is proposed that the charge to schools for meals which are funded by the UIFSM grant will remain at £2.30 from September 2019, otherwise this will cause an additional financial burden for Hampshire schools. HC3S is managing a programme of cost reduction (mainly focused on indirect costs and overheads) with the aim of absorbing this cost pressure of approximately £270,000 a year.

**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>
School Meal Price from September 2018	8 Nov 2017
School Meal Price April 2016	20Jan 2016
<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:**

The proposal will have a low or no impact on people with protected characteristics as there is a national income assessed free school meals scheme will support those families with the lowest incomes.

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