

Public Document Pack



NOTICE OF MEETING

Meeting	Executive Lead Member for Children's Services Decision Day
Date and Time	Wednesday, 7th July, 2021 at 2.00 pm
Place	Virtual Meeting - MS Teams
Enquiries to	members.services@hants.gov.uk

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

FILMING AND BROADCAST NOTIFICATION

This meeting is being held remotely and will be recorded and broadcast live via the County Council's website.

AGENDA

DEPUTATIONS

To receive any deputations notified under Standing Order 12.

KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

1. CHILDREN'S SERVICES PROCUREMENT - APPROVAL TO SPEND
(Pages 3 - 16)

To consider a report of the Director of Children's Services seeking approval to spend in relation to a number of framework agreements.

2. CHILDREN'S SERVICES CAPITAL PROGRAMME UPDATE (Pages 17 - 32)

To consider a report of the Director of Children's Services and Director of Corporate Resources – Corporate Services regarding the Children's Services Capital Programme.

3. COVID LOCAL SUPPORT GRANTS: JUNE 2021 - SEPTEMBER 2021
(Pages 33 - 62)

To consider a report of the Director of Children's Services seeking approval for spend and grant funding to organisations in support of vulnerable households between 21 June 2021 and 30 September 2021.

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

4. DETERMINATION OF POST-16 TRANSPORT POLICY STATEMENT 2021 (Pages 63 - 76)

To consider a report of the Director of Children's Services seeking approval for the 2021 Post 16 Transport Policy Statement.

5. UPDATED SCHOOL TERM AND HOLIDAY DATES FOR 2021/22 (Pages 77 - 88)

To consider a report of the Director of Children's Services seeking approval for updated school term and holiday dates for the school year 2021/22.

6. OUTSIDE BODIES APPOINTMENTS (Pages 89 - 92)

To consider a report of the Chief Executive regarding appointments to Outside Bodies.

KEY DECISIONS (EXEMPT/CONFIDENTIAL)

None

NON KEY DECISIONS (EXEMPT/CONFIDENTIAL)

None

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 observe the public sessions of the meeting via the webcast

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker	Executive Lead Member for Children's Services
Date:	7 July 2021
Title:	Children's Services Procurement – Approval to Spend
Report From:	Director of Children's Services

Contact name: Laura Timms, Head of Commissioning and Service Development

Tel: Via Teams

Email: Laura.Timms@hants.gov.uk

Purpose of this Report

1. The purpose of this paper is to seek approval to spend in relation to contracts listed in Appendix 1 whose value will be over £1,000,000 in accordance with the Council's Contract Standing Orders and Constitution.
2. This paper seeks to
 - Give relevant information on the planned procurement activities for 2021/22 and 2022/23 of Children's Services;
 - Give information on the value and Council spend of each mentioned procurement activity;
 - Request approval to spend in line with the Council's Contract Standing Orders.

Recommendation(s)

3. It is recommended that the Executive Lead Member for Children's Services gives the approval to spend for Overnight Respite framework to the value of £5,000,000.
4. It is recommended that the Executive Lead Member for Children's Services gives approval to spend for Independent Fostering Agency framework to the value of £84,000,000.
5. It is recommended that the Executive Lead Member for Children's Services gives the approval to spend for Adult & Community Learning framework to the value of £5,200,000.

Contextual Information

6. This report requests approval to spend for contracts which have a total value, or estimated value over the life of the contract, in excess of £1 million and therefore require Executive Member approval as per the scheme of delegation.
7. Children's Services procure services to complement in house delivery, or where an in-house delivery is either not possible or not desirable. Commissioners and category managers establish in advance the most effective procurement route, what kind of contractual agreements should be used and the type of procurement activity that needs to be undertaken to ensure a successful, competitive tender. Procurement activity also looks at how the resulting contracts will be monitored to deliver value for money, innovation and deliver the defined outcomes for children.
8. Approval to procure has previously been sought from Children's Services DMT for all three of these frameworks, in line with the scheme of delegation.
9. This report requests approval for a number of framework agreements. A framework is an agreement with providers to establish terms governing individual contracts that may be awarded during the life of the agreement. The value set against a framework is indicative of the expected spend. Whilst spend may be lower than this amount, total contracts awarded under a framework agreement will not exceed the total framework value approved.
10. **Framework for Overnight Respite**
Approval to spend is sought for up to £5,000,000 for the total framework value over the life of the contract. The framework is planned for two years with the option to extend by up to a further two years (four years in total). DMT have provided approval to procure as per the scheme of delegation.
11. The Breaks for Carers of Disabled Children Regulations 2011 brought into effect Paragraph 6(1)(c) of Schedule 2 to the Children Act 1989 (inserted by section 25 of the Children and Young Persons Act 2008), requiring local authorities to provide services to assist individuals who provide care for disabled children to continue to do so, or to do so more effectively, by giving them breaks from caring.
12. The Childrens Act 1989 S17 (11) and The Breaks for Carers of Disabled Children Regulations 2011 state that "a child is disabled if he is blind, deaf or dumb or suffers from mental disorder of any kind or is substantially and permanently handicapped by illness, injury or congenital deformity or such other disability as may be prescribed".

13. The Breaks for Carers of Disabled Children Regulations 2011 also define short breaks with the caveat that provision shall be made, in so far as is reasonable and practicable, for a range of services which are sufficient to assist carers to continue to provide care or to do so more effectively. In particular the local authority must provide, as appropriate, a range of:
 - day-time care in the homes of disabled children or elsewhere;
 - overnight care in the homes of disabled children or elsewhere;
 - educational or leisure activities for disabled children outside their homes.

14. Hampshire County Council Children's Services is re-commissioning Overnight Respite in a residential setting for Children and Young People with a Disability. This provision is in the providers own accommodation units. Overnight Respite is offered to families for a period of time as part of a package of support to meet an assessed social care need. The number of nights offered depends upon the individual needs of the child and each family.

15. The proposed total value provides scope for cost increases and additional nights. For clarity this is spend from existing revenue budgets and is not committed spend.

16. **Framework with Independent Fostering Agencies (IFA's)**
Approval to spend is sought for up to £84,000,000 for the total framework value. The framework is planned for two years with the option to extend for a further two years (four years in total). It should be noted that this is not committed spend and that it is from existing revenue budgets. Approval to procure has already been sought from DMT as per the scheme of delegation.

17. Hampshire County Council Children's Services commissions fostering placements to safeguard and promote the welfare of looked after children. The Council has its own fostering service with in-house foster carers. Where this service does not have the capacity to place children, the Council commissions services from IFA's.

18. The statutory requirements relevant to fostering that the Council must fulfil are set out in the Care Standards Act 2000 and relevant regulations, the Children Act 1989 guidance and regulations, Volume 2: care planning, placement and case review" June 2015, and The Care Planning, Placement and Case Review (England) Regulations 2010, Schedule 5 "Agreement with an independent fostering agency relating to the discharge of the responsible authority's functions."

19. The Council currently has two Frameworks for IFA placements, which will both expire 31 March 2022. This framework will combine both of the existing frameworks.

20. **Framework for Adult and Community Learning**
Approval to spend is sought for up to £5,200,000 for the total available framework period. The framework is planned for two years and three months with the possibility to extend for a further two years (4 years, 3 months in total). This unusual contract duration is to enable alignment to the academic year. For clarity, this funding is grant funded from Education and Skills Funding Agency (ESFA) and is not utilising any additional HCC funding. The approval to procure was given by DMT, as per the scheme of delegation.
21. Hampshire County Council Children's Services commissions adult and community learning. This work is undertaken by the Hampshire Achieves service. Hampshire Achieves receive funding from the ESFA to deliver learning opportunities to adults aged 19+ across the whole of Hampshire. The framework supports two of three strategic priorities of the Hampshire Skills Strategy and Investment Plan to 2030.
22. The framework aims to:
- maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people's circumstances.
 - promote social renewal by bringing local communities together to experience learning and the pride that comes with achievement.
 - maximise the impact of community learning on the social and economic well-being of individuals, families and communities.

Consultation and Equalities

23. Stakeholder engagement will be undertaken for each specific procurement exercise to ensure that services are designed effectively to meet need and are fit for purpose. This could involve service users, internal staff who place orders with the contract / framework such as social workers, officers from other local authorities, and health colleagues.
24. Equality Impact Assessments have been completed for these recommendations.

Other Key Issues

25. The Public Services (Social Value) Act 2012 requires the Council as public authority 'to have regard to economic, social and environmental well-being in connection with public services contracts'. The Social Value is either defined in the Service Specification for a contract, for example asking the provider to use apprentices or employ people from disadvantaged groups.

Alternatively, during the tender process, the provider is asked how it adds Social Value to a service.

26. The Modern Slavery Act 2015 requires the Council to incorporate human rights due diligence within procurement practices and supply chains and establishing shared awareness and common goals with providers in tackling modern slavery.
27. The Council, as contracting authority, has an obligation to shape their tendering processes to allow small to medium businesses fair access to winning contracts.

Climate Change

28. 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. The carbon mitigation tool and climate change adaptation tool were both considered but were deemed not applicable to this report because the projects detailed within will not have a carbon emissions impact and are not vulnerable to climate change.

Conclusions

29. It is recommended that the Executive Lead Member for Children's Services gives the approval to spend in relation to the three frameworks detailed in Appendix 1 whose value will be over £1,000,000.

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
OR	

Other Significant Links

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

Section 100 D - Local Government Act 1972 - background documents	
<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:

2.1 Overnight Respite

Your reference number is EIA340316122.

Thank you for submitting Equality Impact Assessment

Name of project or proposal (required): CS16459 – Procurement of Overnight Respite Open (ONR) Framework

Is this project a Transformation project? (required): Neither

Name of accountable officer (required): Sarah Cross

Email (required): sarah.cross@hants.gov.uk

Department (required): Children's Services

Date of assessment (required): 07/06/2021

Is this a detailed or overview EIA? (required): Overview

Describe the current service or policy. This question has a limit of 700 characters; approximately 100 words (required): Overnight Respite services are part of the Short Break services that local authorities are required to offer to children with a disability and their families as part of their statutory duty. The Council currently has one in-house unit and a Framework Agreement with three providers in Hampshire and on the borders, providing overnight residential respite care to children with disabilities. There are also a small number of off contract residential respite providers providing placements to the council. The current level of need for Children to access respite is 76 Children and young people accessing 1860 nights of respite, and a further 11 children pending assessment or allocation.

Geographical impact (required): All Hampshire

Describe the proposed change. This question has a limit of 700 characters; approximately 100 words (required): The current overnight respite framework is due to cease in September 2021. A new framework is required from October 2021 to deliver overnight respite placements for new referrals. The delivery method of the service remains the same with no proposed changes. The council will review all relevant documentation including the service specifications to ensure all information is current and meets the identified needs.

Who does this impact assessment cover? (required): Service users

Has engagement or consultation been carried out? (required): Yes

Describe the consultation or engagement you have performed or are intending to perform. This question has a limit of 700 characters; approximately 100 words (required): Engagement and feedback happen continually at an operational level with Social Workers gaining the views of Children and Families at individual reviews. This information feeds into the commissioning strategy for future service provision. During the life of the current framework, contract management and supplier relationship management has been undertaken to ensure that the Council has a robust understanding of the Market capacity and capability in meeting the needs of children and young people with a disability and their families.

Age (required): Yes

Positive Impact (required): The Overnight Respite service will have a positive impact on children and young people with a disability and their families through the provision of individualised, age appropriate, respite packages which enable both the young person and their family to receive respite.

Disability (required): Yes

Positive Impact (required): The Overnight Respite service will have a positive impact on children and young people with a disability and their families through the provision of individualised, age appropriate, respite packages which enable both the young person and their family to receive respite.

Sexual orientation (required): Neutral

Neutral Race (required): Neutral

Religion or belief (required): Neutral

Gender reassignment (required): Neutral

Gender (required): Neutral

Marriage or civil partnership (required): Neutral

Pregnancy and maternity (required): Neutral

Poverty (required): Neutral

Rurality (required): Neutral

Any other brief information which you feel is pertinent to this assessment (optional): N/A

Please confirm that the accountable officer has agreed the contents of this form (required): Yes

2.2 Independent Fostering Agencies

Your reference number is EIA340340487.

Thank you for submitting Equality Impact Assessment

Name of project or proposal (required): CS16267 – Procurement of Independent Fostering Agencies (IFA) Framework Is this project a Transformation project? (required): Neither

Name of accountable officer (required): Sarah Cross

Email (required): sarah.cross@hants.gov.uk Department (required): Children's Services

Date of assessment (required): 07/06/2021

Is this a detailed or overview EIA? (required): Overview

Describe the current service or policy. This question has a limit of 700 characters; approximately 100 words (required): The Council has the duty, provided for in section 22(3) of the Children Act 1989, to safeguard and promote the welfare of looked after children. To fulfil this duty, the Council commissions fostering placements. The Council has its own Fostering Service with in-house foster carers. Where in-house carers cannot accommodate all referrals for children looked after who require a foster placement the Council enters into contracts with Independent Fostering Agencies (IFAs). At the moment, the Council has around 1,200 looked after children in foster care. About 250 are fostered by relatives or friends of the family, about 480 are fostered by HCC foster carers, about 460 are placed with IFAs.

Geographical impact (required): All Hampshire

Describe the proposed change. This question has a limit of 700 characters; approximately 100 words (required): The Council has a currently two frameworks with Independent Fostering Agencies, which will expire end of March 2022. The Council will re-procure the services and will tender for a new framework (or frameworks) within the next months. The new framework/s will allow looked after children to be placed individually, with siblings, or in parent & child placements.

Who does this impact assessment cover? (required): Service users

Has engagement or consultation been carried out? (required): Planned

Describe the consultation or engagement you have performed or are intending to perform. This question has a limit of 700 characters; approximately 100 words (required): The Council has set up a working group, which includes its own Social Workers and Fostering Service to create the appropriate requirements for the service, it will engage with Independent Fostering Agencies and their umbrella organisation, it will also engage with neighbouring Local Authorities that also commission foster services through Independent Fostering Agencies. The Council will also involve care experienced young people to inform requirements for quality and services of Independent Fostering Agencies.

Age (required): Neutral

Disability (required): Neutral

Sexual orientation (required): Neutral

Race (required): Neutral

Religion or belief (required): Neutral

Gender reassignment (required): Neutral

Gender (required): Neutral

Marriage or civil partnership (required): Neutral

Pregnancy and maternity (required): Neutral

Poverty (required): Neutral

Rurality (required): Neutral

Neutrality statement (required): The new framework/s will allow looked after children to be placed individually, with siblings, or in parent & child placements. The religion and beliefs of the child or young person and their families would be considered as part of any placement, where required. Services provided by Children's Services are required to meet assessed need, regardless of a family's income.

Any other brief information which you feel is pertinent to this assessment (optional):

Please confirm that the accountable officer has agreed the contents of this form (required): Yes

2.3 Adult Community Learning

our reference number is EIA340362365.

Thank you for submitting Equality Impact Assessment Name of project or proposal (required): Adult and Community Learning Framework CS10924A

Is this project a Transformation project? (required): Neither

Name of accountable officer (required): Rhys Powell

Email (required): rhys.powell@hants.gov.uk

Department (required): Children's Services

Date of assessment (required): 07/06/2021

Is this a detailed or overview EIA? (required): Overview

Describe the current service or policy. This question has a limit of 700 characters; approximately 100 words (required): Through the funding received by the Education and Skills Funding Agency (ESFA), Hampshire County Council Children's Services via Hampshire Achieves, require a framework of providers able to deliver learning opportunities for adults aged 19+ across the whole of Hampshire. Providers will be expected to deliver under one or more of the three learning categories which are: Thrives, Works, and Learns. This includes programmes that support English and Maths Skills, English to speakers of other languages, Digital inclusion and health and wellbeing.

Geographical impact (required): All Hampshire

Describe the proposed change. This question has a limit of 700 characters; approximately 100 words (required): Using Education and Skills Funding Agency (ESFA) funding, providers will be commissioned to deliver under one or more of the three learning categories which are: Thrives, Works, and Learns. This includes programmes that support English and Maths Skills, English to speakers of other languages, Digital inclusion and health and wellbeing. Providers will offer a face to face offering, online and blended delivery model.

Who does this impact assessment cover? (required): Service users

Has engagement or consultation been carried out? (required): No

Describe the consultation or engagement you have performed or are intending to perform. This question has a limit of 700 characters; approximately 100 words (required): N/a

Age (required): Positive

Impact (required): Adult Community Learning framework will maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people's circumstances whilst maximising the impact of community learning on the social and economic well-being of individuals, families and communities.

Disability (required): Neutral

Sexual orientation (required): Neutral

Race (required): Neutral

Religion or belief (required): Neutral

Gender reassignment (required): Neutral

Gender (required): Neutral

Marriage or civil partnership (required): Neutral

Pregnancy and maternity (required): Neutral

Poverty (required): Neutral

Rurality (required): Neutral

Any other brief information which you feel is pertinent to this assessment
(optional): N/a

Please confirm that the accountable officer has agreed the contents of this form
(required): Yes

Appendix One

Project Title and description	Framework/ contract term & start date	Anticipated Council value (annual)	Anticipated Council value (total)	Approval required
Framework for Overnight Respite	1 October 2021 Two years with the option to extend for up to a further two years	£1,200,000 average	£5,000,000	Approval to spend
Framework with Independent Fostering Agencies (IFA's)	1 April 2022 Two years with the option to extend for up to a further two years	£21,000,000	£84,000,000	Approval to spend
Framework for Adult and Community Learning	1 May 2021 Two years and three months with the option to extend for up to a further two years Call off start date: 1 August 2021.	£1,300,000	£5,200,000	Approval to spend

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Lead Member for Children's Services
Date:	07 July 2021
Title:	Children's Services Capital Programme update
Report From:	Director of Children's Services and Director of Corporate Resources – Corporate Services

Contact name: Peter Colenutt, Assistant Director, Strategic Development and Capital Delivery, Children's Services and Adult Services

Tel: 01962 846270

Email: peter.colenutt@hants.gov.uk

Recommendation(s)

1. That the revised capital programme cash limit of £64.380m for 2021/22 be approved.
2. That the revised 2021/22 capital programme as set out in Appendix 1 be approved, along with the amendments to the 2021/22 capital programme.
3. That the following variations to the 2021/22 capital programme be approved:
 - It is recommended that approval be given to consult on the expansion of Henry Tyndale School and that approval be given to allocate £0.45m of resources from the 2021/22 capital programme to create a new SLD provision at the Park Children's Centre, Aldershot.
 - That approval be given to allocate resources of £0.49m from the 2021/22 capital programme for the expansion of Hollywater School.
 - That approval be given to consult on the expansion of Mark Way School and that approval be given to allocate resources of £1.604m from the 2021/22 capital programme for the expansion of Mark Way School.
4. That it be a recommendation to Cabinet that the uncommitted funding of £15.875m as set out in Appendix 2 be carried forward from 2020/21 to the 2021/22 capital programme.
5. It is recommended that approval be given to the Director of Children's Services to determine those sites that require modular buildings for the 2021/22 academic year and that the sites listed in Appendix 3 be noted.
6. That the projects approved under delegated powers by the Director of Children's Services in Appendix 4 are noted.

Executive Summary

7. This report sets out the updated Children's Services Capital Programme for 2021/22.

Background

8. The Children's Services Capital Programme is based on government grants, capital receipts, developer contributions and local resources.

Basic Need Allocation 2022/23

9. The most recent capital announcement by the Department for Education (DfE) for 2022/23 Basic Need allocations did not allocate any capital funding to Hampshire. Whilst this was disappointing, it was somewhat expected. DfE capital allocations have largely caught up with the requirement and delivery of school places. There is potential for a zero or low capital allocation in 2023/24 as the DfE assess the impact of the free school places they directly fund. At this stage, it is unclear exactly how this will be calculated, with guidance from the DfE awaited.
10. On the 27 April 2021 the DfE announced specific School Condition Allocations for 2021/22 to maintain and improve the condition of the school estate. Hampshire County Council received £23.391m, an increase of £5.978m on the 2020/21 allocation. This is welcome news and will assist in improving the quality of the school estate in Hampshire.

High Needs Capital Provision Allocations

11. In November 2020, the Department for Education announced an investment of £300m to create new high needs places and improve existing provision in 2021/22. The High Needs Capital Provision Allocations (HNCPA) were announced on 9 April 2021 with Hampshire County Council being allocated £6.789m for 2021/22.
12. The HNCPA will support the provision of places for children with Special Educational Needs and Disabilities (SEND) and those children requiring Alternative Provision (AP). The funding is intended for places needed for academic year 2022/23 and beyond.

Revised Capital Programme 2020/21

13. Following the approval to carry forward resources by the County Council at its meeting on 25 February 2021 and other programme amendments, the revised cash limit for the programme is shown in Table 1.

Table 1 – Revised 2020/21 Cash Limit	£'000
Cash Limit reported 15 March 2021	67,857

Projects and resources carried forward to 2021/22	-15,875
North Stoneham Park, Eastleigh developer contribution	2
Cash limit transfer to P&R – Mill Chase demolition	-172
Total	51,812

Carry Forward from 2020/21

14. A total of £18.252m will be carried forward in to 2021/22. This includes resources and projects (totalling £2.377m) from the updated 2020/21 capital programme which was approved on 13th January 2021. Of the £15.875m resources carried forward, £8.539m is already committed.
15. The £7.336m uncommitted funding will be added to the 2021/22 programme. Following the amendments in Table 2, the total contingency figure for the programme is £7.060m. Given the overall value of the programme and continuing impact of Covid-19 this is considered a prudent sum. A detailed breakdown of these projects and allocations is attached at Appendix 2.
16. Taking into account the changes since the 2021/22 capital programme was last approved on 13 January 2021 (including those proposed in this report), the revised cash limit is shown in table 2.

Table 2 – Revised 2021/22 Cash Limit	£'000
Cash Limit reported 15 March 2021	41,496
Project deferrals from 2020/21	15,875
Cash limit transfer to P&R – Basic Need	-213
Devolved Formula Capital – adjusted DfE Grant	32
DfE – New Special High Needs Provision Grant	6,789
Minchens Lane, Bramley (Bramley CE Primary) developer contribution	100
Dean Cottage, Bighton Hill, Ropley (Ropley CE Primary) developer contribution	59
Silent Gardens, Liphook (Bohunt School and Liphook Infant) developer contribution	215
Minstead Study Centre – Cash limit transfer	27
Total	64,380

Amendments to the 2021/22 Capital Programme

Henry Tyndale School Satellite Unit, Farnborough

17. The Henry Tyndale School, Farnborough is a SLD (Severe Learning Difficulties) designated school for children aged 4-19. It is proposed that approval be given to consult on the expansion of Henry Tyndale School from 152 to 182 places.
18. Subject to approval, it is anticipated that the new school places will be available for September 2022. The proposal is for 30 additional places for primary aged children with complex needs. The proposed scheme plans to utilise the former Park Childrens Centre, a large space that will require extensive internal refurbishment along with some external works and additional car parking. The estimated cost of the refurbished accommodation is £0.45m (including fees)
19. Therefore, it is recommended that a consultation be undertaken on the expansion of Henry Tyndale School by 30 places and resources of £0.45m (including fees) are allocated from the 2021/22 capital programme. A detailed project appraisal will be brought to a future Decision Day.

Hollywater School, Bordon

20. Hollywater School, is a MLD (Moderate Learning Disabilities), SLD (Specific Learning Disabilities) and PMLD (Profound and Multiple Learning Disabilities) designated school for children aged 5-19. Following approval of the Public Notice on the 4 June 2021 a scheme has been developed to provide additional internal teaching accommodation and the refurbishment of existing spaces. The scheme will provide 8 additional spaces taking the school's capacity from 128 to 136 spaces. The estimated cost of the new accommodation is £0.49m (including fees).
21. Therefore, it is recommended that resources of £0.49m (including fees) are allocated from the 2021/22 capital programme. A detailed project appraisal will be brought to a future Decision Day.

Mark Way School, Andover

22. Mark Way School, Andover is a MLD and SLD designated school for children aged 11-16. It is proposed that approval is given to consult on the expansion of Mark Way School from 75 to 95 places.
23. Subject to approval, it is anticipated that the new school places will be available for September 2022. A scheme is being developed that provides an additional 20 places through the provision of two new classrooms and two new group rooms along with extensive internal refurbishment. The 20 additional spaces will take the school's capacity from 75 to 95 places. The estimated cost of the new accommodation is £1.604m (including fees).

24. Therefore, it is recommended that resources of £1.604m (including fees) are allocated from the 2021/22 capital programme. A detailed project appraisal will be brought to a future decision day.

Access Improvements in Schools

25. As in previous years, funding is being made available to fund access improvements to mainstream schools, both at a pupil-led and strategic level.
26. It is recommended that the projects listed at Appendix 4 are approved for 2021/22.

Modular Classrooms

27. The use of high-quality modular buildings can be a solution for some accommodation pressures. Such buildings are relatively quick to install and provide for a good quality learning environment, meeting the most recent building regulations. For some schools, modular classrooms may be the only expansion solution, whilst others may find a mixture of both permanent and modular accommodation.
28. Details of the location of planned modular buildings required for September 2021 are listed for information in Appendix 3. In some cases, the units will be rented due to the shorter-term requirement, whilst others will be purchased recognising a longer-term pressure in those locations. In both cases, the movement of existing owned modular buildings will also be considered. The sites currently listed in Appendix 2 may need to be updated following pupil data received later in the academic year. The actual needs of sites will be determined following receipt of updated information on pupil places required for the September 2021 intakes. It is recommended that approval be given to the Director of Children's Services to determine those sites that require modular buildings for the 2021/22 academic year.

Action taken by the Director of Children's Services

29. Under delegated powers and following consultation with the Executive Member for Children's Services, the actions set out in Appendix 4 have been taken and it is recommended that these actions are noted.

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:	Yes
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

Other Significant Links

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Children's Services Capital Programme 2017/18 to 2019/20	7917	18 January 2017
Children's Services Capital Programme update	n/a	19 June 2017
Children's Services capital programme update	n/a	20 September 2017
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

Section 100 D - Local Government Act 1972 - background documents	
<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:

Equality and diversity objectives will be considered on an individual project basis by conducting Equality Impact Assessments and are not considered at this stage or within this report.

3. 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.

The carbon mitigation tool and the climate change adaption tool were not applicable because this is a strategic capital programme report. The Climate Change Impact Assessment will be undertaken in conjunction with colleagues in Culture, Community and Business Services as individual projects are developed and brought to future Decision Days.

Revised Children's Services Capital Programme 2021/22

Category	Project	Estimated Starts Value £'000
Primary School Projects	Ashley Junior, New Milton	110
	Poulner Infant, Ringwood	487
	South Farnborough Junior, Farnborough	290
	Stanmore Primary, Winchester	500
Secondary School Projects	Secondary School Improvements	194
	Andover Primary Places	6,000
	Deer Park Secondary, Hedge End	350
	Deer Park Secondary, Hedge End	2,448
	Swanmore College, Winchester	165
	Winton Academy, Andover	760
Special Schools & Resourced Provision	Icknield School, Andover	2,500
	Samuel Cody Special Sports College, Farnborough	13,500
	Special School Improvements	1,280
	Forest Park School, Totton	500
	Osborne School, Winchester	1,779
	Special High Needs Provision Grant	3,385
	Hollywater School, Bordon	500
	Mark Way School, Andover	1,604
	Riverside School, Waterlooville	500
	Saxon Wood School, Basingstoke	800
	Post 16 Resourced Provisions	2,700
	SEND Grant Improvements	325
Other Improvement Projects	Other Improvement Projects	2,000
	School Suitability Programme	4,357
Block Votes	Access Improvements in Schools	1,010
	Early Years/Childcare Sufficiency	500
	Little Deer's Day Nursery, Burley	500
	Furniture & Equipment	250
	Health & Safety	400
	Healthy Pupils Capital Fund	299
	Minor Works	482
	Modular Classroom Replacement	2,000
	Projects Funded by Developer Contributions	590
	Schools' Devolved Formula Capital (DFC)	3,349
	Minstead Study Centre	103
	Contingency	7,094
Children's Social Care	Foster Carers	372
	Adaptation Equipment	397
	Total	64,380

Children's Services Capital Resources 2021/22

	£'000	£'000
Cash Limit reported 13 January 2021		41,496
Project deferrals from 2020/21	15,875	
Cash limit adjust for Basic Need to P&R	-213	
DfE – Increase in Devolved Formula Capital (DFC) Grant	32	
DfE Special High Needs Provision Grant	6,789	
Minchens Lane (Bramley CE Primary) developer contribution	100	
Dunsells Lane (Ropley CE Primary) developer contribution	59	
Silent Gardens, Liphook (Bohunt School and Liphook Infant) developer contribution	215	
Minstead Study centre – Cash Limit increase	27	
Total Resources		64,380

Social Care	Project	Funding Source	Year	£'000
Basingstoke Area	Ground floor extension	Social care	2021/22	60
Gosport Area	Bedroom conversion	Social Care	2021/22	10
New Forest Area	Ground floor adaptations	Social Care	2021/22	10
	Total			80

Capital Programme 2020/21

Schemes Not Started by 31 March 2021 – To Be Carried Forward to 2021/22

Scheme	Value £'000	Anticipated Start Date	Reasons for deferral and Re-scheduling
Ashley Junior, New Milton	110	July 2021	Consultation over project details
Minstead Study Centre	75	July 2021	Consultation over project details
Winton Academy, Andover	760	May 2021	Consultation over project details
Secondary School Improvements	194	Various	Projects planned during 2021
Samuel Cody Specialist Sports College, Farnborough	600	August 2021	Consultation over project details
Osborne School, Winchester	1,605	August 2021	Consultation over project details
Post-16 College Grants (SEND)	2,700	July 2021	Consultation over project details
Special School Improvements	954	Various	Specifications being finalised for named projects
SEND Grant	325	Various	Specifications being finalised for named projects
Minor Works	380	July 2021	Specifications being finalised for named projects
School Improvement Projects	647	Various	Specifications being finalised for named projects
Health & Safety	281	Various	Projects planned during 2021
Furniture and Equipment*	119	Various	Planned F&E for future named projects
Healthy Pupils Capital Fund*	299	Various	Specifications being finalised for named projects
Access Improvements in Schools*	510	July 2021	Projects planned during 2021
Foster Carers	272	Various	Projects being planned during 2021
School Suitability Programme	1,570	Various	Specifications being finalised for named projects
Adaptation Equipment*	147	Various	Projects planned during 2021
Projects Funded by Developer Contributions	116	July 2021	Specifications being finalised for named projects
Contingency	4,211	Various	Inflation and abnormal costs
Total	15,875		

Note: *Schemes controlled on an expenditure basis.

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New Modular Classrooms 2021/22

School	NCA/ APN October 2020	Actual NOR October 2020	Forecast NOR September 2021	Cost £'000	Requirement
Cornerstone CE (VA) Primary, Whiteley	-	-	-	100	HCC Owned – Removal of owned single unit from Cornerstone CE (VA) Primary and reinstatement of grounds.
Hollywater School, Bordon				150	Hired – Single unit to take additional pupils whilst permanent accommodation works are completed.
King's School, Winchester	-	-	-	150	Hired – Single unit to take existing Osborne School pupils based at King's School whilst permanent accommodation is built on the King's School site.
South View Infant & Junior, Basingstoke	-	-	-	150	HCC Owned – Installation of single unit from Cornerstone CE (VA) Primary to create new Resourced Provision for an additional 21 places for children with Moderate Learning Disabilities.
Total				400	

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Actions by Director of Childrens Services

School	Project	Funding Source	Year	Cost £'000
Ashley Infant, New Milton	Expansion of SLD resourced provision	SEND Grant	2021/22	25
Bohunt School, Liphook	Internal alterations	Developer Contribution	2021/22	108
Brockhurst Primary, Gosport	Internal H&S alterations	Health & Safety	2021/22	40
Crofton Anne Dale Junior, Fareham	External ramps	AIS	2021/22	18
Crookhorn College, Waterlooville	SEN provision/Classroom conversion	Minor Works	2021/22	40
Crookhorn College, Waterlooville	Internal access VI improvements	AIS	2021/22	76
Forest Park School, Totton	2020/21 New bespoke double modular building	SEN	2021/22	95
Forest Park School, Totton	New Bespoke modular building	SEN	2021/22	100
Hiltingbury Junior, Chandlers Ford	New sports hall floor	Healthy Pupils Capital Fund	2021/22	30
Liphook Infant	IT Upgrade	Developer Contribution	2021/22	107
Minstead Study Centre	Kitchen/Washroom refurbishment	Cash Limit Transfer	2021/22	27
Osborne School, Winchester	Satellite provision at King's School, Winchester	SEN	2021/22	174
Riverside School, Waterlooville	New bespoke modular building	Special High Needs Grant	2021/22	100
Ropley CE Primary, Alresford	IT Upgrade	Developer Contribution	2021/22	59
South View Infant & Junior, Basingstoke	External improvements	Minor Works	2021/22	100
Sopley Primary, Christchurch	Toilets refurbishment	School Suitability Programme	2021/22	45
Total				1,144

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Lead Member for Children's Services
Date:	7 July 2021
Title:	COVID Local Support Grants: June 2021 – September 2021
Report From:	Director of Children's Services

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

Tel: 07793 759047

Email: Suzanne.smith2@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to outline the proposed approach to distributing £2,728,189.85 in Covid related funding from the Department for Work and Pensions under the Covid Local Support Grant scheme.
2. This report seeks approval from the Executive Lead Member for Children's Services for spend and grant funding to organisations in support of vulnerable households between 21 June 2021 and 30 September 2021.

Recommendation(s)

3. It is recommended that the Executive Lead Member for Children's Services approves the grant of £1,900,320 funding to schools for them to purchase and provide one £60 food voucher per child for the summer holiday period, in accordance with the grant criteria set out in paragraph 12. Vouchers will be available for all children eligible for free school meals and additionally all children with a social worker, all children open to early help.
4. It is recommended that the Executive Lead Member for Children's Services approves the grant of £424,500 funding to early years and post 16 education establishments for them to purchase and provide one £75 food voucher per child for the summer holiday period, in accordance with the grant criteria set out in paragraph 12. Vouchers will be available for all 16-18 year olds previously eligible for FSM and all 2-4 year olds accessing childcare and eligible for Early Years Pupil Premium.

5. It is recommended that the Executive Lead Member for Children's Services approves the purchase of one £75 food or fuel voucher for each care leaver not forming part of the extended FSM cohort identified in paragraph 15, to the total value of up to £5,250.
6. It is recommended that a grant of up to £8,000 to be made to the Hampshire Young Carers Alliance such that vouchers and/or gifts and/or food can be provided to young carers not in receipt of vouchers through the free school meal voucher offer. Such grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria set out in paragraph 12.
7. It is recommended that the Executive Lead Member for Children's Services delegates authority to the Director of Children's Services to approve community grant awards to organisations delivering services that meet the criteria of the grant (as set out in paragraph 12) for targeted financial support for those in need in consultation with the Executive Lead Member up to the total value of £200,000.
8. It is recommended that a grant of £112,000 is made available to Citizens Advice for them to use to financially support households with fuel bills over the summer period. Such grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria set out in paragraph 12.
9. It is recommended that the Executive Lead Member for Children's Services delegates approval to the Director of Children's Services to approve the reallocation of any COVID Local Support Grants remaining or underspent funds to organisations delivering services that meet the criteria of the grant set out in paragraph 12 in consultation with the Executive Lead Member.

Contextual Information

10. On 21 June 2021, the Government announced an extension to the COVID grant support for vulnerable families. A further £160 million of support has been made available to local authorities to support those most in need across England with the cost of food, energy and water bills and other associated costs.
11. This funding builds on the previous Covid Winter Grant administered by the Department for Work and Pension, and Hampshire County Council's funding under this grant totals £2,728,189.85, to be spent by 30 September 2021.
12. The conditions of the COVID Local Support Grant are the same as those that applied to the Covid Winter grant, i.e.:

- at least 80% of the total funding will be ring-fenced to support families with children, with up to 20% of the total funding allocated for other types of households, including individuals.
- at least 80% of the total funding will be ring-fenced to provide support with food, energy and water bills (including sewerage), with up to 20% made available for other essential items.

Hampshire's Approach

13. Following Hampshire County Council's successful connect4communities programme, funded by the DWP Covid Winter Grant, there is evidence of successful engagement with the community and voluntary sector as well as education settings.
14. Allocation of funding is therefore proposed to replicate some of the initiatives previously funded by the Covid Winter Grant and supported further by the Covid Local Support Grant issued between April and Jun 2021. This approach will allow rapid distribution of funding to those can make best use of it, supported by evidence of successful outcomes between December 2020 and June 2021.

Free school meal vouchers

15. It is recommended that the Executive Lead Member approves the grant of £1,900,320 funding to schools for them to purchase and provide one £60 food voucher per child for the summer holiday period, in accordance with the grant criteria set out in paragraph 12. Vouchers will be available for all children eligible for free school meals and additionally all children with a social worker, and all children open to early help. An estimated 31,672 children will be able to access vouchers as a result of this initiative.
16. Providing financial support to food costs through the issuing of vouchers is an effective way to reach a significant number of families across the County, in accordance with the DWP grant criteria that requires at least 80% of the funding to be used to support families with children.
17. In addition to vouchers funded by the Covid Local Support Grant, a range of other initiatives are in place to support families with children over the summer holiday period. These include:
- a. Four weeks of Holiday Activity and Food schemes running across the County, funded by the Department for Education. These schemes will provide more than 53,000 free of charge places for free school meal eligible children to participate in fun and educational activities as well as receiving a meal for all children.
 - b. Since December 2020, 15 community pantries have been established across Hampshire. 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.

- c. At least 60 schools across Hampshire will be providing access to summer schools for children during the school holidays. Meals will be provided free of charge to children eligible for free school meals attending summer schools.
- d. Community grants issued supported by this funding will also benefit families with food and fuel poverty.

18. In addition to the Covid Winter Grant provided by DWP between December 2020 and May 2021, the Department for Health and Social Care's Healthy Start vouchers have been increased from £3.10 to £4.25 from April 2021. Healthy Start supports lower-income pregnant women and families with children under four to buy fruit, vegetables, pulses, milk and infant formula, providing an important nutritional safety net.

19. It is recommended that the Executive Lead Member approves the grant of £424,500 funding to early years and post 16 education establishments for them to purchase and provide one £75 food voucher per child for the summer holiday period, in accordance with the grant criteria set out in paragraph 12. Vouchers will be available for all 16-18 year olds previously eligible for FSM and all 2-4 year olds accessing childcare and eligible for Early Years Pupil Premium. Children and young people in this cohort are not eligible to access summer schools and Holiday Activity and Food provision, which is reflected in the higher value of voucher offered to these children. An estimated 5,660 children and young people will benefit from these vouchers.

Care Leavers

20. It is recommended that the Executive Lead Member approves the purchase of one £75 food or fuel voucher for each care leaver not forming part of the extended FSM cohort identified in paragraph 18, to the total value of up to £5,250. An estimated 70 care leavers will receive these vouchers.

Young Carers

21. Many young carers and their families will receive a voucher under the extended FSM criteria outlined in paragraph 15. However, there are an estimated 389 young carers who may not be picked up within this offer. It is therefore recommended that a grant of up to £8,000 to be made to the Hampshire Young Carers Alliance such that vouchers and/or gifts and/or food can be provided to young carers not in receipt of vouchers through the free school meal voucher offer.

Community Grants

22. There are a significant number of agencies, notably voluntary and charitable sector providers and after school clubs, supporting vulnerable families, households, and individuals. There are also a number of organisations who wish to support their local community with food and fuel poverty, particularly in rural areas. It is proposed that a countywide grant fund is established where such organisations can apply for funding to expand or deliver support and services. Any funded support must meet the DWP grant criteria, as set out in paragraph 12, but use of such a grant fund will enable a flexible and responsive approach to addressing local needs as and when they are identified.
23. Education settings will also be able to apply to this grant fund to secure funds to support vulnerable families who do not necessarily meet the criteria for the free school meal vouchers.
24. It is recommended that the Executive Lead Member delegates authority to the Director of Children's Services to approve grant awards to organisations delivering services that meet the criteria of the grant (as set out in paragraph 12) for targeted financial support for those in need in consultation with the Executive Lead Member up to the total value of £200,000.

Support for individuals

25. It is recommended that a grant of £112,000 is made available to Citizens Advice for them to use to financially support households with fuel bills over the summer period.
26. Following engagement with district councils and other key stakeholders, it is felt that targeting this funding at fuel bills will reduce the potential for double funding with other grants available and asking Citizens Advice to administer this fund will ensure that any financial support can be provided alongside broader support and advice. Citizens Advice are also well placed to undertake ID and benefits checks to mitigate the potential risks of fraudulent claims. Hampshire County Council, working with district councils, may require Citizens Advice to target specific communities where there is specific local need.

Administration Costs

27. The COVID Local Support Grant funding allocation includes reasonable administration costs to enable local authorities to deliver the scheme and it is therefore permitted for Hampshire County Council (and partners) to deduct estimated administration costs from the total allocation to determine the

amount remaining. Administration costs for each local authority will be published on www.gov.uk alongside detail of all spend related to this scheme.

28. Hampshire County Council is seeking to minimise administration costs and £50,000 has been set aside as a contribution to the staffing costs associated with allocating funding, grant agreements and oversight.

Finance

29. A summary of the proposed funding across the initiatives to be delivered with the DWP Covid Local Support Grant is set out in table 1:

Table 1

Connect4Communities – Hampshire’s Covid Local Support Grant Scheme	
Component	Funding Allocation
Meal Vouchers – School Aged Children £60 per child for: All FSM eligible children; plus All children open to a social worker; plus All children open to early help.	£1,900,320
Meal Vouchers £75 per child for: All post 16 students previously eligible for FSM; plus All 2-4 year olds accessing childcare and eligible for Early Years pupil premium children.	£424,500
Care Leavers Vouchers	£5,250
Young Carers Grant	£8,000
Community Grants	£200,000
Citizens Advice Grants	£112,000
Administration of the Grant	£50,000
Total	£2,700,070
Grant available	£2,728,189

Performance

30. All funding granted to third party organisations (including schools, colleges and early years providers) will be supported by a grant agreement setting out the conditions of the funding as well as reporting requirements.

31. Third party organisations will be required to report to the County Council on how they have spent the funding provided, in line with the DWP grant criteria set out in paragraph 12.
32. Allocation of funding across the grant criteria set out in paragraph 12 will be monitored to ensure spend remains compliant with the terms of the grant.

Consultation and Equalities

33. Consultation and engagement have been undertaken as part of developing and delivering the Covid Winter Grants programme.
34. School and colleges have previously been consulted regarding their preferred method of supporting children with food by way of a questionnaire.
35. An Equalities Impact Assessment has been completed and is included as Appendix 1 to this report.

Climate Change

36. 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.
37. This decision is essentially strategic/administrative in nature and does not have any climate change considerations.

Conclusions and Recommendations

38. It is recommended that the Executive Lead Member approves the grant of £1,900,320 funding to schools for them to purchase and provide one £60 food voucher per child for the summer holiday period, in accordance with the grant criteria set out in paragraph 12. Vouchers will be available for all children eligible for free school meals and additionally all children with a social worker, all children open to early help.
39. It is recommended that the Executive Lead Member approves the grant of £424,500 funding to early years and post 16 education establishments for them to purchase and provide one £75 food voucher per child for the summer holiday period, in accordance with the grant criteria set out in paragraph 12. Vouchers will be available for all 16-18 year olds previously eligible for FSM and all 2-4 year olds accessing childcare and eligible for Early Years Pupil

Premium.

40. It is recommended that the Executive Lead Member approves the purchase of one £75 food or fuel voucher for each care leaver not forming part of the extended FSM cohort identified in paragraph 15, to the total value of up to £5,250.
41. It is recommended that a grant of up to £8,000 to be made to the Hampshire Young Carers Alliance such that vouchers and/or gifts and/or food can be provided to young carers not in receipt of vouchers through the free school meal voucher offer. Such grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria set out in paragraph 12.
42. It is recommended that the Executive Lead Member delegates authority to the Director of Children's Services to approve community grant awards to organisations delivering services that meet the criteria of the grant (as set out in paragraph 12) for targeted financial support for those in need in consultation with the Executive Lead Member up to the total value of £200,000.
43. It is recommended that a grant of £112,000 is made available to Citizens Advice for them to use to financially support households with fuel bills over the winter period. Such grant will be provided on terms to be agreed by the Director of Children's Services and in accordance with the grant criteria set out in paragraph 12.
44. It is recommended that the Executive Lead Member delegates approval to the Director of Children's Services to approve the reallocation of any COVID Local Support Grants remaining or underspent funds to organisations delivering services that meet the criteria of the grant set out in paragraph 12 in consultation with the Executive Lead Member.

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>
COVID Winter Grants	9 December 2020
COVID Winter Grants – Holiday Activities and Community Grants	2 February 2021
HAF Grant Recommendations	22 February 2021
HAF Grant Recommendations Summer 2021	8 June 2021
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>

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:

Equalities Impact Assessments have been completed for each project.

Appendix 1 – Copy of Equalities Impact Assessment

Name of project or proposal (required): COVID Local Support Grant – June – September 2021

Is this project a Transformation project? (required): Neither

Name of accountable officer (required): Suzanne Smith

Email (required): suzanne.smith2@hants.gov.uk

Department (required): Children's Services

Date of assessment (required): 26/06/2021

Is this a detailed or overview EIA? (required): Overview

Describe the current service or policy:

The DWP COVID Local Support Grant will provide £2,728,189.85 of funding to the Hampshire County Council to support those most in need, with costs of food, energy, water bills and essentials. The grant conditions state at least 80% must be used for food and fuel, and no more than 20% on other items. Also 80% of the fund must be spent on families with children and up to 20% on other households including individuals. A variety of initiatives have been identified working with education establishments and local community partners to ensure households who are most vulnerable have access to food and fuel this winter.

Geographical impact (required): All Hampshire

Describe the proposed change:

The COVID Local Support Grant is aimed at vulnerable families, particularly those with children and will offer financial support with food and energy bills. Working with schools, colleges and early years providers, the proposed programme will deliver food vouchers and other financial support to a wide range of vulnerable families for school holiday period between 21 June and 30 September 2021. Through grant funding, the programme will also support the development and delivery of a range of other community led projects and activity and food schemes to meet local needs across the County.

Who does this impact assessment cover? (required): Service users

Has engagement or consultation been carried out? (required): Yes

Describe the consultation or engagement you have performed or are intending to perform:

After notification, a task group formed with representatives from major stakeholder groups including the voluntary and charitable sector, Connect4Summer leads, Adult Health & Care, Local Children's Partnerships, Supporting Families, Children's Social Care, Early Years and Wraparound Childcare, County Supplies and Communications. A variety of other stakeholders have been consulted so

existing local provision and need could be identified and minimise risks in respect of funding duplication. Other consulted groups include head teacher groups, faith groups and local resilience centres/hubs. The engagement created the offers under a programme name of 'Connect4Communities'.

Age (required): Positive

Impact (required): Children, families and individuals who are vulnerable (eligible for benefits, allocated a social worker or in a low income setting) or find themselves in hardship due to the impact of COVID 19, this programme, with signposting from agencies, will help to identify and help those people 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.

Disability (required): Positive

Impact (required):

Children, families and individuals with disabilities and who are vulnerable (eligible for benefits, allocated a social worker or in a low income setting) or find themselves in hardship due to the impact of COVID 19, this programme, with signposting from agencies, will help to identify and help those people to ensure they have access to food and heating, as well as other basics which may be identified such as cooking facilities, bedding or other essentials.

Sexual orientation (required): Neutral

Race (required): Neutral

Religion or belief (required): Neutral

Gender reassignment (required): Neutral

Gender (required): Neutral

Marriage or civil partnership (required): Neutral

Pregnancy and maternity (required): Neutral

Poverty (required): Positive

Impact (required): Additional funding will be distributed to help those children, families and individuals who live in poverty or are in need of food, energy and other basic items, should have more access to help.

Rurality (required): Neutral

Any other brief information which you feel is pertinent to this assessment (optional):

Please confirm that the accountable officer has agreed the contents of this form (required): Yes

Appendix 2 – COVID Local Support Grant Guidance

COVID Local Support Grant extension: – Guidance for County Councils and Unitary Authorities in England

Introduction

1. The £160 million COVID Local Support Grant extension (CLSG) will be made available to cover the period 21 June 2021 to 30 September 2021 inclusive to support those most in need across England with the cost of food, energy (heating, cooking, lighting), water bills (including sewerage) and other essentials.
2. The Department for Work and Pensions (DWP) is providing funding to County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs), under section 31 of the Local Government Act 2003, to administer the scheme and provide assistance to vulnerable families with children and other vulnerable households, particularly affected by the pandemic. County Councils and Unitary Authorities in England have a statutory duty for childcare and have the ability to deliver the scheme through a variety of routes including issuing grants to third parties, providing vouchers to households or making direct provision of food, for example. County Councils are encouraged to work together with District Councils to provide support and ensure the funding meets its objectives. **Note: County Councils and Unitary Authorities will be referred to as ‘Authorities’ throughout the remainder of this guidance.**
3. **Guidance has been updated to reflect new funding amounts and amended reporting dates. General guidance, including spend frameworks, eligibility and MI completion have remained broadly the same.**
4. This guidance sets out the required collaboration between DWP, Authorities, including their delivery partners, such as District Councils and charitable organisations etc., to successfully meet the policy intentions within the agreed framework. It also provides any constraints that we need to work within and the distribution of funding and reporting arrangements.
5. The aim is to give vulnerable households peace of mind as COVID restrictions are eased by helping those who need it to have food on the table and other essentials.
6. Authorities have the local ties and knowledge, making them best placed to identify and help those children, families and individuals most in need. It is important to stress this covers a wide range of vulnerable households including children of pre-school age too. Targeting this money effectively will ease the burden faced by a wide range of vulnerable households across the country worrying about paying the next utility bill or the next food shop due to the pandemic.
7. Rather than focus on one specific vulnerable group Authorities should try and use the wide range of data and sources of information at their disposal to identify and provide support to a broad cross section of vulnerable households in their area. Authorities have access to a variety of different benefit information through DWP’s Searchlight portal which provides information on

individual citizen's entitlement to (and confirms receipt of) DWP welfare benefits. However, support is not restricted to vulnerable households in receipt of benefits. Therefore, Authorities should try, where possible, to identify vulnerable households using other sources of information, such as social workers, troubled families' advisors and utility companies.

8. From June 2021 we have started to provide LAs with information relating to Universal Credit claims with limited capability for work or, earnings below the free school meals and free prescription thresholds in your area. You may find this information useful in identifying vulnerable families impacted by the pandemic.
9. This guidance applies to Authorities in England only and should be read in conjunction with the COVID Local Support Grant Determination issued with this guidance.

Objective and key principles

10. The objective of the COVID Local Support Grant extension is to provide support to vulnerable households and families with children particularly affected by the pandemic where alternative sources of assistance may be unavailable.
11. When administering this scheme, you are encouraged to adopt the following principles:
 - use discretion on how to identify and support those most in need;
 - use the funding from 21 June 2021 up to 30 September 2021 to meet immediate needs and help those who are struggling to afford food and utility bills (heating, cooking, lighting) and water for household purposes (including drinking, washing, cooking, central heating, sewerage and sanitary purposes), or other related essentials. This includes payments made, or committed to, by the Authority or any person acting on behalf of the Authority, from 21 June 2021 to 30 September 2021. For example, this would allow food vouchers issued before the end of the funding period to be redeemed in early October 2021. All authorities are encouraged to ensure that any vouchers issued are redeemed before the end of the scheme, or shortly thereafter, or consider recycling unused vouchers;
 - work together with District Councils including, where necessary and appropriate, other local services, such as social and care workers to help identify and support households within the scope of the scheme;
 - Funds should be spent or committed before 30 September 2021 and not held over for future usage;
 - Any underspends from the previous CLSG for the period from 17 April to 20 June 2021 can be used during the CLSG extension to 30 September 2021;
12. When deciding how to help people, you should consider:

- how you plan to provide support to vulnerable households, in other words, paying into bank accounts, use of cash and vouchers;
- any risks associated with these payment methods – see section Managing the risk of fraud.

Communication

13. The Authority must, as appropriate and practical, reference that the grant is funded by the Department in any publicity material, including online channels and media releases.

Access to data

14. The COVID Local Support Grant extension is being classified as Local Welfare Provision (LWP) and local authorities (LAs) who have signed and returned the relevant section (Annex C) of the DWP/LA Memorandum of Understanding (MoU) have legal permission to access DWP's Searchlight portal. This portal provides information on individual citizen's entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help Authorities identify those families and individuals to whom to target this support.
15. Staff accessing Searchlight will need to be registered with the Employee Authentication System (EAS). Further information on Searchlight can be found in the local authority Searchlight Training Pack available in the Searchlight folder on Glasscubes (the LA/DWP online collaboration tool). If your Authority needs to discuss access to Glasscubes, contact DWP at lawelfare.lasupport@dw.gov.uk and we will arrange for this to be provided.
16. Authorities do not have permission for the purposes of this scheme to access the 'Income' data provided on Searchlight for the Test and Trace Support Payment Scheme.
17. Searchlight can only be used to verify a specific individual's DWP benefit information. Therefore, if an Authority identified a group of potential customers who may be eligible for the scheme from their own records, they can access Searchlight to verify each claimant's DWP benefit entitlement (although benefit entitlement is not a condition of support).
18. We intend to provide authorities with details of UC claimants in their authority whose income is below the Free School Meal and free prescription thresholds for both individuals and summary level by Ward. Authorities also have access to their own non-DWP data to help identify vulnerable households who may be eligible for support under this scheme.
19. We are also providing 2 UC claim data shares on a monthly basis.

File one – contains the National Insurance number of Universal Credit (UC) claimants within the LA area and:

- income below the thresholds of £7,400 per year for free school meals and income below the free prescription threshold of £935 per month as identified in their last UC assessment period;

- those with a Limited Capability for Work indicator within the last assessment period; and
- the number of children in the household.

File two – contains aggregate data showing those people at or below the:

- free school meal income threshold;
- free prescription income threshold; and
- are in the Limited Capability for Work group.

For a full breakdown of the file contents see **Annexe B**

This data can be used to determine a person's eligibility or continued eligibility for Local Welfare Provision (LWP) for which the CLSG extension is classified. The data is being provided under the terms of the Memorandum of Understanding (MOU) 'Department for Work and Pensions and local authorities financial year ending March 2021. (Access, handling, exchange and protection of Department for Work and Pensions' and HM Revenue and Customs' data)'. The MOU's Annex C covers the provision of data for LWP purposes and the new data share will be added to this Annex C in future iterations.

Working with other organisations

20. Authorities should develop a 'local eligibility framework and approach' to enable them to distribute grant funding that best supports vulnerable families and individuals. The focus is on the provision of food, energy, water and/or associated financial support to vulnerable households with children (see the definition of a child under paragraph 26). A proportion of funding (up to 20%) is also available for vulnerable households without children (including individuals) so that no vulnerable household is excluded.
21. Authorities have flexibility to develop a local delivery approach that best fits the scheme's objective. Where Authorities choose to work with multiple organisations to provide a local delivery network or where Authorities choose to engage with District Councils to deliver this grant on their behalf, detailed arrangements and funding should be made available to those organisations as soon as possible so that support for vulnerable children and families can be provided as soon as is practically possible.
22. County Councils are encouraged to work collaboratively with District Councils and other organisations in their area who may come into contact with those households who are eligible and would benefit from this grant. Authorities that do not have the mechanisms in place to administer this grant are encouraged to consider whether District Councils are better placed to do so on their behalf. If Authorities decide to engage with District Councils in this way they are encouraged to do so as quickly as possible to ensure roles, responsibilities and effective arrangements are put in place to deliver the scheme promptly and efficiently. Where Authorities are working with Third Party Organisations (TPOs), this should be done on an objectively fair, transparent and non-discriminatory basis, having regard to the time available to deliver the scheme.

23. DWP Jobcentre Plus staff have been made aware of the scheme extension and will aim to connect their local partners to raise awareness and support Authorities with the delivery of the scheme to ensure it is making a real difference at a local level.

Establishing eligibility

24. Authorities have the flexibility within the scheme to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility. Authorities can request applications for support or can proactively identify households who may benefit, or can take a mixture of the two approaches. There is no requirement for Authorities to undertake a means test or conduct a benefit check unless this specifically forms part of the Authority's local eligibility criteria. In accordance with their general legal duties, Authorities must have a clear rationale or documented policy/framework outlining their approach including how they are defining eligibility and how households access the scheme.

25. Awards must be based on the following framework:

- at least 80% of the total funding will be ring-fenced to support households with children, with up to 20% of the total funding to other households experiencing, or at risk of experiencing, poverty during the pandemic. This may include households not currently in receipt of DWP welfare benefits;
- at least 80% of the total funding will be ring-fenced to provide support with food, energy and water bills for household purposes (including drinking, washing, cooking, central heating, and sanitary purposes) and sewerage. Within this condition there is flexibility about the proportion of support allocated to food and to bills;
- up to 20% of the total funding can be used to provide support with other essentials clearly linked to the scheme conditions (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water;
- the scheme is not intended to cover payment of rent or other housing costs because these are not directly related to food or utility bills and other benefits and support is available to cover these costs. Nor is it intended to be used for the provision of general advice on managing debt and/or financial hardship;
- it is important that Authorities develop overall policies appropriate for their areas, and proportionate procedures, for the allocation of the grant monies by reference to the above criteria;

Funding overlap

26. Authorities should consider the household circumstances when making a decision to spend this grant. Households may be receiving other forms of support and this should be taken into account to avoid duplicating provision where possible. However, families receiving other forms of assistance are not excluded from receiving support through this grant. For example, a household may:

- have additional wider needs in terms of food;
- need support with provision for cooking, lighting, heating and/or water (including sewerage);
- require other essential supplies;

Definitions

27. For the purpose of this grant (and without prejudice to other schemes):

- The definition of a child is any person:
 - who will be under the age of 19 as at 30 September 2021 or
 - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided; or

28. Where an eligible child lives on his or her own, they are a household that includes a child covered in the 80% allocation for households with children.

29. Vulnerable households which include a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers may still be eligible for grant support however that support falls within the 20% allocation to households without children.

30. The definition of energy includes any form of fuel that is used for the purpose of domestic heating, cooking and lighting, including oil and portable gas cylinders. There is no prescriptive definition of other essentials although these should be related to food, heating, lighting, cooking, water and sewerage needs. Authorities have discretion to assess what is reasonable to assist those experiencing or at risk of poverty during the Covid-19 pandemic. Illustrative examples include: a warm blanket or duvet, heater, essential toiletries such as sanitary products. It is not intended to cover debt advice and general financial hardship support not linked to food, warmth and/or hygiene. Housing costs are expressly excluded.

31. Third party organisations may include but are not limited to:

- Registered charities and voluntary organisations
- Schools
- Food banks
- General Practitioners
- Care organisations

Reporting requirements

32. Authorities are required to make one Statement of Grant Usage and management information (MI) return – **see the Grant Determination**. The deadline for completing this return is shown in the table below. Completed MI returns should be sent to lawelfare.pdt@dwp.gov.uk
33. An interim MI return is required for the previous CLSG for the period 17 April to 20 June 2021. The interim MI return will be used to determine eligible spend to 20 June 2021 and an interim grant payment will be made to your LA for this period when the information in your return have been verified.
34. A final MI return is required showing total spend from 17 April to 30 September 2021. The final MI return will be used to determine eligible spend to 30 September 2021 and a final grant payment will be made to your LA for this period when the information in your return have been verified.
35. Authorities should use the standard MI reporting template provided, which incorporates the Statement of Grant Usage. For the purpose of this section:
- **Grant allocation** – refers to the amount of grant allocated to a TPO to distribute to vulnerable households.
 - **Grant award or spend refers** to the amount provided or paid to vulnerable households under the remit of this grant.
 - Please asterisk or highlight in the tables where estimates have been used instead of actuals.

MI return	Reporting period		
Interim MI return	From: 17 April 2021	To: 20 June 2021	Deadline: 09 July 2021
Final MI return	From: 17 April 2021	To: 30 September 2021	Deadline: 22/10/2021

36. It is the responsibility of Authorities to provide the MI returns to DWP. Failure to return the MI by the deadline may result in a delayed payment.
37. The reporting requirements for Authorities (including District Councils that may be asked to support the distribution of the grant in Shire County Councils) are different to the reporting requirements for TPOs for example, charitable or voluntary organisations.
38. The main difference between the reporting requirements for Authorities and TPOs relates to the level of detail regarding spend and volumes relating to:
- families with and without children; and
 - food, utility bills and other essentials
39. Where Authorities (including District Councils) issue awards directly to vulnerable households they should either obtain information at source or via information or data they have access to, to complete the split of spend and number of awards across the eligibility criteria, in other words, families with and without children and food, utility bills and other essentials. Where

Authorities decide to deliver support to vulnerable households through TPOs they should use whatever information the TPO holds, or other available data, to estimate the level of spend and volume of awards across the eligibility criteria.

40. The different elements of the MI template are shown below together with guidance on how to complete them.

Table 1

Table 1: Governance	Response
Local Authority (full name)	
Section 151 officer (name)	
Section 151 officer (email address)	
Reporting Period	
Approved signed off by	
LA Single Point of Contact	
Date Returned to DWP	

41. Each MI return must include your Section 151 Officer's name and email address to provide assurance on validation of funding spend. If they are the same contact, please input details in both response fields.

42. We also require you to copy your Chief Financial Officer and Section 151 Officer into the email, providing this assurance when you return the MI template to DWP.

Table 2

Table 2: Total Awards	
Item	Spend (£s)
a) Total amount provided to vulnerable households	
b) Administration Costs	
c) Total spend (a+b)	

- **Total Amount provided to vulnerable households** – this is the total amount of the grant fund that has been paid/awarded to vulnerable households. It includes amounts paid by Authorities and by TPOs on behalf of Authorities. It should not include amounts allocated to TPOs that have not been spent during the reporting period.
- **Administration costs** – this includes reasonable costs incurred administering the scheme. These include for example:
 - staff costs
 - advertising and publicity to raise awareness of the scheme
 - web page design
 - printing application forms
 - small IT changes, for example, to facilitate MI production

- **Total Spend** – this is the total of the above. It is the amount that will be used to determine the grant funding payment, from DWP to cover the full cost of administering the grant in your area. A single grant payment will be made in arrears on the receipt of a fully completed and verified MI return.

Table 3

Table 3: Total Value of Awards split by Household Composition				
		a) Families with Children	b) Families without children and Individuals	c) Total (a+b)
Row 1	Authority Spend (£s)			
Row 2	Authority Volumes			
Row 3	TPO Estimated Spend (£s)			
Row 4	TPO Estimated Volumes			

43. Table 3 relates to grant spend and the estimated volume of awards made in relation to families with and without children. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and rows 3 and 4 relate to grant awards to vulnerable households made by TPOs.
44. **Authority Spend (£s)** - this is the amount paid/awarded to vulnerable households within the eligibility criteria. Authorities should make every effort to gather information to establish whether a child resides in the household (including being the only member of the household) in order to complete the template as fully as possible. This information is important for DWP to report to Ministers and evaluate how successful the scheme has been in providing support to households with and without children.
45. Authorities should either gather information or check existing records they hold or have access to, to establish whether the household includes a child (as defined above) and complete columns a and b accordingly. Responsibility for MI reporting rests with Authorities. Where Shire Counties pass grant allocations to District Councils, District Councils should pass the information relating to columns a and b to the County Council/Unitary Authority to collate the information and send one collated template to DWP.
46. **Authority Volumes** - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. For example, where an award is made to a household with multiple children it should be classed as a single award.
47. **TPO Estimated Spend and TPO Estimated Volumes** - we acknowledge that some TPOs, for example, charitable and voluntary organisations such as food banks, have limited or no access to household information and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to estimate, to the best of their ability, the level of spend and the volume of awards across the different eligibility criteria in rows 3 and 4.
48. Authorities should list these TPOs in Table 5 together with the amount of grant allocation they have been provided. More guidance relating to Table 5 is included later in this section.

Table 4

Table 4: Total Value of Awards Split by Category				
		a) Food and Utility Bills	b) Other Essentials	c) Total (a+b)
Row 1	Authority Spend (£s)			
Row 2	Authority Volumes			
Row 3	TPO Estimated Spend (£s)			
Row 4	TPO Estimated Volumes			

49. Table 4 relates to grant spend and the estimated volume of awards made in relation to food, utility bills (in other words, household energy and water) and to other essentials. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and rows 3 and 4 relates to grant awards to vulnerable households made by TPOs.
50. Authority Spend (£s) - this is the amount paid/awarded to vulnerable households in respect of food and utility bills or other essentials.
51. Rows 1 and 2 relate to awards/payments made directly to vulnerable households by Authorities including District Councils. It does not include grant funding spent by TPOs e.g. charitable and voluntary organisations. The value and volume of grant spent by TPOs should be captured in rows 3 and 4.
52. Authority Volumes - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. There is no requirement to distinguish between awards for food and utility bills these are both included in the same category of spend.
53. TPO Estimated Spend and TPO Estimated Volumes - we acknowledge that some TPOs, for example, charitable and voluntary organisations have limited MI and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to estimate, to the best of their ability, the level of spend and the volume of awards across the different eligibility criteria in rows 3 and 4.
54. Total - the total spend in Table 2 row a, Table 3 column c and Table 4 column c should add up to the same amount.
55. When allocating spend and the volume of awards across the eligibility criteria please follow the guidance below.
56. Table 3 and Table 4 ask for spend and award volumes to be recorded against two sets of criteria. Therefore, the details of each award need to be recorded twice once against one set of criteria and then a second time against the other criteria. Shown below is a worked example of how the MI template should be completed.
57. The eligibility criteria set two separate categories of spend, both with (at least) 80% and 20% splits. This is because the categories of spend cover separate subjects. One relates to household composition and one relates to the type of support being provided, for example, food and utility bills or other essentials.
58. Authorities are asked to report and manage spend in relation to both these areas. For example, if a £100 award is made to a family with children for food, you would allocate £100 to the 'family and children' section in Table 3 and £100 to the 'food and utility bills' section in Table 4. You would also allocate one award in both these sections of Table 3 and Table 4.

59. Each award needs to be allocated twice – one allocation to each of the eligibility category tables so that when you report on the total spent on family composition and the total spent on the type of support, both eligibility criteria categories will total the amount you have paid. The total volume of awards in Table 3 and Table 4 should also be the same.

Additional guidance and examples when working with TPOs

60. Please include, where possible, an estimate of the amount of spend across the following categories:

- families with or without children, and
- food, utility bills, or other essentials.

61. Please estimate this to the best of your ability.

62. For example, if you have allocated:

- grant funding to a food bank to provide food to vulnerable people, establish the amount of that allocation the food bank has spent and enter the full amount spent under food and utility bills as you know that the grant allocation has been spent in respect of food, and estimate the split across families with and without children in accordance with Example 1 below.
- grant funding to a charity that specialises in providing vulnerable children with clothing, establish the amount of that allocation the charity has spent and enter the full amount spent in 'families with children' and the full amount of the grant spent in 'other essentials'. This is because you know that the purpose of the grant is for children and the nature of support is clothing which comes under other essentials. Update Table 5 to provide a more detailed description of 'other essentials' for this TPO in Table 5 column b, something along the lines of 'provision of blankets and warm clothing'.

63. The amount of MI available will vary considerably across each TPO. Please use whatever information is already available or reasonable to collect to be as accurate as possible, although we understand estimates may be provided.

Please asterisk or highlight where estimates have been made.

64. Shown below are some examples of how to complete the template.

Example 1

65. A food bank operates on an open basis where anyone can turn up and pick up food and supplies. This is not an award made directly to vulnerable families by an Authority. The cost is picked up by a TPO, for example, the food bank. The MI template should be completed as per guidance below.

66. The total value of grant spent and the volume of awards made by the charity or voluntary organisations providing the food bank should be entered in Table 3 and Table 4. The Authority or food bank provider will need to estimate the split between families with and without children to the best of their ability.

67. If the food bank provider captures this MI and you can make a more accurate estimate of the split between families with and without children, then you should do so. If not, calculate the split between families with and without children based on published data which estimates that 40% of food parcels issued by food banks are made to families with children.

68. Table 5 should contain the total grant allocated to the TPO.

Example 2

69. The Authority directly provides cash/vouchers etc. to vulnerable households. These could be redeemable at a number of food outlets including supermarkets or food banks. Food voucher amounts can vary depending on how many children reside in the family. Authorities are expected to collect or verify information to establish whether the award is made to a family with or without children. The MI template should be completed as follows:

- the value of award should be entered in Table 3 in ‘spend’ row 1 column a and row 1 column b based on the information the Authority has been capturing to split spend across these categories. Where data is not available an estimate can be used;
- the volume of awards should be included in Table 3 ‘volume’ row 2 column a and row 2 column b based on the information the Authority has been capturing to split the volume of awards spend across these categories. Where data is not available an estimate can be used;
- the value of award should be entered in Table 4 row 1 column a because it relates to food;
- the award should be entered in Table 4 volume row 2 column a because it relates to food;
- nothing should be included in Table 5 because this is a payment made directly from the Authority to the vulnerable household not a payment to a TPO;

Table 5

Table 5: Grant Allocation Details		
Name of Third Party Organisation (TPO)	a) Amount of Grant allocated to TPO (£s)	b) Where the grant allocation covers the category "other essentials" please provide a more detailed description of what it covers.

70. Table 5 is a list of TPOs you have allocated grant funding, to distribute to vulnerable households on your behalf. Do note that this excludes District Councils. Please provide the amount of grant allocated to each TPO in Table 5 column a.

71. This section covers grant allocations **not** the amount of grant awards/spend TPOs have provided to vulnerable families.
72. Please name all the organisations you are working with in your area together with the value of the grant allocation for each organisation. Authorities should have a good idea what the grant allocations made to TPOs will be used for. Where the grant allocation is intended to cover support other than food or utility bills, in other words, the other essential category, please provide a more detailed description in Table 5 column b outlining the nature of that support.

DWP engagement

73. LA relationship managers from DWP's LA Partnership, Engagement and Delivery division will contact Authorities to provide support and gather information throughout the scheme. Examples where LA relationship managers will contact Authorities for initial compliance where:
- the MI templates have not been completed and returned;
 - the MI templates have not been copied to the Authority's S151 officer or CFO;
74. They will also contact Authorities where further clarification is needed in respect of the information provided on the MI reporting template, if for example:
- critical data is missing or the data looks odd, or
 - the Authority is reporting a high value of awards where they have not been able to establish the household composition. We may need the Authority to explain why that is the case and provide supporting evidence.
 - the Authority is reporting a high value of administration costs. We may need the Authority to explain why that is the case and provide supporting evidence.
 - there is a significant gap between actual and allocated spend. We may need the Authority to explain why spend was so low.
75. They will look to identify good practice and identify case studies where appropriate.
76. They will also engage with Authorities around completion of the questionnaire issued with this guidance regarding delivery plans for the grant. Please complete and return this questionnaire by the 16 July 2021 and send it to: LAWELFARE.PDT@DWP.GOV.UK
77. DWP will also continue to engage with Authorities to respond to questions we receive via the designated inbox as quickly as possible.
78. Jobcentre Plus may engage with other local stakeholders to gather intelligence on how funding is being used and assess its impact.
79. Where Authorities work with District Councils and TPOs it is the responsibility of Authorities to collect and collate MI and complete one collated MI return and submit to DWP.

DWP funding arrangements

80. This COVID Local Support Grant extension is ring-fenced. To ensure that the objectives of the fund are being met during the course of the grant and reduce administration costs for all concerned, including the need for DWP to recover underspend, grant payment will be made in arrears. This will enable DWP to adjust the amount of the payment based on the MI returns.
81. Payment of the grant from DWP to Authorities will be paid in arrears at the end of grant period after we have verified the end of scheme MI return in October 2021. If an Authority feels that the payment arrangements will create significant cash flow problems please notify DWP as soon as possible with supporting evidence. The COVID Local Support Grant extension is an extension to the support offered by the COVID Local Support Grant for the period 17 April 2021 to 20 June 2021. An interim MI return and an interim grant payment will be made in respect of the period to 20 June 2021.
82. MI returns **must be endorsed by the S151** officer in accordance with their statutory assurance responsibility in order for the grant payment to be made by copying your Chief Financial Officer and Section 151 Officer into the email.
83. The guidance for completion is provided on a separate tab within the MI template.
84. The definition of spend includes grant funding that has been provided to vulnerable households, within the scope of the eligibility criteria, and within the period of the scheme 17 April 2021 to 30 September 2021.
85. Spend also includes 'committed spend'. For the purpose of this scheme committed spend relates to grant funding that has been spent and delivered to vulnerable households even though the vulnerable household may not have used their grant funding. An example would be the award of a food voucher on 30 September 2021 to a vulnerable household. It would be unreasonable to expect the family to be restricted to redeem the voucher on the day of receipt. In this example spend has been committed by the Authority, support has been provided to a vulnerable household and, therefore, should be included as eligible grant spend. It would be reasonable to expect the vulnerable household to redeem the food voucher during the first few weeks following the end of the scheme.
86. However, committed spend does not include large volumes of food vouchers, procured quite late in the scheme, which cannot be distributed to vulnerable households within the period of the scheme. We do not expect Authorities to stockpile large quantities of food vouchers for use after the scheme has ended.
87. Authorities that plan to order vouchers in bulk should attempt to be realistic in the volumes ordered to avoid holding large stocks of unused vouchers at the end of the scheme. Alternatively, Authorities may want to consider:
- purchasing vouchers on a sale or return basis, so that they can return any unused vouchers, or
 - if the Authority wants to use the vouchers after the end of the CLSG scheme they should be funded through other means.

88. The definition of committed spend for the purpose of this scheme does not affect its accounting treatment in accordance with normal rules.

89. The timetable for provision of funding and MI returns is as follows:

Funding:

Payment	Amount (%)	Date	Notes
Interim	Up to 100% of initial allocation*	August/September 2021	Payment made in arrears
Final	Up to 100% of extension allocation*	November/December 2021	Payment made in arrears

*subject to eligible spend criteria

Managing the risk of fraud

90. Fraudsters have been targeting COVID-19 support funds.

91. As with any welfare payment to vulnerable recipients there is a risk of fraud, as recipients might appear to be eligible when they are not.

92. To help mitigate this risk, Authorities should involve District Councils and other organisations chosen to administer this scheme to help identify vulnerable families, households and individuals.

93. Authorities wishing to work with TPOs to deliver the scheme **must** carry out suitable due diligence checks to ensure they are viable and able to deliver the support. So, for example, ensuring all charities are registered and taking extra caution if they are new organisations.

94. Authorities are also encouraged to ensure checks are in place to verify the identity of those eligible.

95. Authorities are encouraged to ask neighbouring authorities to work together to help prevent double provision – especially where allocation of provision is by school in one area and by residential address in another.

96. It is for Authorities to decide how payments are made to recipients. However, when making decisions, Authorities should consider the risks involved. Although they still carry fraud risks, vouchers should be used instead of cash where possible as this helps to mitigate the risk of the money being spent by the recipient on things outside of the policy intent.

97. Authorities should ensure that they consider and put in place suitable controls when making use of vouchers as part of this scheme. Authorities may wish to consider restricting access to these vouchers; and also consider restricting usage to ensure that they cannot be spent outside the intended scope of this Scheme.

98. Where possible, any payments made into a bank account should be in the same name of the person that is eligible for that payment. Authorities have access to a range of data sources, and checks can be carried out against this

data to verify the identity of the recipient. Authorities are also encouraged to use existing tools at their disposal to verify personal bank accounts.

99. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

100. If you suspect fraud, you should notify DWP at:

LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk

101. of the:

- number of instances
- total amount lost

102. This will help DWP identify any emerging threats and share them with other Authorities, so they can take steps to prevent and detect any fraud in their schemes.

Individuals with No Recourse to Public Funds

103. Authorities can provide a basic safety net support to an individual, regardless of their immigration status, if there is a genuine care need that does not arise solely from destitution, for example if:

- there are community care needs
- they have serious health problems
- there is a risk to a child's wellbeing

104. The rules around immigration status have not changed. Authorities must use their judgement to decide what legal powers and funding can be used to support individuals who are ineligible for public funds or statutory housing assistance.

Complying with Subsidy (previously State Aid) rules

105. The funding is intended to benefit households struggling to afford food and other essential items as a result of COVID-19. The funds should not be used for any economic undertaking.

106. Whichever way you use the funding, including where you work in partnership with others, you should consider all Subsidy rules (previously state aid) issues. Check whether the 'de minimis' regulation exception applies. You should also follow government procurement procedures where relevant.

Administration costs

107. The COVID Local Support Grant extension funding allocation includes reasonable administration costs to enable Authorities to deliver the scheme. Authorities should deduct their estimated administration costs from the total allocation to determine the amount remaining.
108. In all cases, Authorities should keep administrative costs to a reasonable level.
109. Administration costs for each Authority will be published on www.gov.uk alongside detail of all spend related to this scheme.
110. Examples of administration costs include reasonable:
- staff costs
 - advertising and publicity to raise awareness of the scheme
 - web page design
 - printing application forms
 - small IT changes, for example, to facilitate MI production

Public Sector Equality Duty

111. DWP has undertaken an Equality Impact Assessment and is willing to provide Authorities with advice and support in complying with their duties if required.
112. Under the Equality Act 2010, all public authorities must comply with the Public Sector Equality Duty. For the purposes of this grant, you should consider how any support that helps people facing severe financial hardship impacts those with characteristics protected under the Equality Act.
113. When developing your local delivery frameworks, you should ensure people are not disadvantaged or treated unfairly by this scheme. For example, any application process should be easy to access and to navigate.

Questions and answers

114. Questions and answers can be found at Annex A

Contact

115. If you have any queries about the content of this guidance or use of the funding you can email LA-PED.LAGRANTSPROJECTTEAM@dwp.gov.uk

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker	Executive Lead Member for Children's Services
Title	Determination of Post 16 Transport Policy Statement 2021
Date	7 July 2021
Report From	Director of Children's Services

Contact: Martin Goff (Head of Transport and Admissions)

Tel: 01962 846185

Email: martin.goff@hants.gov.uk

Purpose of this Report.

1. The purpose of this report is to determine the County Council's 2021 Post 16 Transport Policy Statement (the Policy). As required by law the necessary consultation has been followed; no changes to the 2020 policy were proposed. The 2021 Policy is now being presented for approval to the Executive Lead Member for Children's Services.

Recommendation

2. That the Executive Lead Member for Children's Services approves the attached 2021 Post 16 Transport Policy Statement (Appendix D) which incorporates all elements of the previous year's Policy

Executive Summary

3. The proposed 2021 Policy was subject to a consultation running from 8th February 2021 until 22 March 2021. The consultation was carried out on the Council's public website and directly with schools and colleges. The consultation proposed no changes from the 2020 policy and invited comments.
4. The Post 16 Transport Policy Statement 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 requirements.

Contextual Information

5. This report includes the comment received in response to the annual consultation on the Post 16 Transport Policy that is required by statutory guidance. No changes to the 2020 Policy were proposed. As the Policy Statement is determined annually, parents and young adults make a new application 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 2021/22 academic year.
6. The Policy details the offer for sixth form age students and adult students with an Education Health and Care Plan up to the age of 25. The proposed Policy Statement explains that the County 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 County 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.
7. The Policy Statement recommended for approval enables Hampshire County Council to continue to meet its statutory requirements.
8. The Policy Statement is usually determined within a statutory timetable of the end of May. Due to the recent local government elections this is the first opportunity for its approval. It will be published for parents following the decision day; applications have been allowed for transport and will be processed in time for the new school year start in September.

Finance

9. Current expenditure on the home to school transport service is approximately £32million, of which £1.3million was spent on Post 16 transport assistance. The 2021 policy, unchanged from the previous year, is expected to have no specific impact on expenditure.

Consultation and Equalities

10. The public consultation on the 2021 Policy was subject to a consultation running from 8th February 2021 until 22 March 2021. Schools, colleges and the public were all invited to make comments via a publicly available website. Schools and colleges were contacted to draw the attention to the public webpage.
11. There was 1 response to the consultation which asked, on behalf of young people in the New Forest, if Post 16 students could be allowed to purchase spare seats on home to school contracted transport. This is a service that is provided for school age children who are not eligible to use LA transport for free and has the name 'privilege seats'. As Post 16 students become 18

during the sixth form phase of education, the service does not sell spare seats to allow them to travel with school age children.

12. As already discussed, there are no proposed changes to the Policy Statement. An Equality Impact Assessment has been submitted for the 2021 policy and is provided in Appendix 1.

Climate Change Impact Assessment

13. 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.
14. 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.
15. 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 helps people with special educational needs and/or a disability to find and access support within the community.

Conclusion

16. The proposed Policy will aid parents/carers and users of the service to understand the service available and who may be entitled to support.

Supporting information

Equality Assessment – Appendix 1

Proposed Post 16 Transport Policy Statement – Appendix 2

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> Proposed Changes to the Home to School Transport Policy (2021)	<u>Date</u> 18 March 2020
https://democracy.hants.gov.uk/documents/s53625/Report.pdf	8 July 2020
Direct links to specific legislation or Government Directives	
<u>Title</u> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/772913/Post16_transport_guidance.pdf	<u>Date</u> January 2019

Section 100 D - Local Government Act 1972 - background documents	
<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:

Equalities Impact Assessment: Appendix 1

Equality Impact Assessment

Name of project or proposal (required): Post 16 Transport Policy Statement 2021

Is this project a Transformation project? (required): Neither

Name of accountable officer (required): Martin Goff

Email (required): martin.goff@hants.gov.uk

Department (required): Children's Services

Date of assessment (required):

Is this a detailed or overview EIA? (required): Detailed

Describe the current service or policy. This question has a limit of 700 characters; approximately 100 words (required): The Post 16 Transport service provides transport for about 330 users each day and costs £1.3m p.a. 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 and in education may be eligible for a local authority funded transport service.

Geographical impact (required): All Hampshire

Describe the proposed change. This question has a limit of 700 characters; approximately 100 words (required): The 2021 Post 16 Transport Policy Statement has no changes from the 2020 Policy. It details the duty to provide transport where necessary to facilitate assistance but explains to parents that for those young people under 18 the Council has an expectation that parents will provide transport assistance themselves.

Who does this impact assessment cover? (required): Service users

Has engagement or consultation been carried out? (required): Yes

Describe the consultation or engagement you have performed or are intending to perform. This question has a limit of 700 characters; approximately 100 words (required): The Council carried out an open consultation designed to give Hampshire residents and wider stakeholders including those living outside Hampshire the opportunity to have their say about proposed changes to the Home to School Transport Policy and Post-16 Transport Policy. In total there was 1 response. The consultation ran between 8 February and 22 March 2021.

Age (required): Medium

Impact (required): The established policy and legislation affect learners at specific ages differently, particularly those aged 16 on 1st September 2021 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 the Council when deciding on what support is 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, the Council 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 (required): 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.

Disability (required): Medium

Impact (required): 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 SEND, a health issue/concern, or disability this may make accessing an education placement difficult or impossible without the Council providing support with travel/transport arrangements. The proposed policy concerns provision for this cohort of learners (and their families) who fall into this category and ensures 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, the Council will support young people to use public transport and make their own journeys independently, and will expect parents to provide transport assistance.

Mitigation (required): 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. Where support is necessary to facilitate attendance due to the needs/circumstances of the young person and or their families, then appropriate provision will be made. The possible savings identified allows for 70% of 16 year olds still retaining access to LA funded transport support.

Sexual orientation (required): Neutral

Race (required): Neutral

Religion or belief (required): Neutral

Gender reassignment (required): Neutral

Gender (required): Neutral

Marriage or civil partnership (required): Neutral

Pregnancy and maternity (required): Neutral

Poverty (required): Neutral

Rurality (required): Medium

Impact (required): Families living in rural areas often face a longer journey and journey time 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.

Mitigation (required): 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.

Any other brief information which you feel is pertinent to this assessment (optional): The changes to the Policy Statement are designed to explain to parents / carers that when the Council considers whether it is necessary to provide transport assistance to a young person aged under 18, the Council expects that parents will provide transport assistance unless the specific circumstances mean that the Council need to provide transport assistance to facilitate attendance. The changes also make it clear that when a young person is aged 18, parents will not be expected to provide transport assistance.

Please confirm that the accountable officer has agreed the contents of this form (required): Yes

2021 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 2021/2022 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 2021/2022 only and sets out the support available.

There is no automatic entitlement to free home to 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

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/>

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
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

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, 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.

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, the Council 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.

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 an appeal regarding a transport entitlement decision, or subsequent transport arrangements or a 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 2](#).

12. College and School Details

To be added when published; this includes school and college organised transport. The information is 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 home 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 1.5 miles, 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: where appropriate, the transport arrangement may include a waiting time at the start 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 students aged 16 or 17 in September 2021:

- (a) **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.

(b) 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 2021 or already 18 at the time of application or 19 or over and continuing on a course that they started before their 19th birthday:

a) 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.

b) 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 applies.

5. Home to 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 The Transport Team, Elizabeth II Court North (2nd Floor), Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG.

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 Home to School Transport Policy, a link to which is included below:

[Home to School Transport Policy](#)

The process by which Home to School Transport appeals are handled for a young person attending a Post-16 provision matches that detailed in this Policy.

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Lead Member for Children's Services
Date:	7 July 2021
Title:	Updated School term and holiday dates for 2021/22
Report From:	Director of Children's Services

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

Tel: 0370 779 8176 **Email:** martin.goff@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to inform the Executive Lead Member for Children's Services on the need to revise the published pattern of school term and holiday dates for school year 2021/22. The Executive Member is asked to note the outcomes of the discussion with schools that has been carried out and to make decisions on the above.

Recommendation(s)

2. It is recommended that the Executive Lead Member for Children's Services approves the updated school term and holiday dates set out in Appendix 1 of the report, for the school year 2021/22.

Executive Summary

3. The purpose of this report is to inform the Executive Lead Member for Children's Services on the need to revise and re-determine the pattern of school term and holiday dates for school year 2021/22 and to note the outcomes of the discussion with schools that has followed. The requires adjustment to the already published 2021-22 School Year and Holidays pattern was necessary to take account of the additional Bank Holiday in June to mark Her Majesty The Queen's Platinum Jubilee.

Contextual Information

4. It is the responsibility of a local authority to schedule a school year which provides the statutory 190 pupil days and 195 teacher days in voluntary

controlled and community schools. The 2021/22 school year was originally determined on 26 February 2020 and published shortly after.

- The Government announced that there would be an additional Bank Holiday in June to mark Her Majesty The Queen’s Platinum Jubilee. A change in legislation was required to enable a reduction in the usual school year length from 195 days to 194 days. This became effective on 1 June 2021. The published 2021-22 School Year and Holidays pattern required removal of 1 day so that teachers can also benefit from the additional holiday because the additional day of holiday falls within the already allocated Whitsun holiday period.

Consultation and Equalities

- Schools were invited to comment on which date should become the additional holiday day, choosing between either Tuesday 4 May 2022 (to create a 4 day bank holiday weekend at the start of May) or Friday 23 July 2022 (to start the summer holiday one day earlier). The responses are tallied and comments provided in Appendix 1.
- The summary of the results is as follows:

	Extra Day in May	Extra Day in July	Total
Primary Schools Responding	65 (44%)	84 (56%)	149
Secondary Schools Responding	14(47%)	16(53%)	30
Special Schools Responding	1	2	3
Total	79	102	182

As a result of the above responses, and taking account of the majority vote in primary, secondary and special schools, it is proposed that the majority view of 21 July 2021 is the additional holiday day.

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.

9. The carbon mitigation tool and climate change adaptation tool were not applicable because the decision relates to setting the school year, a statutory administrative exercise.

Conclusions

10. The proposed pattern, in Appendix 2, is recommended to the Executive Member, supported by a majority of schools who responded, as the best option for the revised pattern of term and holiday dates for 2021/22 school year.

Appendix 1:

School 1

Our preference would be to have it in July. Summer 1 is already a short half term and there is a lot to fit in for us with new Year R intake work and SATs in KS1.

School 2

In response to the recent school comms on the additional Bank Holiday impacting school dates. XXXXX would prefer the change to be in July pre the summer Holidays rather than May.

This is chiefly due to the impact it has on disrupting a term during the term, especially for our Year 6's as this is a very busy time in the academic calendar for them.

School 3

In response to school comms about 2021-22 term dates my preferred option of the two would be:

Reduce the number of school days by making Tuesday 3rd May a non-working day; this creates a four day weekend at the start of May.

However, this does mean there would be a 3 day week prior to the SATs week for year 6 pupils therefore could adding a day to the May half term, so taking Monday 6th June as the day instead be considered?

School 4

Our preference would be to finish earlier at the end of the year rather than have a 3-day week just before KS2 SATs..

School 5

We would prefer finishing a day earlier for the summer as the alternative reduces the number of days teaching on the lead up to SATs and is very close to a potential polling day closure.

School 6

On discussion we think staff and most parents would prefer the extra four-day weekend, so we think the extra day should be taken on Tuesday 3rd of May.

School 7

The school's preference would be to finish on Thursday 22nd July and not to have a 4 day weekend in May. This is due to the proximity to KS2 Sats (if they go ahead next year).

School 8

Our preference would be to reduce the number of school days by finishing schools year earlier, on Thursday 21st July; extending the 2022 summer break by one day.

This would mean that the children benefit from a less disrupted spring and summer term for teaching and learning, particularly in the run up to SATS and exams.

School 9

For what it's worth, I would prefer to end the school year a day earlier. Any extra time out of the term in May, just before SATs would not go down well with children!

School 10

Further to the Bank Holiday consultation for the 2021/2022 academic year, our strong preference would be to finish the year a day earlier than planned (i.e. on Thursday 22nd July 2022).

This is because adding another Bank Holiday in May so close to the 2022 SATs Week, would unnecessarily disrupt the related preparations for a cohort whose learning has already been negatively impacted by lockdowns within their Year 4 and 5.

School 11

I would like to go with the longer May Bank Holiday option. I feel this gives the greater capacity for rest and future planning and preparation.

School 12

I have consulted with the staff at XXXX school and our choice would be to extend the 2022 summer break by a day. The reason for this is we usually have to shut as we are used for a polling station at the beginning of May. This would mean that we would be shut Monday, Tuesday and Thursday only opening on Wednesday and Friday. This would greatly impact our attendance.

School 13

Our preference is number 2. This is so SATs teachers have more time to prepare with SATs in mind. Parents will also have a year's notice of the change.

School 14

Our preference is as follows: Reduce the number of school days by finishing schools year earlier, on Thursday 21st July; extending the 2022 summer break by one day.

The reason for this choice: we believe that a further extended break, so soon after the two week Easter holiday (it is late in 2022) would be too disruptive for the children.

School 15

As the May option is just before SATs we would prefer the July option. Many thanks

School 16

Following the Schoolcomms, please could I ask in the strongest terms that the May option is not considered as this would be yet more time out in advance of Year 6 SATs (assuming they will go ahead) It's really not great as there is always limited time and a long weekend may make the children switch off too much! I think this might also be true for GCSEs

School 17

Hi the 2nd option would be of preference-finishing summer the term a day earlier. We feel May is a busy month with SATs etc where you need the time in school with the children.

School 18

My preference is for the additional day on the 6-week holiday due to the proximity of the May suggestion to the assessment period

School 19

Further to the school comms yesterday regarding the proposed additional day of holiday for 2021.22. I would like to register my preference as Thursday 21st July. We are a school that is often used as a polling station with a possible polling day scheduled for Thursday 5th May. If school is closed for the bank holiday on 2nd and 3rd May and we are closed for polling (INSET) on 5th, pupils would only be in school on Wednesday and Friday of that week, which would be very disruptive in the run up to the KS2 SATs scheduled for the following week on Monday 9th May.

School 20

Our preference is as XXXX School's choice below:

2. Reduce the number of school days by finishing schools year earlier, on Thursday 21st July; extending the 2022 summer break by one day.

The reason for this choice is that we also believe that a further extended break, so soon after the Easter holiday would be too disruptive for the children.

School 21

Option 2 would be much preferred. Option 1 falls within the preparation time for KS1 and KS2 SATs, and is a short half term, as it is.

School 22

I would like to express my preference for option 1 change to term dates for 2021-22.

I feel the country being given an extra Bank Holiday on the occasion of her Majesty's Platinum Jubilee has the sense of being 'a gift' to all her subjects. As such I feel option one feels more like a gift than just ending the year 1 day early, when most teachers are going to be tidying and re-organising their classrooms to prepare for their next cohort of children.

School 23

My preference, of the two options, is to shorten the summer term by one day in July.

For Junior, Primary and Secondary schools the May 3rd day impacts on exam preparation. We return from Easter holiday on 25th April so there is not much benefit on a longer weekend straight afterwards. In addition, the Year 6 SATs start on 9th May, by adding 3rd May some parents may add 3 days unauthorised holiday (as it is below the penalty notice threshold) giving the children no time to settle before SATs.

Summer term is always very long and dropping a day will have no real impact on children's learning.

School 24

Further to the school's comm, I would like to confirm my preference as Friday 22nd July as the May date would make an already short half-term even shorter.

School 25

Our preference would be the date in May, however, this does come with the caveat that there would be concerns about the proximity to the GCSEs.

School 26

The preference for the additional day next academic year would be Friday 22nd July and therefore finish the academic year on Thursday 21st July. The early May day would come after only a week after being on the Easter holiday and within, what will be a very short half term.

School 27

With reference to SC018917, having discussed with colleagues we feel finishing on Thursday 21 July would be the best choice as this would reduce the impact of lost teaching time on Year 11 pupils

School 28

Our preference for the adjustment to the 2021-22 school calendar due to the Platinum Jubilee bank holiday is to reduce the number of school days by finishing the school year earlier, on Thursday 21st July, extending the 2022 summer break by one day.

We have selected this option as it avoids the start of the busy summer exam season in May.

School 29

I would opt for finishing earlier in the Summer term. The other option is very close to SATs and I don't feel we should have more time out of school prior to these.

School 30

Further to the schools communication on Monday my Head Teacher has expressed a preference for the shorter summer term, with the last day on 21st July.

He feels that having a longer May Bank holiday so soon after the Easter holiday will mean that children will only be receiving 5 school days in almost a month, which is not a good idea for children approaching SATs.

School 31

I would like to vote for Option 2 for the extra Bank Holiday whereby the day would be given back at the end of term.

The May half term is very short and we have SAT's then, so losing an extra day is not needed.

School 32

My preference for St. John's would be at the end of the school year - 22/7/2022 instead of 3/5/2022 as this would have the least impact on parent's work and also wouldn't take another day away from SATS revision.

School 33

We would like to propose that the additional holiday date be put on Thursday 21st July.

The other choice would have a significant impact on preparing students for their GCSEs in a half term that is already very short.

School 34

XXXXX preference is for the 22nd July to become the extra day as the additional day in May was considered too disruptive for year 11 so close to exams.

School 35

I would like to choose option 2 for the additional holiday as the May dates are very close to KS2 SATs and I would prefer children in school.

Appendix 2:

SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021						
M		6	13	20	27		M		4	11	18	25		M		1*	8	15	22	29
T		7	14	21	28		T		5	12	19	26		T		2	9	16	23	30
W	1	8	15	22	29		W		6	13	20	27		W		3	10	17	24	
T	2*	9	16	23	30		T		7	14	21	28		T		4	11	18	25	
F	3	10	17	24			F	1	8	15	22#	29		F		5	12	19	26	
S	4	11	18	25			S	2	9	16	23	30		S		6	13	20	27	
S	5	12	19	26			S	3	10	17	24	31		S		7	14	21	28	
DECEMBER 2021							JANUARY 2022							FEBRUARY 2022						
M		6	13	20	27		M		3	10	17	24	31	M			7	14	21	28*
T		7	14	21	28		T		4*	11	18	25		T		1	8	15	22	
W	1	8	15	22	29		W		5	12	19	26		W		2	9	16	23	
T	2	9	16	23	30		T		6	13	20	27		T		3	10	17	24	
F	3	10	17#	24	31		F		7	14	21	28		F		4	11	18#	25	
S	4	11	18	25			S	1	8	15	22	29		S		5	12	19	26	
S	5	12	19	26			S	2	9	16	23	30		S		6	13	20	27	
MARCH 2022							APRIL 2022							MAY 2022						
M		7	14	21	28		M		4	11	18	25*		M		2	9	16	23	30
T	1	8	15	22	29		T		5	12	19	26		T		3	10	17	24	31
W	2	9	16	23	30		W		6	13	20	27		W		4	11	18	25	
T	3	10	17	24	31		T		7	14	21	28		T		5	12	19	26	
F	4	11	18	25			F	1	8#	15	22	29		F		6	13	20	27#	
S	5	12	19	26			S	2	9	16	23	30		S		7	14	21	28	
S	6	13	20	27			S	3	10	17	24			S	1	8	15	22	29	
JUNE 2022							JULY 2022							AUGUST 2022						
M		6*	13	20	27		M		4	11	18	25		M		1	8	15	22	29
T		7	14	21	28		T		5	12	19	26		T		2	9	16	23	30
W	1	8	15	22	29		W		6	13	20	27		W		3	10	17	24	31
T	2	9	16	23	30		T		7	14	21#	28		T		4	11	18	25	
F	3	10	17	24			F	1	8	15	22	29		F		5	12	19	26	
S	4	11	18	25			S	2	9	16	23	30		S		6	13	20	27	
S	5	12	19	26			S	3	10	17	24	31		S		7	14	21	28	

Bank and Public Holidays 2021/2022

Christmas Day	25 December 2021	Easter Monday	18 April 2022
Boxing Day	26 December 2021	May Day Holiday	2 May 2022
New Year's Day Holiday	1 January 2022	Spring Bank Holiday	2 June 2022 (moved from 30 May)
Good Friday	15 April 2022	Queen's Jubilee Holiday	3 June 2022
		Summer Bank Holiday	29 August 2022

* First day after break



School Holidays



Bank Holidays and National Holidays

Last day before break

Autumn Term 2021 starts on Thursday 2 September 2021 and ends on Friday 17 December 2021

(Half term from Monday 25 October to Friday 29 October 2021)

Spring Term 2022 starts on Tuesday 4 January 2022 and ends on Friday 8 April 2022

(Half term from Monday 21 February to Friday 25 February 2022)

Summer Term 2022 starts on Monday 25 April 2022 and ends on Thursday 21 July 2022

(Half term from Monday 30 May to Friday 3 June 2022)

Term	Start date	End Date
Autumn 2021	2 September 2021	17 December 2021
	Half term 25 October - 29 October 2021	
Spring 2022	4 January 2022	8 April 2022
	Half term 21 - 25 February 2022	
Summer 2022	25 April 2022	21 July 2022
	Half term 30 May – 3 June 2022	

Please note that the dates as published are correct.

It has now been agreed and confirmed that 2 September 2021 is the start date for the Autumn Term 2020/21.

Please also note that the first day of the Autumn Term in September 2022 will not be determined until the 2022/23 timetable has been consulted upon and approved in January 2022.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because it is a requirement that the local authority sets the school year for all community and voluntary controlled schools.

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 school year will apply to all voluntary controlled and community schools. It will form the basis for the school year in Hampshire academies, foundation and voluntary aided schools (which are able to set their own school year). Also, it is utilised by sixth form providers. The setting of the school year has a neutral impact for all the protected characteristic groups and other policy consideration groups.

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HAMPSHIRE COUNTY COUNCIL

Executive Decision Record

Decision Maker:	Executive Lead Member for Children’s Services
Date of Decision:	7 July 2021
Decision Title:	Appointments to Outside Bodies
Report From:	Chief Executive

Contact name: Jackie Taylor

Tel: 0370 7792351 Email: Jackie.taylor@hants.gov.uk

1. The Decision (PROPOSED):

1.1 That the Executive Lead Member for Children’s Services make appointments to Outside Bodies as shown below; the term of office to expire at the County Council elections in May 2025.

	Name of Outside Body	Previous appointments (for reference)	Appointments until May 2025
1.	Andrews Endowed School, Holybourne, Alton (1 Trustee)	Cllr Andrew Joy	
2.	Ashford Hill Educational Trust, Thatcham (1 Trustee)	Cllr Derek Mellor	
3.	Blake’s Educational Charity, Bramdean (1 Trustee)	Cllr Roger Huxstep	
4.	Bramshott Educational Trust (1 Trustee)	Cllr Adam Carew	
5.	Christes Hospital School Foundation, Winchester (1 Trustee)	Cllr Roger Huxstep	
6.	East Boldre Educational Charity (1 Trustee)	Cllr Keith Mans	
7.	Eggars Grammar School Site Foundation, Alton (2 Trustees)	Cllr Andrew Joy/Cllr Mark Kemp-Gee	
8.	Farringdon & Newton Valence Playground Charity, Alton (1 Trustee)	Cllr Kemp-Gee	
9.	Genesis Youth Centre Executive Committee,	Vacancy	

	Fareham		
10.	Hampshire Admission Forum (2 representatives)	Cllr Roger Huxstep Cllr Rod Cooper	
11.	Hampshire Foundation for Young Musicians (1 Trustee)	Cllr Fran Carpenter	
12.	Hampshire Scouts Board of Trustees (1 Trustee)	Vacancy (new outside body)	
13.	Henville Educational Foundation, Hamble (1 Trustee)	Cllr House	
14.	John Hanson School Awards Foundation, Andover (3 Trustees)	Cllr Boiles, Cllr K North, Cllr Thacker	
15.	King Edward VI School Governing Body, Southampton	Cllr Keith Mans	
16.	Mary Touchet Charity, West Meon (1 Trustee)	Cllr Huxstep	
17.	Miss Gale's Educational Foundation, Andover (1 Trustee)	Cllr Boiles	
18.	Perins Educational Foundation, Alresford (1 Trustee)	Cllr Porter	
19.	Stratfield Saye Educational Foundation, Basingstoke (1 Trustee)	Cllr Mellor	
20.	Swanmore Educational Charity (1 Trustee)	Cllr Huxstep	
21.	Totton College (NACRO) Education Forum (1 Governor to be nominated)	Cllr Neville Penman	
22.	Upton Grey Educational Trust, Upton-Grey, Basingstoke (1 Trustee)	Cllr McNair -Scott	
23.	Wield Education Trust, Upper Wield, Alresford (1 Trustee)	Cllr Porter, Cllr Kemp-Gee	
24.	The William Price Charitable Trust, Fareham (1 Trustee)	Cllr Birkett	

1.2 That the Executive Lead Member for Children's Services notes that South Downs College Corporation no longer requires representation.

1.3 That the Executive Lead Member for Children's Services agrees to no longer make an appointment to the Hampshire Forum for the Duke of Edinburgh's Award Scheme.

1.4 That the Executive Lead Member for Children's Services notes that Wield Education Trust no longer requires two representatives.

2. Reason for the decision:

2.1. To maintain County Council representation on committees and bodies within the community.

3. Other options considered and rejected:

3.1. Not to make appointments, which would cease County Council representation.

4. Conflicts of interest:

4.1. Conflicts of interest declared by the decision-maker: None

4.2. Conflicts of interest declared by other Executive Members None

5. Dispensation granted by the Conduct Advisory Panel: None.

6. Reason(s) for the matter being dealt with if urgent: Not applicable.

7. Statement from the Decision Maker:

Approved by:

**Executive Lead Member for Children's Services
Councillor Roz Chadd**

Date: 7 July 2021

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