

## Policy Committee

**Wednesday, 17 June 2020 at 10:30**

Virtual meeting, <https://www.youtube.com/user/nottsccl>

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### AGENDA

- |   |  |              |
|---|--|--------------|
| 1 | Minutes of the last meeting held on 13 May 2020  | 5 - 8        |
| 2 | Apologies for Absence  |              |
| 3 | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |              |
| 4 | COVID-19 Update Report   | 9 - 28       |
| 5 | COVID-19 Cultural Services Contract Variations   | 29 - 36      |
| 6 | Draft Management Accounts 2019-20  | 37 - 54      |
| 7 | Home to School Transport Policy and Post 16 Transport Policy Statement   | 55 - 94      |
| 8 | Update on the work of the D2N2 Local Enterprise Partnership and the Midlands Engine Partnership  | 95 - 110     |
| 9 | Use of Urgency Procedures  | 111 -<br>114 |

## 10 EXCLUSION OF THE PUBLIC

The Committee will be invited to resolve:-

“That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

### **Note**

If this is agreed, the public will have to leave the meeting during consideration of the following items.

### **EXEMPT INFORMATION ITEMS**

## 11 COVID-19 Cultural Services Contract Variation - EXEMPT APPENDIX

- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings;

### **Notes**

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>





Meeting **POLICY COMMITTEE**

Date **Wednesday 13 May 2020 (commencing at 10.30 am)**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Mrs Kay Cutts MBE (Chairman)

Reg Adair (Vice-Chairman)

Chris Barnfather **A**  
Joyce Bosnjak **A**  
Richard Butler **A**  
John Cottee **A**  
Samantha Deakin **A**  
Kate Foale **A**  
Stephen Garner  
Glynn Gilfoyle **A**  
Tony Harper **A**

Richard Jackson **A**  
Bruce Laughton **A**  
Philip Owen  
John Peck JP  
Mike Pringle **A**  
Alan Rhodes  
Muriel Weisz **A**  
Jason Zadrozny

**SUBSTITUTE MEMBERS**

None

**OTHER COUNTY COUNCILLORS IN ATTENDANCE**

None

**OFFICERS IN ATTENDANCE**

Anthony May                      Chief Executives Department  
Keith Ford  
Nigel Stevenson  
Marjorie Toward

Melanie Brooks                      Adult Social Care and Health Department

Colin Pettigrew                      Children and Families Department

Adrian Smith                      Place Department  
Derek Higton  
Neil Gamble

## **1 MINUTES**

The Minutes of the last meeting held on 18 March 2020, having been previously circulated, were confirmed and signed by the Chairman.

## **2 APOLOGIES FOR ABSENCE**

In order to assist the smooth running of this virtual meeting, each of the Council's Political Groups agreed to have a reduced number of Members at this meeting. The following Members therefore sent apologies for that reason and were given an opportunity to feed their views into the meeting via their Group Leader:-

Councillor Chris Barnfather  
Councillor Joyce Bosnjak  
Councillor Richard Butler  
Councillor John Cottee  
Councillor Samantha Deakin  
Councillor Kate Foale  
Councillor Glynn Gilfoyle  
Councillor Tony Harper  
Councillor Richard Jackson  
Councillor Bruce Laughton  
Councillor Mike Pringle  
Councillor Muriel Weisz

Voting by the Members involved in the meeting were confirmed for each agenda item by the Chief Executive, who underlined that these were not formal recorded votes unless requested by Members.

## **3 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS.**

During this agenda item no declarations of interests were made.

During agenda items 8 and 10 – Revision of Overage Agreement Terms on Development Land Off Cauldwell Road, Mansfield, Nottinghamshire and Exempt Appendix respectively, Councillor Zadrozny declared a non-pecuniary interest as a member of Ashfield District Council's Local Plan Committee. He did not speak and abstained from the voting on these items.

## **4 COVID-19: NOTTINGHAMSHIRE COUNTY COUNCIL RESPONSE**

In response to issues raised by Members during the debate:-

- the Chairman agreed to give further consideration to the request for a cross-party working group to look at what had worked well during the crisis and the potential longer-term implications;
- officers agreed to circulate the most up to date figures on cases and deaths within the County.

**RESOLVED: 2020/048**

That further updates be submitted to subsequent Policy Committee meetings.

**5      PROPOSED EXPANSION OF RUSHCLIFFE SCHOOL**

**RESOLVED: 2020/049**

- 1) That a funding agreement be completed with the Spencer Academy Trust to provide funding of £340,000 for the master planning and feasibility of the development of the school site for the extension of the school to 12 forms of entry and preparation of a planning application to submission stage to achieve first release of additional places for September 2022.
- 2) That Arc Partnership be commissioned to undertake an assurance role through the course of the funding agreement at a cost of £10,000.
- 3) That a further report be submitted to Policy Committee on the results of the master planning and feasibility works.

**6      PROPOSED EXPANSION OF CARLTON LE WILLOWS ACADEMY**

**RESOLVED: 2020/050**

- 1) That a two part funding agreement be completed with the Carlton le Willows Academy to provide funding of £546,700 for the pre-construction detailed design, planning and tendering of the proposed expansion of the school to 12 forms of entry, and on satisfactory receipt of planning consent and receipt of a tender acceptable to the Academy, further funding to a maximum of £10,375,940 for the undertaking of the project.
- 2) That Arc Partnership be commissioned to undertake an assurance role through the course of the funding agreement at a cost of £40,000.

**7      LATEST ESTIMATED COST REPORTS FOR SCHOOL BASIC NEED /  
CAPITAL PROJECTS AND FURNITURE AND EQUIPMENT FOR THE  
REPLACEMENT ORCHARD SCHOOL AND THE NEWARK DAY CENTRE**

**RESOLVED: 2020/051**

- 1) That the Latest Estimated Costs of the three school projects identified in the report be approved and the capital programme be varied as necessary.
- 2) That the Latest Estimated Costs for the furniture and equipment required for the replacement Orchard School and Newark Day Centre be approved and the capital programme be varied as necessary.

**8      REVISION OF OVERAGE AGREEMENT TERMS ON DEVELOPMENT LAND  
OFF CAULDWELL ROAD, MANSFIELD, NOTTINGHAMSHIRE**

During this item Councillor Zadrozny declared a non-pecuniary interest as a member of Ashfield District Council's Local Plan Committee. He did not speak on this item and abstained from the voting.

**RESOLVED: 2020/052**

That a revised overage agreement be proceeded with on terms as outlined in the exempt appendix to the committee report.

**9      EXCLUSION OF THE PUBLIC**

**RESOLVED: 2020/053**

That the public be excluded for the remainder of the meeting on the grounds that the discussions were likely to involve disclosure of exempt information described in Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**10      REVISION OF OVERAGE AGREEMENT TERMS ON DEVELOPMENT LAND  
OFF CAULDWELL ROAD, MANSFIELD, NOTTINGHAMSHIRE**

Councillor Zadrozny, having declared a non-pecuniary interest as a member of Ashfield District Council's Local Plan Committee, did not speak and abstained from the voting on this item.

**RESOLVED: 2020/054**

That the information set out in the exempt appendix be noted.

The meeting closed at 12.38 pm.

CHAIRMAN



**REPORT OF THE LEADER OF THE COUNCIL****COVID-19: UPDATE REPORT****Purpose of the Report**

1. To update Members on the impact of the Coronavirus crisis on the work of Nottinghamshire County Council, and the Council's response and recovery planning.

**Information**

2. This report is an update on Nottinghamshire County Council's response to the coronavirus emergency. Information is provided on the current public health situation in Nottinghamshire, the work that is ongoing to support the response to COVID-19 and the plans that are being implemented to move into the recovery and renewal stage of the emergency.

**Public Health Update**

3. The current numbers of COVID-19 cases in the UK and Nottinghamshire can be found here: <https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public>. The current numbers of COVID-19 deaths in Nottinghamshire can be found on the [Office for National Statistics website](#).
4. As of 7<sup>th</sup> June 2020, there had been a total of 1,446 confirmed cases of COVID-19 among Nottinghamshire residents. This is a rate of 175.7 per 100,000 residents as opposed to 276.7 per 100,000 for England. Data from the Office for National Statistics released on the 2<sup>nd</sup> June 2020 indicated that, as of 23<sup>rd</sup> May 2020, there had been 569 deaths due to COVID-19 in the Nottinghamshire population.

**Personal Protective Equipment (PPE)**

5. The LRF Logistics Cell has been set up to plan, procure and distribute PPE across the health and social care sector. To date it has distributed hundreds of thousands of PPE items to services across Nottinghamshire. Established arrangements are in place for services with urgent PPE needs and no orders are being left unaddressed. Ordering of PPE continues to be pursued through our supply chains and in collaboration with our partners. In addition, work has commenced on a Recovery Plan for PPE to establish a sustainable operating model that can be stepped up or down in response to subsequent peaks of the virus.

## Local Outbreak Control Plans

6. As part of the launch of the nationally delivered Test and Trace Service, upper-tier local authorities have been notified that they should prepare a Local Outbreak Control Plan by the end of June. The purpose of the plan is to describe arrangements for controlling the rate of COVID-19 transmission in Nottinghamshire to enable a return to life as normal as is possible for as many as possible, and to do so in a way that is safe, protects our health and care systems, and supports our economy. The plan must be centred around seven themes covering various aspects of preparedness, response, and political leadership.
7. Implementation of the preparedness and response elements will be overseen by the Director of Public Health, working closely with Public Health England's local health protection arrangements, district and borough councils, and with the Local Resilience Forum. Political leadership will be exercised through what the guidance describes as an engagement board. The terms of reference for the engagement board will be developed as part of the plan.
8. Achieving the objectives of the plan will depend not only on local collaboration but also on the role of national government in delivering reliable testing infrastructure and timely unfettered access to postcode level information about new cases.

## **COVID-19 Programmes of Work**

9. Members will be aware that five programmes of work are managing the response to the emergency both corporately and with partners county-wide. These are: -
  - Support for Vulnerable Adults
  - Support for Vulnerable Children and Families including Schools
  - Community Support and Resilience
  - Support for Business and the Local Economy
  - Corporate Resilience

## **Support for Vulnerable Adults**

### Emergency Coronavirus Operating Models

10. In recognition of the pandemic and following guidelines from central government to manage pressure on the health and social care system, Adult Social Care and Public Health (ASCPH) adopted an emergency operating model in order to respond to demand for support, and different ways of working required by the social distancing guidance. This model has been successful in managing demand. To date ASCPH have not enacted any Care Act easements and the expectation continues to be that it is "business as usual" and the easements will be considered as required, dependent on service capacity and levels of risk experienced within services.
11. The emergency operating model for ASCPH continues to be in place. As part of the move towards recovery planning, consultation with staff has been undertaken to assess what aspects of the emergency model have worked well and can be incorporated into a future operating model once the emergency phase has ended, to ensure that opportunities for transformation and improvement can be captured.

12. Through emergency deployment efforts 254 staff were redeployed to support critical Adult Social Care services. There were also 13 deployments from Adult services to Place and two deployments from Place to Adult services. The service capacity in the internal home care and reablement service has increased by over 600 hours, and additional staff are undertaking their induction with the service so this figure will continue to rise. By way of example, in mid-Nottinghamshire prior to the pandemic the average number of visits was around 90 per day. Additional capacity to date has enabled the service to undertake over 140 visits per day where necessary. During the emergency response to the pandemic, 64 beds have been made available across the Council's internal residential and Short Breaks services, including 4 emergency Shared Lives placements. Availability of all these beds has been dependent on sufficient staff during the day and night, which has been an area of focus throughout the period.
13. Adult Social Care worked closely with Community Health partners to rapidly establish two new Integrated Community Discharge hubs in line with new national hospital discharge guidance, which required that people are discharged within three hours of being well enough to do so. This target has been achieved and sustained, despite continued pressure on social care provider capacity. A key enabler has been that in the new model decision making is led by community health and social care, who have oversight of all available capacity in community provision to support discharges. In addition to this, the national guidance required that rapid community services are put in place for the person to be able to return home and any further assessment is completed once they are home. As mentioned above, the internal homecare service provided the default urgent social care pathway out of hospital.
14. In March and April, ASCPH ran a recruitment campaign to recruit more than 100 social care and support workers to work flexibly around the County providing vital social care to older and disabled people in a range of roles. There were 283 applications. So far 225 candidates have been interviewed by telephone. From these, 221 have accepted an offer to join the department's supply register. 43 people have already commenced work across the department's home-based care and residential care teams. Currently, 8 people are being trained to support the independent sector.
15. The work undertaken to support care providers, and especially care homes, in the county will be presented in a report to the next Adult Social Care and Public Health Committee.

### **Support for Vulnerable Children and Families including Schools**

#### **Early Years, School and College Settings**

16. On May 19<sup>th</sup>, the Prime Minister outlined the government's aspiration that schools should open to more children in targeted year groups from Nursery, Reception, Year 1 and Year 6 from 1<sup>st</sup> June with some contact for secondary aged children in Year 10 and Year 12 from 15<sup>th</sup> June. During the lockdown period, schools in Nottinghamshire have remained open for vulnerable children and the children of key workers with attendance increasing from 1,972 on Monday 30<sup>th</sup> March to 3,723 on Monday 18<sup>th</sup> May (figures refer to all pupils attending schools).
17. Schools were provided with an extensive amount of national Department for Education guidance, particularly during the half term week, to support the wider opening of schools

and this has been supplemented by additional contextualised advice and support from Education, Human Resources, Health and Safety as well as Public Health. With additional demand for key worker places, however, it is unlikely that all of Nottinghamshire's schools will be able to accommodate all the target year groups within the government's anticipated time frame. Children who are not attending school continue to access support for home learning.

18. An update on the number of schools open to target year groups will be provided at the meeting. The decision as to when schools will open to more children will be taken by the headteacher having undergone rigorous and detailed risk assessments.

#### Vulnerable Children, Young People and Families

19. All families receiving early help or social work support continue to be risk-assessed to determine the level of support required, with risk levels determining whether visits are face-to-face or via phone/videoconference. All families continue to receive at least weekly contact. There are currently no significant workforce absence challenges impacting on the service's ability to safeguard children.
20. Enquiries to the Multi-Agency Safeguarding Hub and subsequent child and family assessments are lower than they typically would be at this time of year. This is likely to be linked to the impact of the Covid-19 lockdown and fewer professionals having face to face contact with children. There have not been significant changes to the numbers of children receiving support as children in need of help or protection.
21. The Adoption and Children (Coronavirus) (Amendment) Regulations 2020 came into force on 24<sup>th</sup> April. The Regulations temporarily amend 10 sets of secondary legislation relating to children's social care to support services in managing the coronavirus outbreak. The changes are intended to support services to try and manage the increased pressure on children's social care and cases of staff and carer shortages arising from illness due to coronavirus. In line with the Amendment Regulations, the Department is seeking to implement one amendment relating to temporary, 'Connected Persons' foster care:
  - a. Under the existing Care Planning, Placement and Case Review (England) Regulations 2010, local authorities had the power to temporarily approve a child's *"relative, friend or other person connected with"* the child as a temporary foster carer for a period of up to 16 weeks (normally while a longer-term placement is sought).
  - b. The Amendment Regulations have now extended this period to 24 weeks and removed the requirement for the temporary foster carers to have an existing family or other connection to the child. Local authorities can therefore now approve anyone who meets the requirements as a temporary foster carer, rather than only those who are connected to a child.
22. This amendment is intended to support the Department to manage placement capacity over the coming months, based on the anticipated increase in children entering local authority care during, and in the aftermath of, the COVID-19 pandemic. The Department is seeking to utilise this amendment as a precautionary measure, in the event that the volume of children entering local authority care exceeds the placement options available.

This proposal is subject to approval at Children and Young People's Committee on 15 June 2020 and Policy Committee will be updated in the meeting.

23. In respect of support for children with special educational needs and disabilities, the impact of COVID-19 has meant that many children and young people have not been able to access their usual short breaks, either because the carer is unavailable, the short breaks provider has had to close/cancel their activities, or because they are unable to spend their individual budget on their prepaid card. As a consequence, an amendment has been made to the short breaks offer to allow families in receipt of a Short Break via a direct payment or provider service to instead use their current Short Break allocated package to purchase resources or equipment up to the value of £150 per allocation within the family.

## **Community Support and Resilience**

### **Community Support Hub**

24. As reported to Policy Committee on 13<sup>th</sup> May 2020, Nottinghamshire Coronavirus Community Support Hub went live on 23<sup>rd</sup> March and is accessible over the phone, via the Council website or the My Notts app. The Hub provides a real-time online database, accessible to all partners, which enables residents in need of support to input their postcode and requirements and be 'served up' with a list of local groups and organisations able to meet those needs. The aim being that those with less complex needs could 'self-serve', and find their own support, without the need for further help.
25. The number of hits to the Community Support Hub website has slowed over the past few weeks to approximately 150 a day compared to in the region of 1000 at the peak. As at 5<sup>th</sup> June, 1014 requests for support had been received since launching the second phase of the Hub, with the numbers of requests per day slowing slightly in the past few weeks. There are currently 277 voluntary groups, 373 individuals, and 233 business offering support and numbers are increasing. All volunteers that come forward are processed appropriately for the safety of those receiving support.
26. Nottinghamshire Community Support Hub and the County Council's Customer Service Centre continue to be in regular contact with clinically extremely vulnerable people registered with the Government's Shielded programme and requiring assistance. As of 4<sup>th</sup> June 2020, 36,439 had been identified from NHS data as being extremely vulnerable people and requiring shielding in the County. 18,637 had been in contact with the Government to indicate whether they require support or not, around a third of whom have requested and received assistance from the Hub. For those who haven't registered with the Shielded programme (17,802 as of 4<sup>th</sup> June 2020), a local process has been undertaken, complementing the national effort, to make contact with anyone in this group not known to the Council or its partners. Letters have been sent to alert recipients to the support available through the Hub, and consideration with partners is being given to what further actions are appropriate.
27. A further piece of work has also been undertaken to identify those who, whilst may not be medically vulnerable to COVID-19 itself, may be in need of support at this time, for example those with dementia, or who are frail, elderly or housebound. Nearly 22,000 letters have been sent to this group, again alerting them to the support available through

the Hub. A prioritised set of actions has been agreed with partners to follow-up these letters.

28. The Food Supply Group continues to ensure that those in the shielded group have access to food should there be a delay in receiving food parcels from the government. The Food Supply Group also co-ordinates access to food for those not in the shielded group but who nonetheless have difficulties accessing food at this time.
29. In response to the enormous voluntary support that has been shown by individuals, voluntary groups and businesses through the Community Support Hub, a plan to build a new relationship with these groups is being developed, overseen by the Humanitarian Assistance Group. The purpose of the plan will be to retain the social capital that has been built during this period and support and develop volunteers to continue to play this positive role within communities into the future.

### **Nottinghamshire Community Fund**

30. Nottinghamshire Community Fund was launched on 31<sup>st</sup> March 2020. The fund, managed by the Council's Communities Team, is available to local charities and community organisations that are delivering essential services to vulnerable residents impacted by COVID-19, including access to food, medicines and support with well-being. As of 2<sup>nd</sup> June 2020, 170 awards had been made with a total value of £451,740.
31. A task group with partners around the county has been established to undertake an assessment of the financial resilience of the Community and Voluntary Sector in light of the COVID-19 emergency. The sector is a crucial partner in supporting communities through the coronavirus crisis and into the future and it is the intention that this piece of work will inform the support that will be required by the sector going forward.

### **Support for Business and the Local Economy**

#### **Local Enterprise Partnership and Partner Activity**

32. In response to the crisis, the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP) has focused their resources on supporting partner organisations and ensuring clear, coherent and consistent advice to help our business base.
33. The D2N2 LEP are:
- engaging key business representative organisations, trade unions, the Growth Hub and the Department for Business, Energy and Industrial Strategy (BEIS) through the COVID-19 Coordination Hub. The hub coordinates partnership efforts and feeds intelligence from the local level to Government to shape further policy and support interventions.
  - liaising every other week with local authorities to share intelligence and best practice, map out the local support being provided and receive intelligence on any local gaps in support requiring attention. Working with partners to identify specific issues being faced by those sectors most vulnerable to the crisis, most notably manufacturing and the



tourism, leisure and hospitality sector. Efforts are ongoing to influence and leverage additional support to aid recovery.

- the D2N2 Chair and CEO at a national level through the LEP network board, are highlighting the key impacts on the East Midlands from COVID-19 to influence national government policy and inform recovery planning. This has included roundtable discussions with Ministers and senior officials.

### D2N2 Redeployment Triage Service

34. The D2N2 Redeployment Triage Service is a partnership between the Department for Work and Pensions (DWP) and (council part-owned) Futures. This service puts in place a rapid assessment, redeployment process for individuals out of work as a result of COVID-19 or refers into appropriate European Social Fund (ESF) skills or employment support.
35. To date, the numbers using the service have been low as the rise in Universal Credit claimants appears to be primarily from self-employed individuals seeking to 'bridge' until they can recommence trading. Below is the latest update available on activity at the time of writing (correct as of 19<sup>th</sup> May 2020).

Total number of individual direct enquiries to date	127
Numbers referred, given advice or referred	104
Any employment outcomes	2 <i>(Majority of enquires have been self-employed individuals claiming Universal Credit)</i>
Number of business enquiries for recruitment or redundancy and actions taken	7
Referral rates via usual routes (Jobcentre plus etc)	385 of which 231 attended

36. The D2N2 LEP are continuing to raise awareness of the service and build strong relationships between all providers in the D2N2 skills ecosystem, in anticipation of further job losses when the Job Retention Scheme is stopped.

### PPE4NHS

37. D2N2 continues to back and promote the PPe4NHS campaign. At the time of writing this report, the campaign has received donations from 29 organisations across the region. The campaign has now branched out to Lincolnshire, Leicestershire and South Yorkshire. Donations are increasingly coming from companies manufacturing and sourcing PPE, rather than those that were holding stocks for their own usage. Nearly 100,000 individual items of PPE donations have been received.

### Futures

38. Nottinghamshire County Council (NCC) is pleased to showcase the variety of projects available to residents and businesses of Nottinghamshire from Futures our jointly owned social enterprise. They have three strands to their work, [Futures for Business](#), [Futures for You](#) and Futures Employment Solutions. Staff are working hard across the county to help those affected by the COVID-19 crisis to get back into work and training. Careers

Coaches are working remotely with individuals whose employment has been impacted by the COVID-19 crisis as well as those leaving education to find and apply for jobs or training over the phone, by video chat or email. Futures also offers tailored support to businesses to navigate the challenges brought on by the COVID-19 emergency, including support with recruitment, redundancies, apprenticeships and training.

### The Growth Hub

39. The Growth Hub, in which the Council is a partner, continues to offer direct practical support and information for business during the current challenging economic circumstances.
40. The Growth Hub acted quickly to ensure its operations reflected the immediate needs of businesses as lockdown was announced, managing an upsurge of over 700 enquiries per week in the first weeks of lockdown with over 84% of enquiries COVID-19 related and specifically, seeking advice on the various sources of financial support. In the last few weeks the volume of enquiries has flattened, with businesses moving away from 'fire-fighting' towards re-opening and reviewing their future operations.
41. Wider sources of funding remain in place for companies looking to develop and grow, including the Growth Hub's Business Investment Fund (funded through the wider European funding secured for the Growth Hub) which has maintained healthy levels of interest. There have been 24 applications from businesses across the County, currently at different stages of assessment. Grants of between £3,500 and £20,000 are available, up to a maximum of 35% of the total project costs. Amongst wider viability checks, the assessment looks to review the degree to which the applicant's operations can be considered as COVID-19 proofed. This suggests that a good proportion of businesses are still seeking to invest in their business' future.
42. The Growth Hub has restructured its events programme and launched a full on-line programme with 26 webinars being delivered during April 2020 with 733 attendees and a further 31 seminars taking place over May. This has been complemented by the Council and district partners funding a specific webinar programme on business resilience. Further details are available online at: <https://www.d2n2growthhub.co.uk/events/>.
43. The Growth Hub has secured additional resources both directly and in collaboration with neighbouring Growth Hubs to deliver additional support to businesses. In recognition of the value of the quality business support, the government has offered an additional £230,000 per annum over the next 3 years. Subject to awaited guidance, the Growth Hub is reviewing with its core partners including the County Council how best to focus these resources on business recovery. At the time of writing, this is likely to focus on sector and targeted geographical area support; on key and vulnerable sectors; on supporting targeted groups such as young people into business; on (re-)start-ups and diversification as well as an enhanced access to finance packages.

### Coronavirus grant funding: local authority payments to small and medium businesses

44. The distribution of the government Small Business Grants Fund (SBGF) scheme and Retail, Hospitality and Leisure Business Grants Fund (RHLGF) has been the responsibility of district and borough Councils. As of 31st May 2020, 90% of those eligible to receive a



grant had received payment. Out of a total £155,756,000 of Government support available for local businesses, over £130,885,000 has now been paid out by district and borough partners. Weekly updates, typically uploaded on a Tuesday are available online by visiting: <https://www.gov.uk/government/publications/coronavirus-grant-funding-local-authority-payments-to-small-and-medium-businesses>

#### COVID-19 Discretionary Business Grants Scheme

45. Further to Government guidance published on 13<sup>th</sup> and 22<sup>nd</sup> May in respect of developing and implementing Discretionary Business Grants schemes (aimed at small businesses who were not eligible for the SBGF or the RHLGF, and including businesses eligible for the Self-Employment Income Support Scheme (SEISS)), the Councils across Nottinghamshire have worked together, through the LRF Finance Cell, to agree a scheme which is fair and consistent, and which reflects the criteria stipulated within the guidance. The D2N2 LEP were approached to ensure alignment and reduce duplication with other local discretionary business grants that may have been established across our LEP area.
46. This scheme and the grant application process has been published on the respective Council's website and we provide a link to their webpages on our site <https://www.nottinghamshire.gov.uk/council-and-democracy/local/district-councils>. In accordance with the Government's guidance, the first discretionary grant payments have been received by eligible businesses.

#### Reopening High Streets Safely Fund

47. £50million of funding to reopen high streets safely was announced by Minister Simon Clarke of the Ministry of Housing and Local Government (MHCLG) on 24<sup>th</sup> May. This provides district and borough councils with additional funding to support business communities with preparing for the reopening of retail when scientific advice allows. It equates to around £738,292 across the seven districts/boroughs:
- Ashfield - £114,527
  - Bassetlaw - £104,654
  - Broxtowe - £101,458
  - Gedling - £105,213
  - Mansfield - £97,256
  - Newark & Sherwood - £108,976
  - Rushcliffe - £106,208

#### Economic Recovery Planning

48. D2N2 has convened two time-limited groups to coordinate and support the region's economic recovery.
- The Recovery Board is chaired by Jayne Mayled from the D2N2 Board. It comprises business, the public sector, education and skills, the Voluntary and Community Sector and will steer work to implement a recovery plan for the region.
  - The Analytical Group is drawn from the same sectors. It ensures efforts are based on the best possible understanding of the changed post-COVID-19 economy and provide strong evidence of what works in recovering from an economic shock.

49. The work of both boards will feed into the evidence base to refresh the Local Industrial Strategy and ensure that the short and medium-term recovery needs are factored into the longer-term ambitions for the region.
50. In developing our response, the LEP is working closely with our neighbouring LEPs and with the Midlands Engine to ensure issues are being tackled at the most appropriate geographical level, that we learn from best practice and avoid duplication.
51. At a national level, the LEP will continue to work with the LEP network to ensure we share best practice on approaches from other areas and feed in common issues to central government to influence future resources to aid recovery.
52. To assess the economic implications of the effect of COVID-19 on Nottingham and Nottinghamshire and help enable businesses affected by the crisis to resume trading as soon as possible, an Economy Cell has been stood up as part of the Local Resilience Forum structure. Chaired by Nicola M<sup>c</sup>Coy-Brown (Group Manager Growth and Economic Development), with Catherine Evans (Transformation Service Manager, Rushcliffe Borough Council) as the Vice Chair, the role of this cell is fivefold:
- To support the LRF COVID-19 Recovery Coordinating Group with issues relating to economic recovery.
  - To provide a link for Nottingham and Nottinghamshire into the D2N2 Local Enterprise Partnership.
  - To facilitate the impact assessments on the business and economy of the local area, linking in with the LRF COVID-19 Data and Information Cell and the D2N2 COVID-19 Analytical Group.
  - To review and interpret guidance, updates to legislation, and funding opportunities (in conjunction with the LRF COVID-19 Finance Cell) received from central government and consider local implications.
  - To develop and maintain an Economic Recovery Action Plan.
53. The inaugural meeting of the Economy Cell took place on 8<sup>th</sup> June, with representatives from all Nottinghamshire local authorities, Nottingham City Council and the D2N2 LEP.

## **Corporate Resilience**

### **Workforce**

54. The Council's workforce has responded positively to the challenges presented by the COVID-19 pandemic. Many have been flexible in altering their duties, working hours and where they work from to ensure the Council can continue to deliver critical services to its most vulnerable residents.
55. It was considered important to capture the mood of how individual employees were feeling as part of our ongoing engagement with them. An employee well-being survey was therefore undertaken in late May to "check-in" and get feedback on how employees were feeling in the current emergency.

56. The survey closed on Tuesday, 26<sup>th</sup> May 2020 with 2,761 responses received. This represents approximately 40% of the Council's workforce. 95% of employees who completed the survey responded positively to questions in relation to the Council's overall response to COVID-19; how the Council's overall response related to their role and how well informed they felt by their line manager. Satisfaction levels in relation to communication with and support from managers and colleagues were around 90%. There was an 80% satisfaction level with wellbeing information and support and having the tools to do their job. Overall 75% were satisfied with their health, safety and wellbeing whilst working during the pandemic.
57. Employees described feeling "protected", "supported" and "well cared for". Other comments included "the Council is a wonderful place to work", "thank you NCC for being family" and "I am proud to work for NCC".
58. Employees were most concerned about the wider economy, the economic wellbeing of friends and families and the financial/economic future for the Council. Although they felt more positive about the future for their individual roles and their service area/department. In response to this area of particular concern, the council has secured the offer of free financial advice sessions of up to 45 minutes duration for every employee; the detail of this support package will be rolled out to the entire workforce during June as part of our ongoing package of support.
59. More detailed work is being undertaken to identify whether groups of the workforce have experienced the current situation positively and to understand the reasons why this may be and to better understand the areas of concern.
60. The Council will ensure it makes best use of the valuable intelligence gathered as a result of this exercise with the more detailed feedback and overall responses informing the work on Recovery. It is likely further surveys will be used as a means of gathering additional information from a wide cross section of the Council's workforce as recovery work progresses.
61. Throughout the coronavirus outbreak weekly discussions have taken place with the recognised trades unions. This has provided a helpful forum to raise both strategic and operational issues which impact across more than one department. The normal employment relations mechanisms were suspended at the outset of lockdown but have now been reinstated. It is proposed to continue with the corporate discussions whilst reintroducing the more department focussed forums where the more detailed conversations about service recovery and future service changes can take place. The recognised trade unions have engaged positively throughout to hold the council to account in terms of how actions impact on the workforce.
62. Discussions have also taken place with the employee self-managed groups to ensure proper note is taken of the potential impacts of the situation on colleagues with certain protected characteristics. This includes black, asian and minority ethnic employees and employees with a disability or underlying health condition. Working with these support networks has resulted in very positive and constructive engagement. This has included considering the results of the Public Health England research in relation to "Disparities in the risk and outcomes of COVID-19" for different groups which is being used to inform

future risk assessments, planning and decision making in terms of supporting the Council's workforce move forward to whatever the new normal will be.

## Financial Implications

### *Initial Position*

63. As reported to Policy Committee on 13<sup>th</sup> May 2020, the current NCC Medium Term Financial Strategy (MTFS) is as set out below.

	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Net Budget Requirement	512.5	526.6	556.6	570.7
<b>Financed by :</b>				
Business Rates	116.4	118.5	120.7	123.0
Revenue Support Grant	7.0	7.1	7.1	7.1
Council Tax	355.4	367.9	380.8	394.1
Adult Social Care Precept	33.1	33.1	33.1	33.1
Collection Fund Surplus / (Deficit)	0.6	-	-	-
<b>Total Funding</b>	<b>512.5</b>	<b>526.6</b>	<b>541.7</b>	<b>557.3</b>
<b>Funding Shortfall</b>	<b>-</b>	<b>-</b>	<b>14.9</b>	<b>13.4</b>
<b>Cumulative Funding Shortfall</b>	<b>-</b>	<b>-</b>	<b>14.9</b>	<b>28.3</b>

64. The County Council has always taken a prudent approach regarding its reserves, which are specifically set aside to meet future, or potential future, expenditure. The Council's position was therefore relatively robust with general reserves of circa £22m forecast as at 31<sup>st</sup> March 2020.

65. Within the general reserve are two amounts identified as being held for emergency funding totalling £3.6m. This amount has been included in the May MHCLG financial return as being available to fund additional costs in 2020/21, with the caveat that it would need to be reinstated over the life of the MTFS.

### *Additional costs and lost Income*

66. Work continues across all service areas looking at the additional costs and lost income. In many areas it is still only possible to make estimates of the likely additional costs.

67. Based on Government guidance around the monthly financial return to MHCLG, the initial work has been extended to assess the impact over the first 4 months of the financial year (April to July) of 2020/21, although clearly the impact is going to go on well beyond this date and some estimates include additional costs extending for some months beyond July.

68. The figures include an estimated 50% slippage or loss of savings proposals built in to the 2020/21 budget. Further work is being undertaken to review each saving proposal and to more accurately estimate the 2020/21 impact.

69. As requested by Government the NCC figures do not include the impact of any shortfall in Council Tax or Business Rates, this information has been provided by collection Authorities on behalf of all preceptors. An estimate of the possible impact on the Council is set out in paragraphs 77-80 below.

70. The anticipated additional pressures and loss of income for the County Council will be updated through the normal financial monitoring processes and regularly reviewed by the Financial Resilience Group (see paragraphs 82-83). It is anticipated that a further financial return to Government will be required mid-June. The summary table below sets out the estimated additional costs by Department as at 15<sup>th</sup> May 2020 as submitted to MHCLG.

#### **Additional Costs by Department (15/5/20)**

	<b>£'000</b>
ASC&H	12,690
C&F	12,750
Place	10,054
Chief Executives	8,835
Savings at risk	4,000
<b>Total</b>	<b>48,329</b>

#### *Government Funding*

71. An initial tranche of £1.6bn of additional funding was announced in March 2020. The NCC share of this was £22.3m and this was received in late March.

72. A second tranche of a further £1.6bn for Local Government was announced on 20<sup>th</sup> April. This allocation is based on a per capita basis, and there is a 65:35 split between county and district authorities. The NCC share of this is £14.6m and was received on 14<sup>th</sup> May.

73. The Government has also announced a further £600m to support infection control in care homes. The NCC share of this is £11.4m, however it should be noted that this must be passported to care homes based on Government criteria and cannot be used to fund additional costs.

#### *Cashflow position*

74. Significant additional costs are being incurred over and above that envisaged in the 2020/21 budget. In addition, every effort is being made to ensure suppliers are being paid early in line with Government guidance.

75. The April precept from District Councils and Business Rates payments were received in full by the due date. The Government Social Care grant funding due in April, May and June was paid in full in April. The initial allocation of additional Government funding of £22.3m was received in March with the second amount of 14.6m received in May.

76. The estimated borrowing requirement for 2020/21 (identified as part of the budget in February) will be drawn down early to ensure cash balances remain high. Following the

ongoing review of the impact of additional costs on the 2020/21 budget, additional borrowing may be required.

### *Council Tax*

77. The February 2020 Budget Report established the amounts due from District Councils at £388m in 10 instalments. Once set these are legally binding and any delays mean that NCC can charge interest on the overdue amount. In normal circumstances Districts would pass over the scheduled amounts and any over or under collection would be corrected in the following financial year.

78. Districts have raised concerns that if there were to be a significant reduction in collection rates, they would be unable to make the payment unless they received support from Central Government. District Councils have reviewed April collection rates and have assessed the likely impact on collection during 2020/21. Overall the NCC share of the shortfall is estimated to be circa £8m, although this figure will be regularly updated as each month's collection data is reviewed.

### *Business Rates*

79. Government funding has been made available to fund Business Rates Relief for certain categories of business, however there is a concern that other businesses will simply not be able to pay amounts due. The estimated impact on NCC based on April's collection rates is £2m. As with Council Tax this will be subject to regular review.

80. There may be an ongoing impact on both Council Tax and Business Rates of a reduced tax base due to e.g. slowdown of new housing developments, reduction in physical premises required by businesses.

### *Overall Financial Impact*

81. The estimated extra costs, potential Council Tax and Business Rates reductions, additional capital financing and capital receipts shortfall could result in an additional budget requirement in 2020/21 of up to £70m. Funding received to date totals £36.9m with NCC funding of £3.6m identified to date.

### *Financial Resilience Group*

82. A Financial Resilience Group consisting of senior finance staff, key Departmental Service Directors and Legal Services has been established to assess the impact of additional costs and lost income arising out of the COVID-19 crisis on the MTFS of Nottinghamshire County Council.

83. The Group will review all aspects of the financial impact and will report regularly to Corporate Leadership Team and to Members and Committees. The Terms of Reference for the Group are set out below

- To review all ongoing, routine spend by NCC and identify any savings or cost reductions that might be available to offset additional costs.
- To undertake a review of the reserves held by NCC and identify any that could be utilised to fund additional costs if required.



- To review the capital programme and capital receipts forecast and assess the impact on the revenue budget.
- To review the cashflow position of NCC and ensure sufficient balances are available to fund additional costs.
- To identify and review any other areas which may impact on the MTFS (tax base, move back to 'business as usual' etc.)
- To update the NCC MTFS for the short and medium term and provide regular updates to CLT and Members on the financial implications.
- To complete the monthly MHCLG DELTA financial returns on additional spend.
- To review revised ways of working arising out of the emergency and identify good practice that should be retained.

### **Local Resilience Forum (LRF) Update**

84. The Local Resilience Forum partnership delivers emergency planning for Nottingham and Nottinghamshire, ensuring the establishment of effective multi-agency responses to COVID-19. A number of LRF cells and their subgroups are working to deal with the far-reaching impacts of the coronavirus emergency. In the absence of a vaccine, the nature of the COVID-19 crisis is such that response action is likely to be necessary over a long period. The LRF groups are:

- |                                 |   |
|---------------------------------|---|
| • Humanitarian Assistance Group | • Data and Information Cell               |
| • Logistics Cell                | • Discharge Cell                          |
| • Excess Deaths Cell            | • Care Homes and Home Care Cell           |
| • Finance Cell                  | • Health and Social Care Escalation Group |
| • Communications Cell           | • Health Care Capacity Group              |
| • Local Authorities Cell        | • Transport and Infrastructure Cell       |
| • Economy Cell                  |   |
| • Local Outbreak Cell           |   |

85. In tandem with the response effort, the LRF Recovery Co-ordination Group is starting work on recovery and renewal planning. The group will oversee the work of partners, assess the impact of the coronavirus emergency and agree a recovery action plan that encompasses the economic, social and community aspects of recovery. This plan will co-ordinate the efforts of partner organisations and work with communities to address needs and wherever possible to 'build back better' and enhance resilience in communities. It is likely that these efforts will be managed under the same categories and by the same cells as the response effort, as the response and recovery work initially run side by side.

### **Corporate Response, Recovery and Transformation Structures**

86. The Risk Safety Emergency Management Board (RSEMB) reporting into the Corporate Leadership Team continues to meet regularly to oversee the Council's response to the crisis. Work is ongoing to ensure capacity within services and that all the Council's operations comply with relevant government guidance and protect services users and staff.

87. A Corporate Recovery and Transformation Group (CRTG) has been established to ensure that the approach to the recovery process is cross cutting and integrated, both within the authority and in collaboration with the LRF.
88. The purpose of the CRTG is to generate and monitor a forward-facing corporate recovery and transformation plan, oversee the safe reopening of services and premises and ensure that current and emerging government guidance is followed. This group works side by side with the Financial Resilience Group (see paragraphs 82-83) to ensure that the Council's financial position is protected as we move forward.
89. The group will ensure that wherever possible the recovery process is used as a springboard into transformation to move the Council forward. This means having oversight of retaining and developing the innovations that have been successful during the COVID-19 emergency, as well as developing a new transformation model in line with the insights that have been gained through the Phase 1 work delivered by Newton. It is proposed that the work of this group is overseen by the proposed [COVID-19 Resilience, Recovery and Renewal Committee](#).

#### Council Premises

90. A Property and Premises subgroup of the CRTG is meeting twice weekly. The group includes officers from across the Council looking to guide and support the reoccupation of Council properties, both the central office estate and the operational portfolio, in a consistent manner ensuring that all reoccupation is timely and compliant with Government guidelines.
91. The group will ensure that buildings are safe to use with adaptations, social distancing measures and hygiene policies and regimes in place. Staff will be consulted and all users fully informed about the safe use of Council buildings. For Council office space, services are being consulted to align service needs with the social distancing requirements in the available workspaces, as well as to reflect the changing approaches to service delivery that have developed during this period. For operational premises managers are developing plans to operate services in line with government guidelines and making the necessary physical adaptations to services to operate safely.

#### Reopening of Services

92. In order to adhere to government guidance on social distancing and release Council resources to support COVID-19 priorities, many public-facing service areas have faced disruption or closure. Plans are being made for many of these services to reopen in step with national government guidance and with social distancing and safety measures in place. Services are considering the adaptations that need to be made to the way they operate and the facilities that they use in order to maintain the safety of staff and service users. The current status of these services is outlined in the table below.



<b>Service</b>	<b>Status</b>
Youth Services	Youth work staff are supporting young people within Children's Social Care settings, including residential homes and in supporting placement stability. Youth work with the most vulnerable young people will be prioritised but plans are being developed to reopen open access youth services when possible and in line with government guidelines.
Library Services	Libraries are currently closed. Planning is now underway for a gradual reopening of libraries and archives from 6 July 2020. Libraries will be operating with a reduced service and buildings will have limited capacity to ensure customer and staff safety.
Outdoor Education Services	Outdoor education services are currently closed. Plans are being developed to reopen these services when possible and in line with government guidelines
Day Services	While premises are closed to service users, all day services continue to offer support and contact families on a regular basis. Services are presently engaged in premises recovery planning, considering how we can re-open our buildings offering a socially distanced, safe service with appropriate risk assessments and in line with government guidelines.
Country Parks and green spaces	Car parks have reopened at all country parks. Visitor facilities remain closed at all sites. Sites will open in line with government guidelines and once all safety measures can be put in place.
Children's Centres	Services continue to offer targeted support for vulnerable children and further face to face work at centres is under review and will recommence in line with government guidance and risk assessments of the premises.
Recycling Centres	All 12 recycling centres in the county have reopened, but sites are operating reduced hours and strict restrictions are in place.
Registration Services	Prior to the beginning of June, all registration services were suspended except for the registration of still births and deaths (which could be completed by telephone). From 1 <sup>st</sup> June, the government has permitted the registration of births and has amended guidance to minimise the face-to-face elements of the process. In view of this, a phased approach is being taken to re-opening main offices for this service, to be followed by the offer of appointments for notices of marriage. Plans are also being developed in readiness for government announcements regarding the resumption of civil marriages at registration offices and Approved Premises.
Music Teaching	A virtual offer is now available, including digital teaching. Physical services will be resumed in line with government guidance to schools and in liaison with individual schools.
Education Library Service	The service is now in the process of resuming, and is reopening in line with demand from schools and government guidance to schools.
Inspire learning study programmes	Young people continue to be supported to complete vocational courses on site and remotely.

Inspire learning adult education programme	A range of online programmes are currently being provided. Planning is underway for the service to resume face to face teaching in September following government guidance.
Council operated Local Bus services	Following the lockdown NCC reduced the service provision from 17 routes to focus on 2 key routes with a reduced service and for the rest of the routes introduced demand responsive transport (DRT) whereby the public book transport the day before. A full resource plan is being worked up to bring the local bus service back to pre-lockdown levels in line with demand and adhering to emerging government guidance on safety measures.
Council Bus Stations	A full recovery plan for reopening has been drafted, based on known Government advice. Mansfield has been open throughout but with reduced operating hours. Newark and Worksop bus stations have recently reopened. Retford remains closed.
Highway Maintenance (Revenue)	There are a number of services which NCC and Via EM Ltd. have continued to deliver either fully or partially throughout the current public health emergency. Where services have previously been suspended these have now been restarted, and with social distancing guidelines being followed.
Highway Maintenance (Capital)	Where jobs have been halted or deferred, work will recommence as soon as reasonably practical in line with government guidelines. A highways capital programme update report is planned for Communities and Place Committee. The construction of the Gedling Access Road has continued throughout, principal contractor Balfour Beatty has taken steps to ensure social distancing guidelines are followed on the site.
School Crossing Patrols	School crossing patrols will recommence in line with the reopening of schools. Discussions will be had with schools where a patrol cannot safely operate.
School Bus Services	School buses will be provided with appropriate safety measures in place, in line with the phased reopening of schools.

## Other Options Considered

93. The nature of the Coronavirus emergency is such that the Council has reviewed its priorities and use of resources to address the most critical needs of Nottinghamshire's residents. The Council must also comply with relevant Government guidance and meet its statutory duties as required during the emergency.

## Reason/s for Recommendation/s

94. To update members on the Council's ongoing response to the Coronavirus emergency and recovery and renewal plans.

## **Statutory and Policy Implications**

95. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

96. The financial implications are set out in paragraphs 63 – 83

## **Human Resources Implications**

97. The HR implications are set out in paragraphs 54 - 62

## **Safeguarding of Children and Adults at Risk Implications**

98. The safeguarding of vulnerable children and adults is at the centre of decision making around operating models and reopening of services in Children's and Adults services and services continue to operate with the same standards of care.

## **Implications for Service Users**

99. While there continue to be many disruptions to services through the Council's response to COVID-19, the aim has been to maintain the welfare and safety of all services users at all times.

## **RECOMMENDATION/S**

- 1) That members consider whether they require any further actions in relation to the issues contained within the report.
- 2) That members agree that further reports will go to the proposed COVID-19 Resilience, Recovery and Renewal Committee.

**Councillor Mrs Kay Cutts MBE**  
**Leader of the Council**

**For any enquiries about this report please contact:**

**Derek Higton**  
**Service Director, Place and Communities**  
**0115 9773498**

### **Constitutional Comments (EP 29/05/2020)**

100. The Policy Committee is the appropriate body to consider the content of this report. If Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

### **Financial Comments (KRP 29/05/2020)**

101. As set out in the report there continue to be significant additional costs associated with the work being undertaken to maintain the welfare and safety of service users. There also remains significant uncertainty about the final costs of the additional support being provided. Additional Government funding has been allocated to all Local Authorities, although at this stage it is not certain that all additional cost will be fully funded.

### **HR comments (GE 29/05/2020)**

102. The implications for our employees will vary on the service areas they work in. As mentioned previously, we will continue to engage with them directly and through their representatives to ensure they have a voice in the future service plans, the management of risk and how work is undertaken in future.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

### **Electoral Division(s) and Member(s) Affected**

- All

## **REPORT OF THE LEADER OF THE COUNTY COUNCIL**

### **COVID-19 CULTURAL SERVICE CONTRACT VARIATIONS**

#### **Purpose of the Report**

1. To seek formal approval for the time-limited variation of Cultural Services contracts with Country Park Partners due to the unprecedented COVID-19 crisis on the following basis that the variations should:
  - a. Establish temporary payment mechanisms that mitigate the financial damage of the COVID-19 Crisis to Country Park Partners and the County Council.
  - b. Enable Country Park Partners to remain financially viable so that they can swiftly mobilise to reopen when COVID-19 restrictions ease and ultimately resume provision of the original contract as soon as practicably and safely possible.

#### **Information**

2. Some information relating to this report is not for publication by virtue of Schedule 12A of the Local Government Act 1972, paragraph 5, due to the confidentiality of information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. Having regard to all the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because the information would add a limited amount to public understanding of the issues but would significantly damage the Council's legal position. The exempt information is set out in the **Exempt Appendix**.
3. On 18 March 2020, Policy Committee approved<sup>1</sup> the closure of premises at all country parks falling under the Council's responsibility. Then, on 23 March 2020, following revised government guidance and large numbers of the public visiting both local and national green space sites, the Council took the decision to close all country park car parks, leaving them only open to local access.
4. Like many business industries, the private leisure sector has been hit very hard financially by the COVID-19 crisis. This is due to the almost complete collapse of revenue since mid-March and is exacerbated by the very low profit margins (circa. 1-5% on average)<sup>2</sup> across the sector.
5. Two of the Council's country parks are operated under concession style contract models by private leisure companies. Unlike many other contractual arrangements, these concession style contracts mean that each operator is heavily reliant on income from site operations to

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<sup>1</sup> NCC Policy Committee Report, *Coronavirus: Short Term Refocusing of Council Activity*, 18 March 2020, para. 6

<sup>2</sup> LGA, *Options for Councils in Supporting Leisure Providers through COVID-19: Guidance*, 29 April 2020, Pg. 3

maintain cashflow, rather than from large scale direct contract payments from the County Council for the services provided. The companies have approached the Council for financial support at this time due to the unprecedented financial impact of the virus. The two country parks and their respective operators are:

- a. Rufford Abbey Country Park – managed by Parkwood Leisure Ltd.
  - b. Holme Pierrepont Country Park – managed by the Holme Pierrepont Leisure Trust who in turn appoint Serco Leisure Ltd. as their managing agent.
6. Both the Council and our Partners wish primarily to take a collaborative approach to reach a negotiated position that protects both the Council and our Country Park Partners. This approach will provide immediate financial reassurance to our Partners. It also creates space to monitor and assess a fast-changing environment and to continue dialogue to respond in partnership with our Partners. Thus, it is proposed that the Council agreeing variations to the respective contracts is the best way of achieving this.
7. It is proposed that the contract variations are implemented on the basis of central government advice in the document *Procurement Policy Note 02/20 – Supplier Relief due to COVID-19*. This recommends that contracting authorities:
- a. Continue to pay contractors as normal during the period of restrictions despite temporary suspension of most aspects of service delivery;
  - b. Put in place appropriate payment measures to support supplier cash flow;
  - c. Cooperate with suppliers on an open book basis;
  - d. Ensure invoices are paid as swiftly as possible upon receipt.

Moreover, it has been agreed with both suppliers that any financial support will only be offered by the Council to at most cover their costs and losses, not to enable Partners to make a profit.

8. The following paragraphs outline the planned time-limited contract variations proposed for both providers including proposed changes to their monthly payments.

#### **Parkwood Leisure – Rufford Abbey Country Park**

9. The annual management fee for 2020/21 for Rufford Abbey Country Park is £123,549.48. This is broken into monthly instalments of £10,295.79.
10. The principle of the contract variation proposed with Parkwood Leisure Ltd. is that the Council will make a base payment at the start of each contract month that covers actual costs incurred by Parkwood during the month. Before the end of the contract month, Parkwood will then release their actual costs for Rufford for the month on an open book basis. If actual costs exceed the base payment, the Council will make a further top-up payment. If actual costs fall short of the base payment, the Council will invoice Parkwood for the difference.
11. The current estimated monthly actual costs for the Park are circa £60,000 and this figure is likely to form the monthly base payment sum. The actual cost amount is liable to fluctuate month by month. Moreover, once government restrictions ease, it is likely that both the Park's running costs and income will increase due to the partial reopening of certain services. Parkwood have agreed that any income they receive will offset their actual costs for the month alongside the Council's payment. However, in the early months of reopening, it is uncertain



whether this will decrease or increase the likely financial contribution from the Council since it cannot be predicted in what numbers the public will visit country parks once restrictions lessen.

12. For reference, the circa £60,000 figure represents over a threefold decrease in expenditure from what is normal for this time of year, due to the closure of the Park, reductions in ongoing operations, and the furlough of non-critical staff .
13. The contract variation is set to be reviewed by NCC and Parkwood on a monthly basis. Once it is agreed that the Park can resume full operational use without COVID-related restrictions, an initial termination date for the variation is set at 30th September 2020 however the variation will include an ultimate long stop date of 31<sup>st</sup> December 2020 to ensure the variation doesn't continue indefinitely. The proposed contract variation would have the potential to be extended beyond the end of December 2020, but any extension would be the subject of a further report to Committee. This flexible variation end-date provides flexibility to the variation in the face of future uncertainty whilst also providing our Partner with financial reassurance.
14. It is proposed that the revised payments will be met by existing Cultural Service Budgets, which will be significantly overspent as a result, however the revised payments have been fed into the overall COVID-19 financial planning for the Council.

#### **Holme Pierrepont Leisure Trust & Serco Leisure – Holme Pierrepont Country Park**

15. The annual management fee for 2020/21 for Holme Pierrepont Country Park is £134,644.63. This will be broken into monthly instalments of £11,220.39. On top of this, there is an annual £100,000 maintenance budget.
16. It should be noted that the business model for Holme Pierrepont Country Park and the National Water Sports Centre is seasonal in nature with the business running a loss during the winter months that is then made up in revenue over the summer. However, major flooding of the site in winter 2020 has meant that the losses from the first three months of this year have been higher than normal . Moreover, the timing of the COVID-19 crisis at the start of the summer season has prevented the Trust from recouping these winter losses from revenue in the usually profitable summer season. As a result, to just meet the Trust's actual costs incurred during the COVID-19 lockdown would still leave the Trust with a significant financial loss.
17. It is proposed that the loss of revenue caused by the flooding shall be dealt with under the existing contract emergency event and loss of income relief clauses in the contract. The costs attributed to COVID-19 including the associated exacerbated losses under the business model shall be the subject of the proposed contract variation. This variation will be based on the principle of bringing the Trust's net losses from March to September 2020 to net zero.
18. Following negotiations with the Trust and Serco Leisure, the proposed contract variation would involve the Council making payments to a maximum of £722,361.00, though it is likely that the final payments will be less than this due to revenue streams reopening as COVID-19 restrictions ease. The proposed contract variation would have the potential to be extended beyond the end of September 2020, but any extension would be the subject of a further report to Committee.
19. As with the proposed contract variation for Parkwood, the principle agreed with the Trust for the proposed time-limited contract variation is that the Council will make a base payment at the start of each contract month. However, unlike the Parkwood Variation, the Trust will release their actual costs on a three-monthly, open book basis. If actual costs for those three months exceed the base payments during those months, the Council will make a further top-

up payment. If actual costs fall short of the base payments, the Council will invoice the Trust for the difference.

20. As above, it is proposed that the revised payments will be met by existing Cultural Service Budgets, which will be significantly overspent as a result, however the revised payments have been fed into the overall COVID-19 financial planning for the Council.

### **Other Options Considered**

21. The Council could choose to not enter into a contract variation and simply continue to pay the monthly management fee under the terms of the contract. This option has been dismissed for the following reasons:
- a. By not offering the financial assistance detailed in this report one or both of the Contractors could potentially become insolvent. Under both contracts contractor insolvency is considered a Contractor Default and allows the Council to terminate the contract. Although some costs may be recovered through the Parent Company Guarantee and associated indemnities the ultimate consequence of such insolvency would mean that the service would come back in-house to the Council at least temporarily whilst a new contractor was procured. This would involve the TUPE transfer of relevant staff into the Council together with the resumption of all site and services related responsibilities by the Council.
  - b. Any consequential procurement of a new contractor plus the associated mobilisation period could take anywhere between 6 and 18 months before the facilities would be operational under a new contractual regime. Furthermore, due to the financial toll of the crisis on the sector, it is likely that any new supplier, if one could be found, would want an increased monthly fee from the Council to offset their risks.
  - c. Even if neither party became insolvent there is a risk that the partner decides to attempt to walk away from the contract due to the desire to cut losses (i.e. that the contract is discharged as they are no longer able to perform their obligations due to events outside of their control). If the Council dispute such a claim this would likely result in litigation. The staffing, financial and procurement consequences of this are as set out in paragraphs a and b above together with any associated litigation costs (unless such litigation costs could be recovered during the litigation process).
22. An alternative option could be for the Council to agree a contract variation and payment mechanism with both Contractors that falls short of supporting either party to break-even but still remain financially afloat. This would reduce the financial burden on the Council but is contrary to the national guidance set out in the PPN and is also likely to foster ill-will with the Council's Partners whose cooperation and good will is vital for the effective operation of the country parks as important Council assets.

### **Reason/s for Recommendation/s**

23. The financial mitigation proposals contained within the contract variation for both Country Park Partners recognise the particular issues affecting the concession style contract models in operation at each site and aim to achieve the following:
- a. Show that the County Council is following national guidance contained within *Procurement Policy Note 02/20 – Supplier Relief due to COVID-19* including the establishment of contract variations on an open book basis.



- b. Support the continued liquidity of both Country Park Partners and thus save on costs down the line by avoiding the risks of having to temporarily return the operation of the parks in-house and re-tender the contracts.
- c. Improve the conditions for both contracts continue to operate after the COVID-19 crisis with minimal difficulty, thus continuing to make Nottinghamshire a great place to live, work, visit and relax.
- d. Protect jobs of Nottinghamshire residents working at both country park sites.

## **Statutory and Policy Implications**

24. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

- 25. For Rufford Abbey Country Park, the financial implications of the contract variation are circa. £60,000 a month plus or minus whatever the actual costs of the COVID-19 crisis prove to be until the crisis ends and the park returns to full operational use. It has been assumed at this point that those costs will be incurred for a minimum of three months, but could be considerably longer, however a long-stop date is required to ensure that the arrangements remain time limited and protect the Council's position.
- 26. For Holme Pierrepont Country Park, the financial implications of the contract variation are circa £722,361.00 for 2020 plus or minus whatever the actual costs of the COVID-19 crisis prove to be until the crisis ends and the park returns to full operational use. It has been assumed at this point that those costs will be incurred for a minimum of three months, but could be considerably longer, however a long-stop date is required to ensure that the arrangements remain time limited and protect the Council's position.
- 27. With both contract variations, the final amount paid depends on how much the base monthly payments in both cases are recompensed as costs reduce as both Partners begin to receive income once services partially reopen in the months ahead. It should be noted that initially operating costs may increase as sites reopen without the revenue to offset those costs, although staged reopening will be a requirement of any planned return to normal operation in the longer term.

## **Human Resources Implications**

- 28. In the event that the variations were not agreed and the parks then had to be brought back in-house then it would be necessary to bring operational staff into the employment of the Council in accordance with the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations.

## **Implications for Service Users**

- 29. Both Rufford Country Park and Holme Pierrepont Country Park are key assets in the County Council's Visitor Economy Strategy (VES) and their operation and commercial viability is essential if residents are to continue to enjoy access to these facilities and the wider tourism related economic benefits associated with delivering the VES.

30. The two sites have seen significant improvements in the range and quality of the visitor experience since they have been transferred to Parkwood and the Holme Pierrepont Leisure Trust and supporting these businesses appears to be the best way to ensure the sites are able to operate effectively in the post COVID-19 economy.

### **Legal Implications**

31. The proposals have been assessed and further information regarding the legal implications is set out separately in an **Exempt Appendix**.

## **RECOMMENDATION/S**

- 1) That the policy principles and parameters for establishing contract variations with our Country Park Partners, Parkwood Leisure Ltd. and Holme Pierrepont Leisure Trust, including open book accounting procedures, are agreed for the reasons set out in this report.
- 2) The Service Director for Place and Communities be authorised to finalise terms within those parameters and to agree the completion of the necessary contract variations in consultation with the Group Manager for Legal Services and the S.151 Officer.
- 3) Finance and Major Contracts Management Committee monitors the situation and progress with recovery at the sites and receives a further report about the potential need for any extension of support before the end of September 2020.

### **COUNCILLOR MRS KAY CUTTS MBE** **Leader of the Council**

**For any enquiries about this report please contact:** Derek Highton – Service Director: Place and Communities, Tel: 0115 9773498

### **Constitutional Comments (EP 29/05/2020)**

32. The recommendations fall within the scope of both Communities and Place Committee and Finance and Major Contracts Management Committee however there are also overarching policy principles being established and so it is considered that Policy Committee is the most appropriate Committee to consider and determine the report. Any resulting contract variations shall be in a form approved by Group Manager Legal, Democratic and Complaints.

### **Financial Comments [RWK 28/05/2020]**

33. The report proposes additional contract payments of £180,000 for the operation of Rufford Country Park for the 3 months to the end of June 2020, and £722,361 for the operation of Holme Pierrepont Country Park for the period to the of September 2020. The proposed payments total £902,361.
34. There is no existing budget provision to meet these additional contract payments. The additional costs will be included in the estimated additional costs reported to Policy Committee and to MHCLG and will be considered for financing from the additional funding provided by Government. Work is on-going to assess the financial impact of the COVID-19 crisis on the council's 2020/21 and its MTFS.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- 'Procurement Policy Note 02/20 – Supplier Relief due to COVID-19'

## **Electoral Division(s) and Member(s) Affected**

- 'All' or start list here



**REPORT OF THE SERVICE DIRECTOR – FINANCE, INFRASTRUCTURE & IMPROVEMENT****DRAFT MANAGEMENT ACCOUNTS 2019/20****Purpose of the Report**

For Committee to consider:-

1. The year-end position for the 2019/20 draft Management Accounts.
2. The year-end position of the Authority's reserves.
3. The final position on 2019/20 contingency requests.
4. The year-end position for the 2019/20 Capital Programme and its financing.

This report also seeks that Committee:-

5. Recommends that the transfer from the General Fund Balances of £2.1m is submitted for approval by County Council.
6. Approves variations to the Capital Programme.

**Information and Advice****Background**

7. It is important to note that this draft Management Accounts report has been put together at a time when the Council is responding to the consequences of COVID-19. A large number of services, resources, functions, plans and programmes have been re- and de-prioritised as the Council has had to respond to a rapidly changing and fluid situation that has included the regular provision of new guidance and legislation. A report which sets out the impact of the COVID-19 crisis on the work of Nottinghamshire County Council and the Council's response was reported to Policy Committee on 13 May 2020.
8. A Financial Resilience Group has been set up to consider the financial impact arising from the COVID-19 crisis. This Group will focus on reviewing variables such as additional costs, lost income, impact on savings plans, use of reserves and cash flow position as well as additional grant received from the Government in order to assess the impact upon the Medium-Term Financial Strategy. Regular reports will be provided to the Corporate Leadership Team and Members to keep them informed about the financial implications of the crisis.
9. The financial position of the County Council has been monitored throughout the financial year, with monthly reports to the Corporate Leadership Team and the Finance and Major Contracts Management Committee providing an update of progress, thus ensuring decision makers had access to financial information on a timely basis. The Financial Monitoring Report to Finance

and Major Contracts Management Committee that was published in March 2020 outlined the Council's forecast financial position as at Period 10. No further Financial Monitoring Reports were published due to the COVID-19 emergency. This report is the draft out-turn for 2019/20. The final figures will be confirmed at a future County Council meeting.

## Summary Financial Position

10. Due to the significant financial challenges facing the Authority, particularly around the increased cost and demand for Children's Social Care services, Committee budgets are showing a net overspend of £4.2m or 0.8% of net Committee budgets. This compares to a period 10 forecast overspend of £6.2m. An exercise to fully understand the permanent or temporary nature of both overspends and underspends is to be undertaken. Permanent underspends will be removed from the base budget to fund specific future priorities and support the strategy required to meet the £28.3m shortfall in funding across the medium term. This approach was approved as part of the 2020/21 Annual Budget Report to Full Council in February 2020.
11. The level of General Fund balances, subject to approval by County Council, will decrease by £2.1m to £22.0m. This results in a closing balance that is in line with the revised budget.
12. The detailed figures are summarised in the appendices to this report. Table 1 shows the summary revenue position of the County Council.

**Table 1 – Summary Financial Position**

Committee	Final Budget £'000	Draft Out-turn £'000	Draft Variance £'000	Percentage Variance to Annual Budget
Children & Young People	126,982	136,672	9,690	7.6%
Adult Social Care & Public Health	208,954	202,424	(6,530)	(3.1%)
Communities & Place	124,666	126,155	1,489	1.2%
Policy	38,065	38,079	14	0.0%
Finance & Major Contracts Management	3,437	3,097	(340)	(9.9%)
Governance & Ethics	7,282	7,402	120	1.6%
Personnel	15,291	15,029	(262)	(1.7%)
<b>Net Committee (under)/overspend</b>	<b>524,677</b>	<b>528,858</b>	<b>4,181</b>	<b>0.8%</b>
Central items	(20,954)	(51,238)	(30,284)	
Contribution to Schools Expenditure	199	199	-	
Contribution to/(from) Traders	491	1,255	764	
<b>Forecast prior to use of reserves</b>	<b>504,413</b>	<b>479,074</b>	<b>(25,339)</b>	
Transfer to / (from) Corporate Reserves	(3,243)	19,130	22,373	
Transfer to / (from) Departmental Reserves	(11,643)	(8,664)	2,979	
Transfer to / (from) General Fund	(2,099)	(2,112)	(13)	
<b>Net County Council Budget Requirement</b>	<b>487,428</b>	<b>487,428</b>	<b>-</b>	

## Net Committee Spend

13. The overall net overspend within the Committees is £4.2m and the principal reasons for the variations are detailed below.

### Children & Young People (£9.7m overspend, 7.6% of Committee budget)

14. The overspend has been caused primarily by rapidly increased demand for children's care services. Allied with unavoidably high unit costs this has had a large impact on demand led

budgets. This increased demand is also being experienced nationally and consequently adds additional market pressures.

15. The major contributing variances are:

- External Placements for Looked After Children overspent by £8.7m, of which £1.7m is attributable to earlier growth in the number of Independent Fostering Agency placements, together with £4.6m Residential and £2.4m on semi-independent spot placements. From the beginning of April to the end of December external LAC numbers increased by 42 to 440, which very closely tracked the long-term trend of an average of 5 extra per month.
- There is a £1.3m overspend on Children's Social Work staffing budgets. This has arisen due to a combination of staffing changes including permanent recruitment to vacancies, additional capacity staff to respond to continuing increased workload and maintain manageable caseloads; and agency workers. All agency posts continue to require the explicit approval of the Service Director Youth, Families & Social Work and are subject to scrutiny by the quarterly Agency Challenge Panel.

16. There is a net £0.3m underspend across a range of other budgets.

17. As reported previously to Finance and Major Contracts Management Committee, in addition to existing high-level budget control actions a more detailed Action and Recovery Plan has been prepared and continues to be monitored against.

#### **Adult Social Care & Public Health (£6.5m underspend, 3.1% of Committee budget)**

18. Within Adult Social Care and Public Health the main variances were:

- £2.9m underspend within Strategic Commissioning and Integration primarily due to £1.4m additional Client Contributions as a result of care package demand and a £0.9m underspend from the closure of Care and Support Centres due to fewer long-term residents.
- £1.3m underspend against Living Well and Ageing Well budgets. This consists of an underspend of £2.5m in Living Well, offset by an overspend of £1.2m in Ageing Well.

19. In addition, there was a £2.3m underspend in Public Health. This was primarily due to a contract variation on the Public Health Need 0-19 contract which has reduced the contract in year by £1.5m. In addition, there were smaller underspends across all other areas within the Public Health budget. As the Public Health Grant is ringfenced, this underspend has been transferred to reserves for use in future years.

#### **Communities & Place (£1.5m overspend, 1.2% of Committee budget)**

20. There is an overspend of £1.8m against the SEND / Home to School transport budget. This is mainly due to pre-16 transport where there was an increase of 160 pupils requiring SEN transport, driven by the upturn in Educational Health Care Plans, of which 47% are then assessed for SEN transport. This is a national issue and a review of transport provision is underway looking at charging demand and the efficiency of routes.

21. There is also an overspend of £0.5m on Coroners based on advice from Nottingham City Council (who manage the service) and is due to an increase in the annual cost of mortuary services

22. These underspends are offset by a number of smaller underspends on other services such as Highways Client (£0.2m), Waste and Energy (£0.2m), Emergency Planning and Registration (£0.3m) and Communities Staffing and Grants (£0.2m).



23. There is a net £0.1 overspend across a range of other budgets.

**Policy (£0.0m underspend, 0.0% of Committee budget)**

24. There are no major variances to report.

**Finance & Major Contracts Management (£0.3m underspend, 9.9% of Committee budget)**

25. The £0.3m underspend has mainly arisen due to staffing vacancies within the Finance and Procurement Groups.

**Governance & Ethics (£0.1m overspend, 1.6% of Committee budget)**

26. There are no major variances to report.

**Personnel (£0.3m underspend, 1.7% of Committee budget)**

27. The £0.3m underspend is mainly due to savings in the Business Support service where there was a proactive strategy to hold vacant posts to ensure the delivery of future known savings requirements.

**Traders Services (£0.8m overspend)**

28. Traders are expected to be neutral in cost for the year, with any underspend being transferred to reserves to fund future expenditure and any overspend being covered by a use of reserve. There are overspends for County Supplies (£0.3m), Cleaning and Landscapes (£0.2m) and Catering Services (£0.3m). There are no reserves available to fund these deficits and so they will fall to be funded from the General Fund.

**Central Items (£30.3m underspend)**

29. Central Items primarily consists of interest on cash balances and payments on borrowing, contingency, capital charges and various grants. Key variances are outlined below including against the contingency budget and as a consequence of the receipt of Government Funding for COVID-19. There were various minor under and overspends (net total £0.6m underspend) within the rest of central items category, details of which can be found in Appendix A.

**Contingency (£5.1m underspend) (for detail please refer to Appendix C)**

30. As reported to Finance and Major Contracts Management Committee in September 2019 and October 2019 the contingency budget was increased by £1.0m and £4.1m respectively to reflect a reduction to a budget pressure in the Adult Social Care and Public Health Committee. As forecast, this additional contingency budget was not spent thereby resulting in a £5.1m underspend. The residual 2019/20 contingency budget totalled £5.0m and was used to fund redundancy costs, slippage of savings and other unforeseen events. A detailed breakdown is provided in Appendix C of this report.

**Government Grants (£25.6m underspend)**

31. On 19 March 2020, the Government announced £1.6bn of additional funding for Local Government to help respond to COVID-19 pressures across all services. Nottinghamshire County Council's share of this emergency fund totalled £22.3m. This funding was received on 27 March 2020 and, given its un-ringfenced nature, was transferred to the COVID-19 reserve to fund emergency costs in the next financial year.

32. Several non-ringfenced grants sit centrally, but values are not normally confirmed until after the budget is set in the February of each year, which results in year-end variances to budget. Overall these grants have resulted in a £3.3m underspend.



### **Statutory Provision for Debt Redemption (£1.5m overspend)**

33. The Council is under a statutory duty “to determine for the current financial year an amount of Minimum Revenue Provision (MRP) which it considers to be prudent”. The MRP charged to the General Fund in 2019/20 has been determined at £6.5m. This includes a re-alignment adjustment of £4.2m to reflect MRP charges that exceeded what prudence required during the period from 1 April 2007 and 31 March 2016. This higher than expected charge is due mainly to lower than expected realised capital receipts in the year.

### **Interest and Dividends (£0.6m underspend)**

34. Interest payments depend upon Treasury Management decisions taken, expectations of future rates and anticipated slippage on the capital programme. Variances against each of these factors coupled with other interest and dividends received in year have achieved an underspend of £0.6m in 2019/20.

### **Movements on Balances and Reserves (for detail please refer to Appendix B)**

#### **Reserves Strategy**

35. The Authority’s reserves strategy was approved as part of the 2019/20 Annual Budget Report to Full Council in February 2019. The strategy included planned contributions to reserves to fund specific future priorities as well as planned use of reserves to fund in-year expenditure. To reflect the approved strategy in the 2019/20 accounts the necessary adjustments have been made. The level of reserves will continue to be reviewed on a regular basis as part of the Authority’s Financial Management processes. Further detail of the movement on balances and reserves are set out below.

#### **General Fund Balances**

36. The Council meeting on 28 February 2019 approved the use of £2.1m of General Fund Balances. Given that in 2019/20 the Council has achieved a balanced position it is proposed that this amount is drawn down as planned. The closing balance of the Council’s General Fund will reduce from £24.1m to £22.0m.

#### **Other Earmarked Reserves**

37. At the end of 2019/20 other ‘earmarked’ reserves totalled £110.4m, an increase of £4.7m since 31 March 2019. This consists of the following:

##### **• PFI Reserves**

38. A total of £27.1m of reserves are held for PFI schemes and this equates to 24.5% of other earmarked reserves. The arrangements for calculating PFI grant result in more grant being received in the early years of a PFI scheme than is needed to meet the payments to providers of the service. These surpluses need to be kept in an earmarked reserve to cover the corresponding deficits in later years. The amounts set aside at the end of 2019/20 are shown in the table below.

**Table 2 – PFI set aside as at 31/03/2020**

<b>PFI Scheme</b>	<b>£'000</b>
East Leake Schools	2,837
Bassetlaw Schools	95
Waste	24,143
<b>Total</b>	<b>27,075</b>

- **Insurance Reserve**

39. The Authority operates a self-insurance scheme and covers risks up to an agreed amount. External insurers cover risks in excess of this figure. The Insurance Reserve is set aside to cover possible insurance claim losses that are not yet known. The closing balance of this reserve is £34.1m.

- **Capital Projects Reserve**

40. The Capital Projects Reserve supports the Medium-Term Financial Strategy as well as current and future capital commitments. In 2019/20 there was a net use of the reserve of £2.1m. As at 31 March 2020, the balance on the Capital Projects Reserve is £3.2m.

- **Strategic Development Fund**

41. It was approved that this reserve supports future year costs associated with the Programme and Projects team. The balance of this reserve remains at £2.8m.

- **Workforce Reserve**

42. It has been approved that this reserve will cover pay related costs including National Living Wage increases and Pension Strain, as well as covering Pension Contributions and Redundancy. There was a £2.6m use of this reserve resulting in a balance as at 31 March 2020 of £6.1m.

- **Earmarked for Services Reserves**

43. All departments have reserves for identified purposes. In addition, Financial Reporting Standards requires some grant income to be carried on the Balance Sheet as a reserve balance. This includes Public Health and Section 256 grants. During the year, these departmental balances decreased by a net £10.7m to £36.6m.

- **NDR Pool Reserve**

44. The pool was established in April 2013 when a new funding mechanism was introduced with the seven District and Borough Councils. There was a net decrease of £0.5m in this reserve during 2019/20. Of the £7.5m year-end balance, £6.7m relates to the County's share of the pool surplus, the remaining balance (£0.8m) is funding set aside for N2.

- **COVID-19 Reserve**

45. On 19 March 2020, the Government announced £1.6bn of additional funding for Local Government to help respond to coronavirus pressures across all services. Nottinghamshire County Council's share of this emergency fund totalled £22.3m. This funding was received on 27 March 2020 and, given its un-ringfenced nature, was transferred to the COVID-19 reserve to fund emergency costs in the next financial year. Further information on additional Government funding and the anticipated costs in respect of COVID-19 was reported to Policy Committee on 13 May 2020.

- **Earmarked Reserves**

46. Earmarked reserves contain balances of reserves previously held under services but have been deemed no longer required for their original purpose. Following an exercise in the summer additional earmarked for services reserves totalling £1.8m have transferred in to leave the balance at £3.2m.

## Capital Expenditure

47. Capital Expenditure in 2019/20 totalled £119.841m Table 3 shows the final 2019/20 Capital Programme broken down by Committee.

**Table 3 – 2019/20 Capital Expenditure**

<b>Committee</b>	<b>Revised Budget £'000</b>	<b>Total Outturn £'000</b>	<b>Variance £'000</b>
Children & Young People	31,848	35,122	3,274
Adult Social Care & Public Health	3,341	2,739	(602)
Communities & Place	51,056	48,864	(2,192)
Policy	33,111	33,082	(29)
Finance & MCM	150	18	(132)
Personnel	128	16	(112)
<b>Total</b>	<b>119,634</b>	<b>119,841</b>	<b>207</b>

Note: These figures exclude any expenditure incurred directly by schools.

48. The major areas of investment in 2019/20 are listed in Table 4 below.

**Table 4 – Major investment areas 2019/20**

<b>Committee</b>	<b>Scheme</b>	<b>2019/20 Capital Expenditure £'000</b>
Children & Young People	School Places Programme	3,063
	School Capital Refurbishment Programme	8,164
	Bestwood Hawthorne New School	3,209
	Watnall Road New School	3,209
	Sharphill Primary New School	3,681
Communities & Place	Road Maintenance & Renewals	27,391
	Gedling Access Road	6,620
	Integrated Transport Measures	4,640
	Street Lighting	2,253
	Flood Drainage and Alleviation	2,205
Policy	Building Works	1,795
	Smarter Ways of Working	2,259
	Various IT Capital Projects	4,494

## Capital Programme Variations

49. The changes in the gross Capital Programme for 2019/20, since its approval at Council (28/02/19) are summarised in Table 5 below.

**Table 5 2019/20 Capital Programme**

	£'000
Approved per Council (Budget Report 2019/20)	116,375
Variations funded from County Council Allocations : Net slippage from 2018/19 and financing adjustments	20,594
Variations funded from other sources : Net slippage from 2018/19 and financing adjustments	(17,128)
<b>Revised Gross Capital Programme</b>	<b>119,841</b>

50. To comply with financial regulations, every item of capital expenditure incurred by the Council must be approved, irrespective of how it is funded. A specific variation requires approval by Committee as set out in the following paragraph.

51. In the Children and Young People's Committee, a Section 106 contribution totalling £0.8m has been received. This funding has been used to create additional pupil places in Hucknall as a result of property developments.

**It is proposed that that the Children and Young People's Committee capital programme is varied to reflect the additional £0.8m section 106 contribution.**

52. In the Communities and Place Committee, the Authority has received an allocation of £10.9m from the Department of Transport which reflects Nottinghamshire's 2020/21 allocation of Pothole Action funding and Challenge Fund capital grant.

**It is proposed that that the Communities and Place Committee capital programme is varied to reflect the additional £10.9m of external funding as announced by the Department for Transport**

53. A small number of minor variations to the Capital Programme require approval from the Service Director – Finance, Infrastructure and Improvement. These variations are set out in Appendix D.

## Capital Financing

54. The following Table outlines how the 2019/20 capital expenditure has been financed.

**Table 6 - 2019/20 Capital Financing**

	Revised Budget (£'000)	Out-turn (£'000)	Variance (£'000)
<b>Funding Source:</b>			
Prudential Borrowing	62,815	65,533	2,718
Capital Grants	54,263	51,691	(2,572)
Revenue / Reserves	2,556	2,617	61
<b>Gross Capital</b>	<b>119,634</b>	<b>119,841</b>	<b>207</b>

55. Capital receipts for 2019/20 totalled £0.6m. This is £12.0m less than anticipated in the 2019/20 budget report. This is mainly as a result of a small number of high value capital receipts that were not completed in 2019/20. These capital receipts have been used, per the capital flexibility directive, to fund one-off transformational costs incurred during the year.

56. Given the low level of capital receipts realised during the financial year, alternative resources were identified from resources and contingency to fund the remaining one-off costs of transformation.

57. Total borrowing for the year is £65.5m, which is £2.7m more than the revised budget for 2019/20 of £62.8m.

58. The Capital Programme for 2020/21 will be monitored to ensure that borrowing for 2020/21 is managed within the prudential limits for the year. Funding by borrowing in 2020/21 is now projected to be £62.9m and the size of the revised Capital Programme for 2020/21 is £132.3m.

## Statement of Accounts

59. The pre-audited Statement of Accounts will be certified by the Service Director – Finance, Infrastructure and Improvement before 31st August to meet the statutory requirements. They will subsequently be published on the Council's website. The external audit will then take place and therefore figures will be provisional, pending the completion of the audit which has to be completed by 30 November 2020.

## Statutory and Policy Implications

60. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## RECOMMENDATIONS

That Committee considers:-

- 1) The provisional 2019/20 year-end revenue position.
- 2) The year-end position and movement of the Authority's reserves as detailed in paragraphs 35 to 46 and Appendix B.
- 3) The final position on 2019/20 contingency requests as detailed in Appendix C.
- 4) The year-end position for the 2019/20 Capital Programme and its financing.

This report also seeks that Committee:-

- 5) Recommends that the transfer from the General Fund Balances of £2.1m, as set out in paragraph 36 and Appendix B, is submitted for approval by County Council.
- 6) Approves the capital variations as set out in paragraph 51 and 52 and Appendix D.

**Nigel Stevenson**

**Service Director – Finance, Infrastructure and Improvement**

**For any enquiries about this report please contact:**

Keith Palframan – Group Manager, Financial Services

**Constitutional Comments (KK 08/06/2020)**

The proposals in this report are within the remit of the Policy Committee.

**Financial Comments (GB 07/05/2020)**

The financial implications are set out in the report.

**Background Papers**

None

**Electoral Division(s) and Member(s) Affected**

All

## MANAGEMENT ACCOUNTS SUMMARY 2019/20

	2019/20 Final Budget £'000	2019/20 Draft Out-turn £'000	Variance £'000
<b>Committee</b>			
Children & Young People	126,982	136,672	9,690
Adult Social Care & Public Health	208,954	202,424	(6,530)
Communities & Place	124,666	126,155	1,489
Policy	38,065	38,079	14
Finance & Major Contracts Management	3,437	3,097	(340)
Governance & Ethics	7,282	7,402	120
Personnel	15,291	15,029	(262)
<b>Net Committee Total</b>	<b>524,677</b>	<b>528,858</b>	<b>4,181</b>
Schools Budget (after Dedicated Schools Grant)	199	199	-
<b>Net Schools total</b>	<b>199</b>	<b>199</b>	<b>-</b>
Trading Services	491	1,255	764
<b>Central Items Managed through Finance &amp; Property Committee</b>			
Capital Charges included in Committees	(44,265)	(44,265)	-
Statutory Provision for Debt Redemption	5,000	6,502	1,502
Interest and Dividends	18,940	18,367	(573)
Contingency	5,131	-	(5,131)
Flood Defence Levies	287	287	-
Pension Enhancements	2,050	1,944	(106)
Trading Organisations	1,300	1,189	(111)
Miscellaneous Inc and Exp / Write Offs	-	(230)	(230)
New Homes Bonus	(1,728)	(1,728)	-
Other Government Grants	(1,644)	(27,279)	(25,635)
Adult Social Care Support Grant	(6,025)	(6,025)	-
<b>Central Items</b>	<b>(20,954)</b>	<b>(51,238)</b>	<b>(30,284)</b>
<b>Expenditure prior to Use of Reserves</b>	<b>504,413</b>	<b>479,074</b>	<b>(25,339)</b>



## Reserves and Balances

### Transfer to /(from) Corporate Reserves

PFI Reserves:

East Leake PFI	4	16	12
Bassetlaw PFI	53	5	(48)
Waste PFI	110	131	21
Insurance Reserve	1,000	1,000	-
Strategic Dev Fund	(77)	(77)	-
Historic Abuse Enquiry	(263)	(263)	-
Capital Projects	(3,597)	(3,555)	42
NDR pool projects	(473)	(473)	-
COVID-19 Reserve	-	22,346	22,346
<b>Net transfer to /(from) Corporate Reserves</b>	<b>(3,243)</b>	<b>19,130</b>	<b>22,373</b>

### Transfer to /(from) Departmental Reserves

Children & Young People	471	471	-
Adult Social Care & Public Health	(10,700)	(8,738)	1,962
Community & Place	(345)	506	851
Policy	(28)	138	166
Finance & Major Contracts Management	-	-	-
Governance & Ethics	-	-	-
Personnel	-	-	-
Traders Reserves	(1,041)	(1,041)	-
<b>Net transfer to /(from) Departmental Reserves</b>	<b>(11,643)</b>	<b>(8,664)</b>	<b>2,979</b>

<b>Transfer to/(from) General Fund</b>	<b>(2,099)</b>	<b>(2,112)</b>	<b>(13)</b>
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<b>Funding Required</b>	<b>487,428</b>	<b>487,428</b>	<b>-</b>
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## Funding

Council Tax/Surplus on Collection	369,832	369,832	-
Revenue Support Grant/Business Rates	117,596	117,596	-

<b>Total Funding</b>	<b>487,428</b>	<b>487,428</b>	<b>-</b>
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## SUMMARY OF REVENUE RESERVES

	Brought Forward 01/04/2019 £'000	Use (-) in 2019/20 £'000	Contribution (+) 2019/20 £'000	Transfers 2019/20 £'000	Carry Forward 31/03/2020 £'000
<b>General Fund Balances</b>	<b>24,071</b>	<b>(2,112)</b>	<b>-</b>	<b>-</b>	<b>21,959</b>
<b>Schools Reserves</b>	<b>23,051</b>	<b>(131)</b>	<b>-</b>	<b>-</b>	<b>22,920</b>
<b>Insurance Reserves</b>	<b>29,588</b>	<b>-</b>	<b>4,505</b>	<b>-</b>	<b>34,093</b>
<b>Other Earmarked Reserves</b>					
<b>Corporate Reserves</b>					
Earmarked Reserves	1,448	-	-	1,756	3,204
Capital Projects	5,298	(4,391)	244	2,009	3,160
NDR Pool Reserve	8,022	(473)	-	-	7,549
East Leake PFI	3,328	(507)	16	-	2,837
Bassetlaw Schools PFI	1,905	(2,312)	502	-	95
Waste PFI	24,993	(981)	131	-	24,143
Workforce Reserve	8,747	-	-	(2,596)	6,151
IICSA Reserve	1,740	(263)	-	-	1,477
Strategic Development Fund	2,892	(76)	-	-	2,816
Covid-19 Reserve	-	-	22,346	-	22,346
<b>Earmarked for Services Reserves</b>					
Trading Activities	1,033	(1,379)	-	587	241
Earmarked for Services Reserves	9,682	(812)	1,488	(1,250)	9,108
Revenue Grants	16,096	(4,701)	2,822	(506)	13,711
Section 256 Grants	20,602	(7,226)	228	-	13,604
<b>Subtotal Other Earmarked Reserves</b>	<b>105,786</b>	<b>(23,121)</b>	<b>27,777</b>	<b>-</b>	<b>110,442</b>
<b>Total Usable Revenue Reserves</b>	<b>182,496</b>	<b>(25,364)</b>	<b>32,282</b>	<b>-</b>	<b>189,414</b>

## EARMARKED FOR SERVICES RESERVES DETAIL

	Brought Forward 01/04/2019 £'000	Use (-) in 2019/20 £'000	Contribution (+) 2019/20 £'000	Transfers 2019/20 £'000	Carry Forward 31/03/2020 £'000
<b>Adult Social Care and Public Health</b>					
Trading Activities	-	-	-	-	-
Earmarked for Services Reserves	7,509	-	-	(1,250)	6,259
Revenue Grants	12,406	(3,257)	1,624	(505)	10,268
Section 256 Grants	20,602	(7,226)	228	-	13,604
<b>Children and Family Services</b>					
Trading Activities	469	(876)	-	587	180
Earmarked for Services Reserves	-	-	1,093	-	1,093
Revenue Grants	2,246	(976)	355	-	1,625
Section 256 Grants	-	-	-	-	-
<b>Place and Communities</b>					
Trading Activities	564	(503)	-	-	61
Earmarked for Services Reserves	1,981	(656)	395	-	1,720
Revenue Grants	1,444	(468)	843	(1)	1,818
Section 256 Grants	-	-	-	-	-
<b>Chief Executives</b>					
Trading Activities	-	-	-	-	-
Earmarked for Services Reserves	192	(156)	-	-	36
Revenue Grants	-	-	-	-	-
Section 256 Grants	-	-	-	-	-
<b>Total Earmarked For Services Reserves</b>	<b>47,413</b>	<b>(14,118)</b>	<b>4,538</b>	<b>(1,169)</b>	<b>36,664</b>



## ALLOCATIONS FROM CONTINGENCY

	2019/20	
	£000	£000
Opening Contingency Budget		4,000
<b>Add on departmental transfers:</b>		
Contract Savings	295	
2019-20 inflation Pressure given by health	1,080	
2019-20 reduction to ASCH pressures	4,150	
Delivering and Assuring Major Prog of work (capital)	650	
		6,175
<b>Revised contingency Total</b>		<b>10,175</b>
<b>Approved contingency requests</b>		
D2N2	(63)	
War Memorial	(25)	
Support to Children's residential homes	(25)	
Gedling Knife Crime	(50)	
Delivering and Assuring Major Prog of work (capital)	(650)	
WIFI Phase 2	(27)	
Leaving Care Service	(106)	
Traders Savings / Pressures	(270)	
VE Day	(20)	
Chief Execs emergency powers (flooding payments)	(100)	
Childrens Centres Transition costs	(115)	
External Partner for Transformation	(544)	
Social Impact Bond	(250)	
Flooding Relief	(633)	
Redundancy / Strain	(1,538)	
Journey to the Cloud	(529)	
Smarter Ways of Working	(100)	
<b>Total Approved contingency requests</b>		<b>(5,045)</b>
<b>Reported under/ (over) spend on contingency</b>		<b>5,131</b>



## **VARIATIONS TO THE CAPITAL PROGRAMME**

<b>Committee</b>	<b>Project/ Programme</b>	<b>Value (£000)</b>	<b>Funded by:</b>
Communities & Place	Libraries Modernisation Programme	14	External Funding
Communities & Place	Hucknall Town Centre Improvement Scheme	15	External Funding

The above variations to the capital programme have been approved by the Service Director - Finance, Infrastructure & Improvement





**REPORT OF THE CHAIRMAN OF COMMUNITIES AND PLACE COMMITTEE****UNDER-16 HOME TO SCHOOL TRANSPORT POLICY AND POST-16  
TRANSPORT POLICY STATEMENT – 2020/2021 ACADEMIC YEAR****Purpose of the Report**

1. To approve the County Council's Under-16 Home to School Transport Policy and Post-16 Transport Policy Statement for the 2020/2021 academic year.

**Information**

2. Nottinghamshire County Council is required to publish its Under-16 Home to School Transport Policy and Post-16 Transport Policy Statement in accordance with the Education and Inspections Act 2006, which built on provisions in the Education Act 1996. If amendments are proposed, these must be subject to consultation and the agreed new policies published by 31 May each year.

**Under-16 Home to School Transport Policy 2020/2021 academic year**

3. The Under-16 Home to School Transport Policy sets out the County Council's provision of school transport services and travel assistance for statutory school aged pupils (4-16 years) in relation to qualifying criteria and processes as follows:
  - eligibility for travel assistance
  - how parents/carers may apply
  - how decisions are made
  - the type of assistance that may be available
  - how parents/carers may appeal against decisions they are unhappy with.
4. It is not proposed to make any material amendments to the Home to School Transport Policy for the 2020/21 academic year which will affect a young person's entitlements to travel assistance. It is proposed however to make some clarification and administration changes to the Policy.
  - Section 2 of the Policy will be amended with the aim to inform parents and carers more clearly on the provisions made in the Policy for travel assistance, distinguishing those entitlements that are statutory and those which are provided by the Council on a discretionary basis.
  - Appendix B will be amended to reflect the changes that have occurred within education with regards to those young people who are being educated out of a school at an alternative education provision.
  - All dates will be amended to reflect the 2020/21 academic year.

## **Post-16 Transport Policy 2020/21 Academic Year**

5. The Post-16 Transport Policy consists of a travel scheme which aims to enable post-16 students to access education. The scheme is available to all Nottinghamshire County residents who meet the qualifying criteria. Where the County Council determines that a student has a special transport need, transport will be provided.
6. It is not proposed to make any amendments to the Post-16 Transport Policy Statement for the 2020/21 academic year, other than amending dates to reflect the change in academic year, updating contact details for FE colleges and transport providers and updating details on government schemes which were already included in the 2019/2020 statement.

### **Consultation process**

7. As there are no material changes being proposed to the policies for the 2020/21 academic year, public consultation has not been undertaken.

### **Other Options Considered**

8. None.

### **Reason/s for Recommendation/s**

9. It is a requirement that the local authority reviews the Under-16 Home to School Transport Policy and the Post-16 Transport Policy each year, although it is not a requirement to make any changes to the policies if it is not felt necessary to do so. The two policies have been reviewed and they meet the statutory requirements of the local authority to provide transport to pupils and students in Nottinghamshire.

## **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

11. There are no anticipated additional costs relating to the proposal.

### **Legal Implications**

12. There are no anticipated legal implications relating to the proposal not to make any changes to the Under-16 Home to School Transport Policy and the Post-16 Transport Policy.

## **Implications for Service Users**

13. It is anticipated that the effects, if any, of these recommendations on service users will not be significant in the 2020/21 academic year.

## **Public Sector Equality Duty Implications**

14. As there are no changes being proposed to the policies for the 2020/21 academic year, an Equality Impact Assessment has not been undertaken.

## **Human Rights Implications**

15. The provisions of the Equality Act 2010 and the European Convention on Human Rights are recognised throughout and in particular in sections relating to Special Educational Needs and Disability.

## **RECOMMENDATION**

- 1) That Committee approves the Under-16 Home to School Transport Policy and the Post-16 Transport Policy Statement for the 2020/21 academic year.

**Councillor John Cottee**  
**Chairman of the Communities and Place Committee**

**For any enquiries about this report please contact: Janie Goodman, Transport Solutions Manager, Tel: 0115 9939394**

## **Constitutional Comments [EP 19/05/2020]**

16. Policy Committee is the appropriate body to consider the content of this report.

## **Financial Comments [RWK 06/05/2020]**

17. There are no specific financial implications arising directly from the report.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Under-16 Home to School Transport Policy 2020/21
- Post-16 Transport Policy Statement 2020/21

## **Electoral Division(s) and Member(s) Affected**

All.





# UNDER-16 HOME TO SCHOOL TRANSPORT POLICY

## 2020/21 ACADEMIC YEAR

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## **Appendix B Pupils attending Education Other Than at School (EOTAS)**

## **ABBREVIATIONS AND ACRONYMS**

EHCP – Education, Health and Care Plan  
ICDS – Integrated Children’s Disability Service  
ITT – Independent Travel Training  
LA – Local Authority  
Parents/carers – includes single parent/carer and child guardian(s)  
SEN – Special Educational Needs  
SEND – Special Educational Needs and Disability  
TTS – Nottinghamshire Transport and Travel Services  
FAP – Fair Access Protocol  
EOTAS – Education Other Than at School



## 1 INTRODUCTION

This policy sets out Nottinghamshire County Council's provision of school transport services and travel assistance for school aged pupils living in the county of Nottinghamshire. It sets out the criteria for eligibility for travel assistance, how parents/carers may apply, how decisions are made, the type of assistance that may be available and how parents/carers may appeal against decisions with which they are unhappy.

The Home to School Transport policy of Nottinghamshire County Council will operate within the aims and objectives of the County Council's Strategic Plan and the Children and Young People's Departmental Strategy and ensures that the Council fulfils its statutory obligations for transporting pupils to school. However, it is still the legal responsibility of parents/carers to ensure their children who are of compulsory school age attend school.

The aim of the policy is to provide a quality transport service as efficiently and economically as possible, to ensure that pupils get to school within a reasonable time and travel in a safe and stress-free environment. The policy will have regard to the school admission arrangements within the County.

This policy can be viewed in conjunction with the following;

- Nottinghamshire Strategic plan 2017–2021  
[www.nottinghamshire.gov.uk/council-and-democracy/plans-policies-and-assessments/council-plans-and-policies/council-plan](http://www.nottinghamshire.gov.uk/council-and-democracy/plans-policies-and-assessments/council-plans-and-policies/council-plan)
- Nottinghamshire Children and Young People's Departmental Strategy  
[www.nottinghamshire.gov.uk/policy-library/44049/cyp-departmental-strategy](http://www.nottinghamshire.gov.uk/policy-library/44049/cyp-departmental-strategy)
- Nottinghamshire Sustainable School Travel Strategy 2015  
[www.nottinghamshire.gov.uk/media/1602/sustainable-school-travel-strategy.pdf](http://www.nottinghamshire.gov.uk/media/1602/sustainable-school-travel-strategy.pdf)
- Nottinghamshire Post-16 Transport Policy 2020/21 academic year  
[www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance)

This policy is compliant with the duties and powers of local authorities set out in the Education Act 1996 and the Education and Inspections Act 2006. It applies to all admissions to schools on and after 1 September 2020.

## **2 TRAVEL ASSISTANCE TO QUALIFYING SCHOOLS**

### **2.1 Entitlements to Home to School Transport**

The offer of a school place does not give a guarantee of home to school travel assistance from the Council. Parents/carers have a right to express a preference for a school, however this does not automatically carry with it the right to home to school travel assistance.

In Nottinghamshire, provision is made for eligible pupils attending their nearest available school or catchment. In addition to this, the Council provides additional support to low income families. Schedule 35B of the Education Act 1996 (inserted by the Education and Inspections Act 2006) includes an extension of rights to free school travel arrangements for pupils in low income groups.

### **2.2 Summary of entitlements**

#### **2.2.1 Pupils aged four years old in full-time education**

Pupils aged four years old in full-time statutory education are entitled to free transport to their nearest suitable school from the start of the academic year in which they become five, if that school is two miles or more from home.

#### **2.2.2 Pupils Aged 5–7 years**

Pupils of compulsory school age who are under the age of eight are entitled to free transport to their nearest suitable school if it is two miles or more from home

#### **2.2.3 Pupils aged 8–11 years**

Pupils aged between eight and eleven are entitled to free transport to their nearest suitable school if it is three miles or more from home.

#### **2.2.4 Pupils aged 11–16 years**

Pupils of secondary school age 11–16 are entitled to free transport to their nearest suitable school if that school is three miles or more from home.

#### **2.2.5 Pupils aged 8–11 years in low income groups**

Pupils aged between eight and eleven from low income families are entitled to free transport to their nearest suitable school if that school is two miles or more from home.

#### **2.2.6 Pupils aged 11 – 16 years in low income groups**

Pupils of secondary school age from low income families are entitled to free transport if the school is between 2 and 6 miles and there are not three or more suitable nearer schools.

#### 2.2.7 Pupils aged 5 – 11 in low income groups attending schools on grounds of religion or belief

Pupils of primary school age from low income families attending the nearest suitable school preferred on grounds of religion or belief are eligible for free transport where the school is between two and 20 miles from their home (see section 4.6 for details).

#### 2.2.8 Pupils aged 11 – 16 in low income groups attending schools on grounds of religion or belief

Pupils of secondary school age from low income families attending the nearest suitable school preferred on grounds of religion or belief are eligible for free transport where the school is between two and 25 miles from their home (see section 4.6 for details).

#### 2.2.9 Transport eligibility when school year repeated

Pupils who would ordinarily be eligible for transport support and who repeat a year in school will retain that transport eligibility whilst in that particular phase of education.

#### 2.2.10 Travel Assistance to catchment schools and preferred schools

In Nottinghamshire your home address may be in a catchment area for a school which is recognised by the LA. (see section 7.3 for details)

Where a pupil attends the catchment school for their home address, they will be entitled to travel assistance in accordance with the distance criteria for their age.

Parents/carers have the right to express a preference for a school other than the nearest suitable or catchment school. This is known as a 'preferred school'.

School age pupils up to seven years of age attending a preferred school will be eligible for free transport if that school is the nearest available school and is two miles or more from home.

Pupils aged 8–16 attending a preferred school will be eligible for free transport if that school is the nearest available school and is three miles or more from home.

The Home to School Transport Policy does not make any additional free travel provision for pupils to attend preferred schools.

### **2.3 Cases where travel assistance will not be provided**

Home to School Transport will only be provided at the standard start and finish times of the school/learning establishment, term time only, and does not cater for part day arrangements or for extended school opportunities or extended school provision.

Travel assistance will not be provided:

- To and from temporary addresses including family, friends and child minders where these arrangements are made by the family
- At times to suit the convenience of family arrangements including work commitments and when other siblings in the family must be taken to other schools
- For late arrival or early departure, for example due to illness or medical appointments
- To and from medical appointments
- Following detention
- To access breakfast or after-school clubs including out of school activities
- To work experience, taster or open days
- To provision off the school site organised by the school
- To provision off the school site as part of a transition programme to a new education setting
- For transfers between educational establishments during the school day
- For shorter than normal days e.g. during the exam season
- For a child whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
- For students on exchange visits
- Where the behaviour of a young person is not acceptable or places other travellers at risk

In these circumstances' parents will be required to make alternative arrangements.

### **2.4 Single parents/carers and dual parental homes**

No exemptions from the standard assessment criteria will be given to children with only one parent/carer.

For children whose parents/carers no longer live at the same address, it must be decided by the parents/carers which home is their chosen address for travel assistance purposes. This will normally be at the address at which the child spends three or more school nights (Sunday–Thursday). Assistance to both homes will not be provided.

### **3 ADDITIONAL TRAVEL ARRANGEMENTS AND ENTITLEMENTS**

#### **3.1 Pupils with Special Educational Needs and Disabilities**

See Appendix A

#### **3.2 Children looked after by Nottinghamshire County Council**

Looked After Children (LAC) sometimes experience changes of foster placement at short notice. The Council aims to maintain a child's school placement wherever possible in order to minimise disruption to their schooling.

If a LAC moves foster placement, their travel assistance entitlement will be assessed in accordance with the normal home to school eligibility criteria set out in section 2 of this policy.

If a LAC is not entitled to travel assistance under the home to school policy, the Council expects that carers should make travel arrangements as part of their duties under the foster placement. Transport should normally be provided by foster carers or residential staff and funded out of the carer's allowance. If appropriate, a bus pass will be arranged. If neither of these is possible transport will be arranged, the cost of which may be shared between Children's Social Care and the Home to School Transport budget.

Where shared cost travel assistance is agreed this will be limited to a period of up to six months and subject to maximum distance of 25 miles or a travelling time of 75 minutes. These criteria will be waived if the child moves in the last two years of their compulsory secondary education or an education placement is named in their EHCP which is not deemed to be parental preference

Children looked after by the County Council who are entitled to travel assistance and who live in the area of another local authority will have their transport arrangements made by the other authority once Nottinghamshire County Council Children's Social Care has approved and agreed to meet the costs of the transport.

Children looked after by another local authority who are living in Nottinghamshire will not be entitled to free transport provision from Nottinghamshire County Council. However, following a request from the home authority, transport arrangements can be made by Nottinghamshire County Council provided the other authority has approved and agreed to meet the costs of the transport.

Children subject to a Special Guardianship Order (SGO) are not entitled to the same transport rights as LAC. Applications for transport for these children will be assessed in accordance with the home to school transport policy.

#### **3.3 Pupils attending Education Other Than at School (EOTAS)**

See Appendix B

### **3.4 Long fixed term exclusions**

For fixed period exclusions beyond five days the school governing body is responsible for arranging full-time education provision. The County Council is responsible for meeting any resulting transport costs, e.g. if the pupil receives education at an alternative school site/learning centre.

### **3.5 Moving home and temporary accommodation**

A pupil attending the qualifying secondary school who moves address in the last two years of their compulsory secondary education will be eligible for assistance if they remain at this school. Assistance will be based on the standard mileage and age criteria (see section 2) but will be restricted to a maximum travelling distance of eight miles and travelling time of 45 minutes.

Where parents/carers insist on a child attending a school to which the journey time exceeds these limits, the County Council will not be responsible for making, or meeting, the cost of travel arrangements.

The last year(s) of education will be deemed to begin on 1 September of the year in question. Therefore, those who move during the summer holidays before 1 September will not receive assistance.

Children of families who have to move into temporary accommodation for reasons outside their control may be eligible for travel assistance to the original qualifying school for up to a maximum of six months from the time of the move. Assistance will be restricted to a maximum travelling distance of 25 miles and travelling time of 75 minutes.

Assistance is not provided where parents/carers go abroad for extended periods and whose children are cared for at an alternative address.

### **3.6 Managed moves**

Where a pupil is admitted to an alternative school following a managed move by the LA, then, subject to the advice of the LA authorising officer, the school shall be regarded as the designated suitable school for determining travel assistance. In normal circumstances, the LA authorising officer should pursue placement at the nearest suitable school to the home address.

Where a pupil is placed at a new school without the authorisation of the LA then it is the responsibility of parents/carers and the pupil's current school to make appropriate travel arrangements and fund where necessary.

In exceptional circumstances transport assistance may be considered by the LA and will be determined on a case by case.

## **4 PROVISION OF TRAVEL ARRANGEMENTS**

### **4.1 Measuring the statutory distances**

In most cases distances are measured from the home address to school, gate to gate, using the shortest available walking route. Walking routes and availability of walking routes are defined in section 7.8.

In the case of families who meet the low-income criteria the minimum statutory distances are measured by using the shortest available walking route. Distances above that are measured by using the nearest route accessible by a vehicle.

Where there is a change to the walking route (i.e. the building of a new road or path), which brings the home to school distance within the prescribed distance, pupils will no longer be entitled to free transport. This change will affect all children after parents/carers have been provided with a reasonable period of notice, which is normally one term.

### **4.2 Walking distance exemptions**

In some circumstances pupils living within the available walking distance limits and attending the qualifying school may be eligible for free travel. The circumstances in which free travel may be considered are:

#### **4.2.1 Special Transport Needs**

See Appendix A

#### **4.2.2 Temporary Medical Grounds**

Transport may be provided for pupils who meet the eligibility criteria in Section 2 of this policy and who are temporarily incapacitated and unable to walk to or from school.

Parents/carers should apply for medical transport via the County Council's website with a certificate or letter from the medical professional stating that the pupil requires the provision of transport to enable them to access school. The authorisation should state specifically why the child is unable to travel to school accompanied by their parent/carer and for how long the assistance is required.

#### **4.2.3 Disability of parents/carers**

Parents/carers are expected to take reasonable steps to ensure their child gets to school. Travel assistance may be considered where the parent/carer has a disability which prevents them from doing this. Parents/carers should obtain a certificate or letter from a medical professional stating specifically why they are unable to accompany their child to school.



#### 4.2.4 Exceptional Circumstances

Exceptional circumstances will be determined on a case by case basis by Transport and Travel Services.

#### 4.3 Home to bus stop/bus stop to school walking distance

Pick-up and set-down points are made as near to home and school as possible bearing in mind road safety issues and the length/time of the journey. Pupils are expected to walk up to one mile from door to bus stop or from bus stop to school, or a combination of distances totalling not more than one mile in either direction each day. Pupils may be exempted from this on the recommendation of an appropriate medical professional or educational specialist

#### 4.4 Parents/carers who are working at the time their children travel to and from school

No dispensation will be made for parents/carers who are working at the time their children travel to and from school. Parents/carers are expected to make other suitable arrangements for someone else to accompany their children as necessary.

#### 4.5 Types of travel assistance

The aim of the policy is to achieve best value in providing a quality transport service as efficiently and economically as possible, to ensure that pupils get to school within a reasonable time and travel in a safe and stress-free environment.

The County Council provides for a return journey to/from home to school/college at the beginning and end of each official school/college day. Section 2.3 sets out instances when transport will not normally be provided.

Arrangements for travel assistance may take one of the following forms:

##### 4.5.1 Free pass

A free travel pass will be issued where pupils qualify for free travel in Section 2. The pass will allow one return journey on school days only, on specified services between specified points.

##### 4.5.2 A grant in lieu of free travel

In exceptional circumstances a grant will be given in lieu of a travel pass:

- If there are no suitable transport services available to the qualifying school, or if the distance from home to the nearest bus stop is greater than one mile by the shortest walking route, a grant equivalent to the 'public transport rate' is payable, provided that the pupil qualified for free travel in accordance with the walking distance criteria (see section 2)
- Grants will only be made where no local transport exists and/or where the grant payment provides best value for money for the County Council.

- The grant is based on the distance of two return trips per day using the 'public transport rate' as the basis of calculation. Distance is measured along the shortest route taken by the vehicle.
- A grant in lieu of free travel will only be backdated to the start of the academic year in which the application is made.
- A grant in lieu of a free pass will be given to only one member of a family at any one time, where a sibling is attending the same school or site. Where a sibling is attending a different school on a different site, a grant will be paid for the total mileage.

#### **4.6 Travel assistance for pupils attending a school on the grounds of religion or belief**

Travel assistance will be by means of a travel pass at a subsidised rate to the nearest suitable school on payment of the appropriate contribution from parents/carers. These charges are subject to annual review.

The following detailed criteria will apply:

- The pupil must be admitted to the school on grounds of religion or belief. In the case of admission on denominational grounds, TTS will request confirmation of this from the school. In cases where the application is on grounds of other philosophy or belief (see section 7.7) the application will be assessed based on the supporting evidence provided.
- The pupil meets the appropriate distance criteria in parts 2.2.7 or 2.2.8 of this policy
- Using the available transport services, the pupil can travel within the maximum travelling time criteria of 45 minutes for primary pupils and 75 minutes for secondary pupils. Journey time is assessed by calculating the door-to-door time by use of public transport or the equivalent time it would have taken where no public transport exists and includes any journey time to a pick-up point, waiting time for connections and walking time from set down point to school.

Children from low income families meeting the criteria above are exempted from charges if they are entitled to free school meals or their parents/carers are in receipt of maximum level Working Tax Credit.

Where a family has three or more siblings attending the nearest suitable schools on denominational grounds (up to age 16) only the two youngest children will be subject to a charge

## **4.7 Reviews of transport arrangements**

Transport arrangements are subject to regular review to take account of pupils joining and leaving schools. In addition, there is a legal obligation that transport contracts are periodically re-tendered to achieve best value.

## **5 APPLYING FOR TRAVEL ASSISTANCE**

### **5.1 Applying for under-16 travel assistance**

The quickest way to apply for travel assistance is to apply online.

<https://www.nottinghamshire.gov.uk/education/travel-to-schools>

If you're unable to complete the form online, you can contact our Customer Service Centre on 0300 500 80 80 who will complete a mediated form for you.

It must be stressed that applications for travel assistance made on behalf of secondary age pupils must be accompanied by a current photograph, as this is necessary for the travel pass.

If assistance is being sought on the grounds of religion or belief the form must indicate this. The LA will verify with the school the grounds under which pupil has been admitted before travel assistance is approved.

Outcome of applications will be emailed to the parent/carer. Parents/carers of successful applicants will be sent details of the relevant transport arrangements.

### **5.2 Replacement passes**

A replacement pass will be subject to an administration fee of £10.

Where you require a pass to be changed to enable use on a different vehicle / boarding point please contact TTS who will advise you whether this is possible. Where agreed the replacement pass will be subject to an administration fee of £10.

Where the current pass contains incorrect information the new pass will be issued free of charge

All correspondence regarding replacement passes should be directed to [travel.assistance@nottscc.gov.uk](mailto:travel.assistance@nottscc.gov.uk).

### **5.3 Lost/stolen passes**

Passes that have been lost or stolen can be replaced on payment of an administration fee of £10. In the case of pupils eligible for free travel, a temporary pass is available. For the replacement of passes not issued by TTS the full cost of replacement must be borne by the parents/carers, unless a locally arranged alternative scheme exists.

## **5.4 Provision and organisation of school transport services**

### **5.4.1 Provision of Services**

The arrangements for providing transport will be made in accordance with the requirements of the Education Acts 1996, 2002, the Education and Inspections Act 2006 and the Transport Acts 1985 and 2000.

The County Council will endeavour to ensure the safe movement of pupils and will coordinate exclusive school transport journeys and local bus services to ensure best value for money is achieved, in particular with respect to efficiency, effectiveness and economy (Transport Act 2000 s152).

### **5.4.2 Transport requirements**

TTS will determine the level of service, vehicle type and seating capacity requirements. A continuing review of the services provided will be made to ensure that the travel needs of pupils are adequately met. Services will be organised as appropriate allowing for:

- The regulations relating to the provision of passenger transport services
- The school or college session times, provided that the appropriate statutory procedures required have been followed. Head teachers, Principals and Governing Bodies are requested to consult with TTS as soon as possible on proposed changes to session times, so that the effect of any change can be assessed. Advice will be given on whether the change can be accommodated within the transport network, the likely cost implications, and any subsequent effects on other establishments and the local community as a result of the change
- The fact that it is desirable in the interests of safety and comfort to provide a seat for each pupil. Legislation permits children under 14 to be seated three to each double seat on buses not equipped with seat belts. This arrangement will only be used to cope with a marginal excess of numbers above the available seating capacity. Children who reach the age of 14 during a school year are deemed to be less than 14 years of age until the last day of August following their 14th birthday
- The need to give appropriate notice to head teachers, parents/carers and other interested parties regarding proposed changes to the transport network
- The need to monitor the services and deal with complaints as soon as possible to ensure that an efficient and reliable service is provided
- Environmental and sustainability issues.
- Equal opportunities and social inclusion.

## **5.5 Information to schools, colleges and transport operators**

When appropriate, TTS will issue notes of guidance to all head teachers, regarding school transport services, which will provide information relating to school closures, accidents and poor operation. The guidance will also include information relating to transport operations for pupils with special educational needs.

When appropriate, notes of guidance will be issued to all transport operators by TTS to assist them in the operation of school transport services and the procedures for checking of travel passes and dealing with emergencies and behaviour.

## **5.6 Discipline on school transport services and misuse of travel passes**

### **5.6.1 Guidance**

The County Council, schools and transport operators work closely together to encourage appropriate behaviour on transport to school and minimise travel problems.

Guidance notes to parents/carers and pupils are published on the County Council website

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-travel-assistance>

### **5.6.2 Procedures**

Except for serious incidents of indiscipline (which will be dealt with on an individual basis) the following procedures will normally apply:

- TTS, after consultation with the head teacher will advise parents/carers of the incident which occurred and issue a warning.
- If the problem continues the travel pass will be suspended for a set period or withdrawn permanently, depending on the seriousness of the incident(s). If, after reinstatement following a period of suspension, the difficulties continue, the travel pass (including free pass) or transport facility may be withdrawn permanently.
- In the event of suspension or withdrawal of a pass, parents/carers will be required to make their own transport arrangements. The transport operator will be informed of the action taken.

### **5.6.3 Misuse of passes including none payment for season passes**

If a pass is withdrawn by an operator because of misuse including the use of out of date passes, the incident will be investigated, and a report sought from the school or college. Pupils will be responsible for the payment of fares during the period a travel pass is withheld because of misuse or none payment. At the same time a letter will be sent by TTS informing parents/carers of the actions of the County Council.

## **6 REVIEW OF TRANSPORT DECISIONS**

A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to free transport incorrectly.

Parents/carers should complete an appeal form. Appeals regarding travel and transport decisions will be considered from one or more of the following four categories:

- the distance measurement in relation to the statutory walking distances
- the safety of the route
- the transport arrangements offered
- their child's eligibility.

The appeals process will not commence until a fully completed form is received.

### **6.1 Stage One: Senior Officer review**

Parents/carers have 20 working days from receipt of the home to school transport decision to make a written request asking for a review of the decision. The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances they believe should be considered when the decision is reviewed.

Within 20 working days of receipt of the written request a senior officer will review the original decision and send the parent/carer a detailed written notification of the outcome of the review. This will explain the rationale for the decision reached and explain how, if they wish to do so, request their case to be taken to stage two of the appeal process

### **6.2 Stage Two: Review by an independent appeal panel**

A parent/carer has 20 working days from receipt of the local authority's stage one written decision notification to make a written request for their case to be taken to stage two of the review process.

Stage two appeals will be considered within 40 working days of receipt. The independent appeal panel will consider both written and verbal representations from both parent/carer and officers involved in the case. A detailed written notification of the outcome will be sent to the parent/carer within five working days of the appeal panel.

The appeal panel members will be independent of the original decision-making process.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However, if a parent/carer is dissatisfied with the way the appeal has been conducted they may complain to the Local Government Ombudsman. The Local Government Ombudsman has no statutory power to overturn the decision of the Panel but can draw the County Council's attention to any misadministration leading to injustice.

If the parent/carer believes that the decision of the independent panel to be flawed on public law grounds, they may also apply for a judicial review.

Should a review find in the parents/carers favour, free travel will be backdated to when the original application was received by TTS or the start of the academic year in which the application is made, whichever is the later.

## **7 DEFINITIONS**

### **7.1 Qualifying Schools**

- Community, foundation or voluntary schools
- Community or foundation special schools
- Academies
- Free Schools
- Independent non-maintained special schools

### **7.2 'Suitable' School**

Suitable school is defined as the nearest qualifying school to the family home with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

Please see parts 7.8 and 7.9 for information about how the distance between home and school is defined and measured.

### **7.3 Catchment Area Schools**

In Nottinghamshire your home address may be in a catchment area, recognised by the local authority. It is worth noting that some own admission authority schools no longer recognise catchment areas in their admissions policy and therefore some home addresses will no longer have a catchment area school at secondary and /or primary.

Information about identifying your catchment school can be downloaded from the Nottinghamshire County Council Web Site, link given below:

<http://www.nottinghamshire.gov.uk/findmynearest>

### **7.4 Coterminous and Overlapping Catchment Areas**

In the event of two or more schools having a coterminous or overlapping catchment area the nearest of the schools to the home address will be regarded as the designated catchment school for transport purposes.

### **7.5 Designated Schools**

Nottinghamshire County Council may designate a school other than the catchment or nearest school as the qualifying school. This may be done either through an



Education, Health and Care Plan (EHCP) or by an authorising officer of the County Council.

## **7.6 Preferred Schools**

Parents/carers have the right to express a preference for a school other than their nearest suitable qualifying school and this is known as a 'preferred school'.

## **7.7 Schools attended on the grounds of parents/carers religion or belief**

'Religion' means any religion, and 'belief' means any religious or philosophical belief. References to religion or belief include references to lack of religion or belief. It therefore follows that this duty covers all religions and denominations, as well as philosophical beliefs.

## **7.8 Walking Routes and Availability of Walking Routes**

The walking route is defined as the shortest available walking route between the home boundary gate and the nearest school gate. To be treated as a walking route the route must be available to be walked (accompanied as necessary by an adult) with reasonable safety – taking into account highway conditions only. Personal safety is a parental responsibility. TTS measures the distance involved and assesses availability against set criteria. Where statutory free travel is not automatically awarded an appeal process exists and the case can be reviewed (see Section 6)

## **7.9 Measurement of distances**

All distance measurements are undertaken using the Council's approved specialist mapping tool. In order to determine which school is the nearest to a home address, the shortest available walking route between the home boundary gate and the nearest school gate is measured. Distances beyond the statutory walking distance or where there is no available walking route are measured by the shortest road route, i.e. a route passable by a motor vehicle. Road routes are measured from the centre line of the public highway immediately outside the home address to the nearest school or college pedestrian entrance.

Once the nearest school has been identified, to establish a child's transport eligibility, statutory walking distances (2 miles for primary aged children and 3 miles for secondary aged children) will be measured by the shortest available walking route from the boundary gate of the home address to the nearest school or college pedestrian entrance. The route measured may include footpaths, bridleways, and other pathways, as well as recognised roads where these are assessed to be available.

## **7.10 Low Income**

The Education and Inspections Act 2006 places a duty on local authorities to provide free transport for some of the most disadvantaged children, which is defined as those eligible for free school meals or whose parents/carers are in receipt of the maximum level of Working Tax Credit.



### Special Educational Needs and Disability Travel Policy

#### 1 Legal Requirements and general responsibilities

- 1.1 The legal requirements relating to the general duty of a Local Authority to provide transport from home to school are contained within Section 509 of the Education Act 1996. The duty to consider the provision of free or assisted travel applies equally to pupils with or without Special Educational Needs and Disabilities (SEND).
- 1.2 Some pupils with SEND may require assistance with their travel to school. Wherever possible and appropriate, pupils with SEND should be treated in the same way as those without, i.e. in general, they should walk to school, travel on public transport or be taken by their parents/carers. They should develop independent travel skills, which should be assessed at each annual review
- 1.3 The County Council will determine the appropriate travel assistance provided in accordance with the eligibility criteria in Section 2 of the Home to School Transport Policy and the County Council's aim to provide best value
- 1.4 Where pupils attend a school other than the nearest suitable or catchment school as the qualifying (designated) school, travel assistance will be determined in accordance with Section 2 of the Home to School Transport Policy
- 1.5 Where parents/carers choose to send their children to a preferred school, Section 2 of the Home to School Transport Policy will apply
- 1.6 Travel assistance may be provided for a pre-school age child who has an Education, Health and Care Plan (EHCP). In such cases, assistance may be provided to nursery schools, nursery classes or units and pre-school playgroups
- 1.7 If travel assistance is approved, this will normally take the form of one of the following:
  - Provision of a Direct Travel Assistance Payment (DTAP)
  - Parental mileage allowance
  - Provision of special/medical transport
- 1.8 Where special transport is provided this will normally be to and from a designated collection/drop off point located within one mile of the home address. A pick up and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request
- 1.9 Parents/carers are responsible for escorting their child to and from the vehicle at the designated collection/drop-off point. Where a parent/carer consistently

fails to deliver/receive their child at the pick-up/drop-off point at the agreed time, the provision of transport will be reviewed and may be withdrawn.

- 1.10 Where special transport is provided, it will normally be in the form of a shared vehicle. Individual transport will only be provided in exceptional circumstances: additional information may be required to support the request.
- 1.11 Except in exceptional circumstances, home to school transport will only be provided at the beginning and end of the normal school day during the normal school week (Monday to Friday), term time only.

## **2 Qualification by walking distance**

The distance criteria described in Section 2 of the Home to School Transport Policy apply equally to pupils with and without SEN and disabilities. There are, however, a number of walking distance exemptions

Pupils living within the appropriate walking distance limits and attending the qualifying/designated school may be eligible for travel assistance if:

- The pupil has a special transport need that requires the provision of transport for them to access and attend school. The special transport need is assessed by the County Council, drawing upon medical and other professional advice, as required. A special transport need may arise where the pupil:
  - lives within the walking distance but is unable to walk/travel safely to school when accompanied by a parent/carer
  - is unable to use public transport when accompanied by a parent/carer

There may be exceptional circumstances which require the provision of special transport. Transport and Travel Services Team (TTS) will consider any exceptional circumstances in individual cases.

## **3 Escorts**

TTS will utilise the advice received from education and medical professionals to determine whether it is necessary to provide an escort or other facilities.

## **4 Independent Travel Training (ITT)**

The County Council operates an Independent Travel Training Programme, details can be obtained from:

[www.nottinghamshire.gov.uk/travelling/travel/itt/](http://www.nottinghamshire.gov.uk/travelling/travel/itt/)

Pupils/students will be enabled to undertake independent travel training unless they are assessed by an officer of the Council and school/college as being unlikely to benefit from such training.

Special transport provided by the County Council will not be available for pupils/students who are able but choose not to participate in the travel training programme.

Pupils/students who have successfully completed the ITT programme will be enabled to make the journey to school/college independently. Special transport will not be provided for these pupils/students unless their circumstances change significantly.

## **5 Residential Special Schools**

- 5.1 Where the County Council has placed a pupil in a residential special school which is over the statutory walking distance from their home, parents/carers may be reimbursed at public transport rate or allocated a DTAP to transport their children to and from the school. Where parents/carers do not have access to transport, or where it is more cost effective, transport will be provided by the County Council
- 5.2 Weekly borders will be entitled to travel assistance at the beginning and end of the school week.
- 5.3 Termly borders will be entitled to travel assistance at mid and full-term holidays, or as determined by the pupil's EHCP.
- 5.4 Where pupils attend a residential special school on a 52-week placement, transport is not provided. If assistance with transport is required, the social care worker allocated to the family should be contacted.

## **6 Pupils Aged 16 and Under Attending Colleges or Alternative Provision**

For pupils aged 16 and under who attend college or other alternative educational provision on a full-time basis, eligibility for travel assistance will be assessed as follows:

- If the placement has been made by a LA officer, then travel assistance will be in accordance with Section 2 of the Home to School Transport Policy
- If the placement is a parental choice, it is the responsibility of the parent/carer to provide transport.
- If the pupils designated school has arranged educational provision off-site, the school will be responsible for arranging and funding any necessary travel.

## **7 Cases where there will not normally be an entitlement to transport**

- To and from temporary addresses including family, friends and child minders where these arrangements are made by the family
- At times to suit the convenience of family arrangements
- At times when other siblings in the family must to be taken to other schools

- For late arrival or early departure, for example due to illness or medical appointments
- To and from medical appointments
- Following detention
- To access breakfast or after-school clubs including out of school activities
- To work experience, taster or open days
- To provision off the school site organised by the school
- To provision off the school site as part of a transition programme to a new education setting
- For transfers between educational establishments during the school day
- For shorter than normal days e.g. during the exam season
- For a child whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
- For students on exchange visits
- Where the behaviour of a young person is not acceptable or places other travellers at risk

## **8 Short Breaks/Respite Care**

This is not covered by the Home to School Transport Policy. Transport requests should be made to Children's Social Care and Health.

## **9 Review of Transport Provision**

Transport provision will be reviewed annually to determine whether the basis for entitlement has changed and whether the travel assistance provided remains appropriate.

## **10 Review of Transport Decisions**

A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to free transport incorrectly. Please see Section 6 of Home to School Transport Policy for details

**Pupils attending Education Other Than at School (EOTAS)**

- 1 Home to School Transport in Nottinghamshire is provided for eligible pupils who meet the criteria as laid out in the Home to School Transport Policy. The policy sets out the Council's statutory duty to provide home to school transport to eligible pupils
- 2 Pupils of statutory school age not on a school roll, whose education is the responsibility of the LA either through a permanent exclusion or other circumstances, will have an alternative provision placement commissioned by the LA. In these cases, the placement will be classed as their designated school.
- 3 Where the placement at an alternative education provider is commissioned by a school, the parent/carer and school must have agreed how the young person is going to get there. There is no entitlement under the Home to School Transport Policy to provide travel assistance to an establishment other than to the one that the young person is on roll at.
- 4 Travel assistance will be awarded in accordance with the Home to School Transport Policy and parents/carers will be expected to complete the same application forms and provide medical/professional evidence where required
- 5 Some pupils may require special transport arrangements however where possible and appropriate, pupils should be treated in the same way as those attending a school i.e. in general, they should walk to the establishment, travel on public transport or be taken by their parents/carers.
- 6 Inter-site transport during the day
  - 6.1 Where an educational establishment arranges for pupils to attend different establishments during the school day it will be the responsibility of the establishment and parents/carers to arrange and fund transport
  - 6.2 Where a pupil receives home to school transport this will only be to one site and therefore any arrangements made by the establishment must take this into account, i.e. a pupil will not be picked up from a different establishment in the evening to the one at which they were dropped off in the morning
  - 6.3 Home to School transport is only provided at the beginning and end of a normal school day. No dispensation will be made for pupils not ready to be collected at the end of the school day
- 7 **Admission of pupils aged under 16 to Colleges of Further Education (CFE)**

For pupils aged 16 and under who attend a college of Further Education on a full-time basis, eligibility for travel assistance will be assessed as follows

- If the placement has been made by a LA officer, then travel assistance will be in accordance with Section 2 of the Home to School Transport Policy
- If the placement is a parental preference, it is the responsibility of the parent/carer to provide transport
- If the pupil's designated school has arranged educational provision off-site, the school will be responsible for arranging and funding any necessary travel.



**POST-16  
TRANSPORT POLICY STATEMENT  
2020/21 ACADEMIC YEAR**

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## **1. INTRODUCTION**

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

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

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

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

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

As there is no automatic entitlement to transport assistance once a student is over the age of 16 parents/carers and students should ensure that they are aware of the availability and cost of transport and take this into account when making choices for post-16 education.

All young people carrying on their education post 16 must apply for travel support annually.

## **2. AIMS AND OBJECTIVES**

The aim of this statement is to inform learners and their parents/carers of the support for travel that is available to help them access post-16 learning opportunities.

The statement includes information from the Council and provides links to enable learners and their parents/carers to access the most up to date transport and travel information from schools, colleges of further education, transport providers and other relevant sources. The aim is to provide the most up to date information about how to get to school or college.

The statement also explains the support available to learners with special educational needs and or learning/mobility difficulties and gives information about the Council's scheme of independent travel training.

### **3. TRANSPORT AND TRAVEL SUPPORT**

#### **3.1. Nottinghamshire County Council Support**

Nottinghamshire County Council's Post 16 Travel Assistance Scheme is available for eligible young people at the standard start and finish times of the learning establishment.

##### **3.1.1. Support for young people without special educational needs or a disability**

#### **Post-16 Travel Assistance Scheme 2020/2021**

Full conditions of the post-16 travel assistance scheme is available at

[www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance/](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance/)

#### **Scheme eligibility**

To participate in the scheme a student must: -

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full-time course (a minimum of 540 guided learning hours per year over a period of a least 30 weeks) at a school (including academies), college of further education or independent specialist provider that is funded directly by the Education and Skills Funding Agency (ESFA). The scheme does not apply to fee paying independent schools, higher education courses or universities.
- live more than three miles from the school/college using the nearest available walking route
- be over compulsory school age but under 19 years of age on 1 September 2020

#### **Travel assistance available**

There are three types of travel assistance available. Students may apply for one of the following:

- An annual **Half Fare Pass** which entitles the student to travel at half the adult fare on a transport service to their school or college (currently not available on the tram). Full payment is required on application. The travel pass may be used on the designated-services ONLY, for one journey to and from school or college each day started before 10.00pm, Monday to Friday during term time.
- A **Season Pass** is available to students travelling on specific school bus services and some other services arranged by Nottinghamshire County Council. This will allow the student to travel between home and school/college without

having to pay a daily fare. The travel pass can ONLY be used on the designated bus service for one journey to and from school/college each day, started before 10.00pm, Monday to Friday during term time. If you indicate on the application form that you would like a season pass, a price quote will be sent to you. Students who purchase this pass may then travel without further daily payment on the specified service. You may pay for the season pass in full or by instalments as follows:

- Initial payment to be made when you accept the quote
  - 2<sup>nd</sup> instalment by 18<sup>th</sup> December 2020
  - 3<sup>rd</sup> instalment by 1<sup>st</sup> April 2021
- A **Travel Allowance** up to a maximum of £150 per academic year may be offered in exceptional circumstances instead of a half fare travel or season pass. To be considered for the travel allowance the following conditions should be met
    - a student must be attending the nearest school/college to their home address
    - no public transport or other transport services exist, or the school/college is outside the Nottinghamshire boundary
    - the travelling distance and travel times as calculated by Transport and Travel Services do not exceed 25 miles travelling distance and 75 minutes travelling time.

All travel allowances are paid termly in arrears and attendance must be certified by the school or college. Students sharing the same vehicle will be paid half the travel allowance each. Late applications made after the start of the academic year will result in a reduction in the amount of grant available.

### 3.1.2. **Support for young people with special educational needs or a disability (SEND)**

Some students with SEND may require assistance with their travel to school/college. Wherever possible and appropriate, students with SEND should be treated in the same way as those without, i.e. in general, they should walk to school/college, travel on public transport or be taken by their parents/carers. They should develop independent travel skills, which should be assessed at each annual review

A special transport need may arise where the student:

- is unable to walk or travel safely when accompanied to the special school, sixth form or college
- is unable to use public transport when accompanied.

A special transport need is assessed by the County Council, drawing upon medical and other professional advice as required.

## Eligibility criteria

To apply for post-16 special transport, a student must: -

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full-time course (a minimum of 540 guided learning hours per year over a period of at least 30 weeks) at a school (including academies), college of further education or independent specialist provider that is funded directly by the Education and Skills Funding Agency (ESFA). The scheme does not apply to higher education courses or universities.
- be attending the nearest establishment that provides the chosen course and level of study and can meet the student's needs. This will normally be the establishment named in the student's Education, Health and Care Plan. This may be an establishment outside Nottinghamshire, but if a student chooses to attend a provision further afield when a more local educational institution can meet their needs, transport assistance will not be provided.
- be over the school leaving age (16) but under 19 years of age on 1 September 2020 or continuing to attend a course begun before they were 19 until it is completed, or they reach 25 years of age,

or

- aged between 19 and 24 on 1 September 2020 and have an Education Health and Care Plan (EHCP)

## Travel assistance available

If travel assistance is approved, the Council will identify the most appropriate and cost-effective solution for each student.

Students assessed as requiring support will normally receive assistance to travel to and from the nearest suitable school, college or independent specialist provider that can meet their educational and support needs. This will ensure the effective use of resources whilst promoting choice and managing public funds in a prudent manner.

Travel assistance will normally take the form of one of the following:

- Provision of a Direct Travel Assistance Payment (DTAP)
- Parental mileage allowance
- Provision of special/medical transport

Where special transport is agreed this will normally take up to 20 working days to arrange. The County Council will not reimburse any costs incurred by parents/carers taking their child to the establishment while special transport is being arranged

Special transport will be provided to and from a designated collection/drop off point located within one mile of the home address. A pick up and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request

Special transport will normally be in the form of shared minibus, taxi or wheelchair accessible vehicle, with adult support in addition to the driver where appropriate.

Individual transport will only be provided in exceptional circumstances; additional medical information may be required to support the request.

Students may have to travel with other learners who attend different sites and/or follow courses with different timetables. Shared transport helps to achieve sustainable transport outcomes, reduce congestion and secure cost-efficient transport arrangements. This could result in longer travelling times and waiting times at college. It may therefore be necessary for some students to make use of opportunities for additional study or enrichment activities at college.

For parents/carers who wish to convey the student to/from school/college using their own vehicle, parental mileage may be agreed. The Council will consider paying a grant at the 'public transport rate (currently 22.6p a mile) for two return journeys a day, based on the shortest distance by car between home and school/college.

For parents/carers of young people with an EHCP they may wish to consider applying for a Direct Travel Assistance Payment (DTAP). This method of travel assistance can provide families with more flexibility as they are able to decide how the payment is used to support their child to attend education.

Transport arrangements are subject to regular review to take account of pupils joining and leaving school/college. In addition, there is a legal obligation that transport contracts are periodically re-tendered (generally every 2-3 years) to achieve best value.

Where a student with special transport needs is placed in a residential care setting, including independent living, transport costs will be shared with either Children's Social Care or Adults Social Care, as appropriate. It is the responsibility of Social Care (Children or Adults) to provide the appropriate expenditure codes prior to travel assistance being commissioned.

### **3.1.3. Cases where LA travel assistance will not be provided**

Transport services provide one journey to and from school/college at the start and the end of the normal school/college day. Transport is not provided for students to travel other than to and from the designated pick-up/set down point, or to access extra-curricular or off-site courses or activities, e.g. taster days, induction days, enrichment activities, work placements, work experience etc

Travel assistance will not be provided for the following:

- To and from temporary addresses including family, friends and child minders where these arrangements are made by the family
- At times to suit the convenience of family arrangements
- At times when other siblings in the family have to be taken to other schools/colleges
- For late arrival or early departure, for example due to illness or medical appointments
- To and from medical appointments
- Following detention

- To access breakfast or after-school clubs including out of school/college activities
- To work experience, taster or open days
- To provision off the school/college site organised by the school/college
- To provision off the school/college site as part of a transition programme to a new education setting
- For transfers between educational establishments during the school/college day
- For shorter than normal days e.g. during the exam season
- For a young person whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
- For students on exchange visits
- Where the behaviour of a young person is not acceptable or places other travellers at risk

In these circumstances' parents/carers will be required to make alternative arrangements.

#### **3.1.4. Independent Travel Training**

All students will be enabled to undertake independent travel training (ITT) unless they are assessed by the County Council and student's school/college as being unlikely to benefit from such training.

Special transport provided by the County Council will not be available for students who are deemed to be suitable for ITT but who choose not to participate in the programme.

Students who have successfully completed the ITT programme will be enabled to make their journey to school/college independently. Special transport will not be provided for these students unless their circumstances have changed significantly.

Details of the County Council's travel training programme can be obtained from

<https://www.nottinghamshire.gov.uk/transport/public-transport/independent-travel-training>

#### **3.1.5. Apprenticeships**

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met in full where they are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Please contact your learning provider for more information

### **3.2. Concessionary tickets for young people 16 – 25 from public transport providers**

For many students living in Nottinghamshire travelling to college using the local and public transport network will be the most convenient and cost-effective solution. Many of our local transport providers currently offer student season passes and discounts which enable more flexibility for travel which is often required by Post 16

students. To assist parents/carers and students, information about public transport services is available at:

[www.nottinghamshire.gov.uk/transport/public-transport](http://www.nottinghamshire.gov.uk/transport/public-transport)

This includes routes and timetables (including timetable changes), maps and a journey planner, as well as contact details for transport providers, from whom information is available about any season ticket offers for students. Travel information is also available by ringing Traveline on 0871 200 2233.

Students living and travelling within the City and Greater Nottingham area can purchase a Robin Hood Student Season Card, which allows unlimited travel on most bus, tram and train services. For more details please visit [www.robinhoodnetwork.co.uk](http://www.robinhoodnetwork.co.uk)

Students living and travelling in areas served by Trent Barton can purchase a Student MANGO Card, which saves 20% on adult single cash fares on most bus and tram services. For more details please visit [www.trentbarton.co.uk/mango](http://www.trentbarton.co.uk/mango) or call 01773 712265.

Students living and travelling in areas served by Stagecoach can access 10% off adult fares when travelling to and from school/college. They may also purchase Adult Mega Rider season tickets which offer reductions on the daily fare. For more details please visit [www.stagecoachbus.com/](http://www.stagecoachbus.com/)

The 16-25 Railcard offers young people aged 16 to 25 years a third off Standard Anytime, Off-Peak, Standard Advanced and First-Class Advanced fares. For more information, please visit [www.railcard.co.uk](http://www.railcard.co.uk)

The 16-17 Railcard offers young people aged 16 and 17 years a 50% discount on most rail travel. For more information please visit [www.railcard.co.uk](http://www.railcard.co.uk)

### **3.3. Travel support from schools and colleges**

Information regarding transport services for Nottinghamshire schools can be accessed on the County Council website. This includes contact details and links to individual school websites, which contain information about any bus services operated by the County Council or the school.:

[www.nottinghamshire.gov.uk/transport/public-transport/school-bus-timetables](http://www.nottinghamshire.gov.uk/transport/public-transport/school-bus-timetables)

Sixth form colleges and further education colleges can assist students with information on transport. Some colleges (such as Bilborough College) also provide private contracted bus services to areas which are not well served by commercial bus services. College bus services normally operate at the start and the end of the college day only. You should contact Student Services at the college:

<b>Bilborough Sixth Form College</b>	<a href="http://bilborough.ac.uk/students/student-support/">bilborough.ac.uk/students/student-support/</a>
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<b>Chesterfield College</b>	<a href="http://www.chesterfield.ac.uk/knowledge-base">www.chesterfield.ac.uk/knowledge-base</a>
<b>Derby College</b>	<a href="http://www.derby-college.ac.uk/student-support/derby-college-transport">www.derby-college.ac.uk/student-support/derby-college-transport</a>
<b>Doncaster Communication College</b>	<a href="http://www.deaf-trust.co.uk/school">www.deaf-trust.co.uk/school</a>
<b>Doncaster College</b>	<a href="http://www.don.ac.uk/student-services">www.don.ac.uk/student-services</a>
<b>Grantham College</b>	<a href="http://www.grantham.ac.uk/student-life/advice-services">www.grantham.ac.uk/student-life/advice-services</a>
<b>Landmarks</b>	<a href="http://www.landmarks.ac.uk/">www.landmarks.ac.uk/</a>
<b>Lincoln College (including Newark College campus)</b>	<a href="http://www.lincolncollege.ac.uk/support">www.lincolncollege.ac.uk/support</a>
<b>Loughborough College</b>	<a href="http://www.loucoll.ac.uk/student-services">www.loucoll.ac.uk/student-services</a>
<b>Nottingham College</b>	<a href="http://www.nottinghamcollege.ac.uk">www.nottinghamcollege.ac.uk</a>
<b>North Notts College</b>	<a href="http://www.nnc.ac.uk/">www.nnc.ac.uk/</a>
<b>Portland College</b>	<a href="http://www.portland.ac.uk/">www.portland.ac.uk/</a>
<b>Rotherham College</b>	<a href="http://www.rotherham.ac.uk">www.rotherham.ac.uk</a>
<b>West Notts College</b>	<a href="http://www.wnc.ac.uk/Facilities-and-services">www.wnc.ac.uk/Facilities-and-services</a>

### 3.4. Other sources of financial support

#### 3.4.1. The 16-19 Bursary Fund

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

There are 2 types of 16 to 19 bursaries:

**Vulnerable bursary** of up to £1,200 a year depending on your circumstances and benefits

**Discretionary bursary** for young people who do not qualify for a vulnerable student bursary and may require financial assistance. Schools and colleges have their own criteria for discretionary bursaries and will make awards to meet individual needs, for example, help with the cost of transport, meals, books and equipment



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

Further information can be found at [www.gov.uk/](http://www.gov.uk/) search for 16-19 Bursary Fund.

### **3.4.2. Care to Learn / Young Parents**

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

Care to Learn can help with the cost of:

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

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

### **3.4.3. Learner Support**

If you are aged 19 or over, on a further education course and facing financial hardship, you may be entitled to Learner Support. The amount paid depends on individual circumstances and is decided by the learning provider, dependent on their scheme. Further information on Learner Support can be found by visiting <https://www.gov.uk/learner-support>

### **3.4.4. Personal Independence Payment (PIP)**

Post-16 students with a disability may be entitled to the Personal Independence Payment (PIP), to help with some of the extra costs caused by long-term ill-health or a disability. The rate depends on how the condition affects the student, not the condition itself. For more details visit [www.gov.uk/pip](http://www.gov.uk/pip)

## **4. APPLYING FOR SUPPORT FROM NOTTINGHAMSHIRE COUNTY COUNCIL**

Full conditions of the post-16 travel assistance scheme is available at

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/post-16-travel-assistance>

## **5. REVIEW OF TRAVEL DECISIONS**

A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to travel assistance incorrectly.

### **Stage one: Officer review**

Parents/carers/students have 20 working days from receipt of the home to school transport decision to make a written request asking for a review of the decision. The written request

should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances they believe should be considered when the decision is reviewed.

Within 20 working days of receipt of the written request a senior officer will review the original decision and send the parent/carer a detailed written notification of the outcome of the review. This will explain the rationale for the decision reached and explain how, if they wish to do so, request their case to be taken to stage two of the appeal process

## **Stage Two: Review by an independent appeal panel**

A parent/carer/student has 20 working days from receipt of the local authority's stage one written decision notification to make a written request for their case to be taken to stage two of the review process.

Stage two appeals will be considered within 40 working days of receipt. The independent appeal panel will consider both written and verbal representations from both parent/carer and officers involved in the case. A detailed written notification of the outcome will be sent to the parent/carer/student within five working days of the appeal panel.

The appeal panel members will be independent of the original decision-making process.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However, if a parent/carer/student is dissatisfied with the way the appeal has been conducted they may complain to the Local Government Ombudsman. The Local Government Ombudsman has no statutory power to overturn the decision of the Panel but can draw the County Council's attention to any misadministration leading to injustice.

A parent/carer/student may also complain to the Secretary of State for Education if they are unsatisfied with the outcome. To complain to the Secretary of State, young people or their families should use the contact form [ongov.uk](http://ongov.uk) – [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus). Any complaint should outline the case, set out the decision taken by the local authority and include any other relevant documentation, for example any advice or decisions from LGO where appropriate.

Should a review find in the parents/carers/students favour, free travel will be backdated to when the original application was received by TTS or the start of the academic year in which the application is made, whichever is the later.

**REPORT OF THE LEADER OF THE COUNCIL****UPDATE ON THE WORK OF THE D2N2 LOCAL ENTERPRISE PARTNERSHIP  
AND THE MIDLANDS ENGINE PARTNERSHIP****Purpose of the Report**

1. To provide an update on the work of the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP) and the Midlands Engine Partnership and seek funding as appropriate.

**Information**

2. Our Council Plan 2017-2021 sets out how we will maximise the impact of the Midlands Engine and be an active and influential partner within the D2N2 LEP. We work closely with many other organisations in a wide range of different partnerships to empower local communities and deliver the best value public services.

The D2N2 Local Enterprise Partnership (D2N2 LEP)

3. The D2N2 LEP is focused on helping to drive forward sustainable economic growth with local business, education providers, the third sector and the public sector. Since elected members previous update in February 2019, there has been significant progress by the D2N2 LEP in implementing the recommendations of the LEP review (a Government report entitled 'Strengthened Local Enterprise Partnerships'), the redrawing of boundaries to reflect real functional areas and recruitment of additional private sector board members.
4. The LEP Board meets every two months, identifies high priority strategies and actions, and fulfils a strategic leadership role. The Leader of the Council is a LEP Board member, Councillor Reg Adair serves on the European Social Investment Funds (ESIF) Committee and Councillor Richard Jackson is the Board member on the Investment Board. There are currently four Advisory Boards: The Place and Innovation Boards are served by Adrian Smith, the Corporate Director of Place, with the People & Skills and Business Growth Boards served by Nicola McCoy-Brown, Group Manager Growth and Economic Development.
5. To ensure innovation is not seen as outside the D2N2 LEP's business growth agenda (instead forming a vital part of productivity ambitions), following discussion with both the Place and Innovation Advisory Boards, the LEP are going to merge the two Advisory Boards. This new Advisory Board will have revised Terms of Reference which will be developed over the Summer, prior to a first meeting in August 2020. The D2N2 LEP's Head of Business and Innovation will draft the new Terms of Reference and rationalise membership in consultation with the current Advisory Board leads and the wider D2N2 Board.
6. D2N2 is partially funded by Government and programme funding, along with extra money to operate the D2N2 Growth Hub. However, local revenue match funding is required to ensure the organisation remains operational. The four upper tier authorities have provided equal,

annual revenue contributions of £62,500 as part of the LEP's match funding since its inception. As in previous years, subject to identifying the mandatory match, 2020-21 will be matched by £250,000 from Government.

7. Subject to approval, it is proposed that Nottinghamshire County Council confirms a financial contribution, funded from contingency, to the D2N2 LEP of £62,500 for the financial year 2020-2021.
8. An update on D2N2 LEP's response to support the economy during the current crisis, along with an overview on their approach to recovery, can be found in the COVID-19 Report within this meeting's agenda.

#### The Midlands Engine Partnership

9. The Midlands Engine is a regional partnership of scale and influence, focused on inclusive growth for the Midlands and has recently received a refreshed mandate from Government, focusing on the following five themes:
  - Investing in transport for growth (Midlands Connect)
  - Accelerating innovation and enterprise (closer links between universities and business)
  - Powering an ultra-connected region (focused on data led connectivity and reliable low carbon energy)
  - Trading with the world (expanding export markets and growing inward investment)
  - Amplifying the voice of the Midlands
10. It is likely that this remit will be further reinforced in the forthcoming Devolution White Paper. Other regional partnerships, such as the Western Gateway, are now being established, following the model of the Engine.
11. Recently, the Engine has supported significant new activity in the East Midlands, sponsoring programmes of work in respect of:
  - Connectivity - using the Toton HS2 site as a catalyst to launch an ambitious series of transport initiatives, known as Access to Toton
  - A Development Corporation – conducting a feasibility study to evaluate the potential for a single, integrated delivery vehicle, covering the sites of Toton, Chetwynd Barracks, the area around the East Midlands Airport and the power station at Ratcliffe on Soar
  - The National Rehabilitation Centre (NRC) – the civilian element of the Defence and National Rehabilitation Programme (DNRC)
12. In addition, the Engine has continued to lead work in the following nine areas:
  - Multi-city 5G testbeds in the West Midlands
  - The Midlands Engine Economic Observatory, including the recently published Independent Economic Review
  - Leicester Space Park
  - Macro commissioning – Mental Health and Productivity Pilot, and English for Speakers of Other Languages (ESOL) Pilot
  - Midlands Engine Rail Proposal
  - International trade and investment

- Regional Leaders Summit, awarded by Foreign Secretary (now deferred because of COVID-19)
  - Midlands Engine Investment Fund (MEIF)
  - Marché International des Professionnels d'Immobilier (MIPIM - the international property event hosted each March in Cannes) and Conferences raising regional profile (also deferred because of COVID-19)
13. The County Council's Chief Executive, Anthony May, Chairs the Midlands Engine Operating Board, and is leading the work on the Development Corporation, on behalf of the Engine.
14. A copy of the Midlands Engine's Review 2019 can be found at **Annex A**.
15. In addition to supporting a range of activities (secretariat, project development), since May 2018, Nottinghamshire County Council has provided £20,000 per annum as match funding towards £4 million core funding for the Midlands Engine. This is matched by partner contributions and is used to produce evidence-driven programmes that can compete on the world stage to meet the Midlands Engine's long-term ambition to drive up productivity and economic growth.
16. Subject to approval, it is proposed that Nottinghamshire County Council confirms a financial contribution funded from the 2020/21 Growth and Economic Development Initiatives Budget, to the Midlands Engine of £20,000 for the financial year 2020/21.

### **Other Options Considered**

17. Both the D2N2 LEP and the Midlands Engine will be unable to drawdown core funding resources from Government if Nottinghamshire County Council does not, as it has in previous years, approve their annual allocations. It is for this reason, the 'do nothing' option has been discounted.

### **Reason for Recommendations**

18. The D2N2 LEP and the Midlands Engine are significant partnerships. The benefits of involvement in these partnerships include: shaping the thinking and opportunities in relation to resilience, recovery, renewal, investment and promoting the area.

### **Statutory and Policy Implications**

19. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

20. In addition to the financial implications set out within the body of the report, Nottinghamshire County Council has committed to supporting the D2N2 Growth Hub. The D2N2 Growth Hub coordinates access to business support for companies across the LEP area, with a focus on companies that demonstrate higher growth potential in the LEP's priority sectors. Over the three-year period 2019 to 2022, Policy Committee agreed (in July 2018) to allocate a total of

£193,561 (£59,433 in 2019/20, £66,553 in 2020/21 and £67,575 in 2021/22) from the Growth and Economic Development Initiatives Budget to support the D2N2 Growth Hub.

## RECOMMENDATIONS

It is recommended that Policy Committee:

- 1) Approves a financial contribution to the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP) of £62,500 for the financial year 2020/21, a request be submitted to the Finance and Major Contracts Management Committee for an allocation of £62,500 to be made from contingency.
- 2) Approves a financial contribution, funded from the 2020/21 Growth and Economic Development Initiatives Budget, to the Midlands Engine of £20,000 for the financial year 2020/21.

### **COUNCILLOR MRS KAY CUTTS MBE** **Leader of the Council**

**For any enquiries about this report please contact:** Nicola M<sup>c</sup>Coy-Brown, Growth and Economic Development ext. 72580

### **Constitutional Comments (EP 19/05/2020)**

21. The recommendations fall within the remit of the Policy Committee by virtue of its terms of reference.

### **Financial Comments [RWK 20/05/2020]**

22. The report proposes contributions of £62,500 to D2N2 LEP and £20,000 to the Midland Engine in 2020/21. A request will be submitted to the Finance and Major Contracts Committee for an allocation of £62,500 from contingency to fund the contribution to D2N2 LEP. The contribution of £20,000 to the Midlands Engine will be funded from the Growth and Economic Development Initiatives budget, for which an allocation of £515,036 is included in the 2020/21 revenue budget.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- *Strengthened Local Enterprise Partnerships* – Published by Ministry of Housing, Communities and Local Government on 24 July 2018, available online at: <https://www.gov.uk/government/publications/strengthened-local-enterprise-partnerships>
- *The D2N2 Local Enterprise Partnership, The City of Nottingham, Nottinghamshire Economic Prosperity Committee and Midlands Engine Partnership* - Report to Policy Committee, Published 13 February 2019

### **Electoral Division(s) and Member(s) Affected**

- All



# **MIDLANDS ENGINE REVIEW 2019**

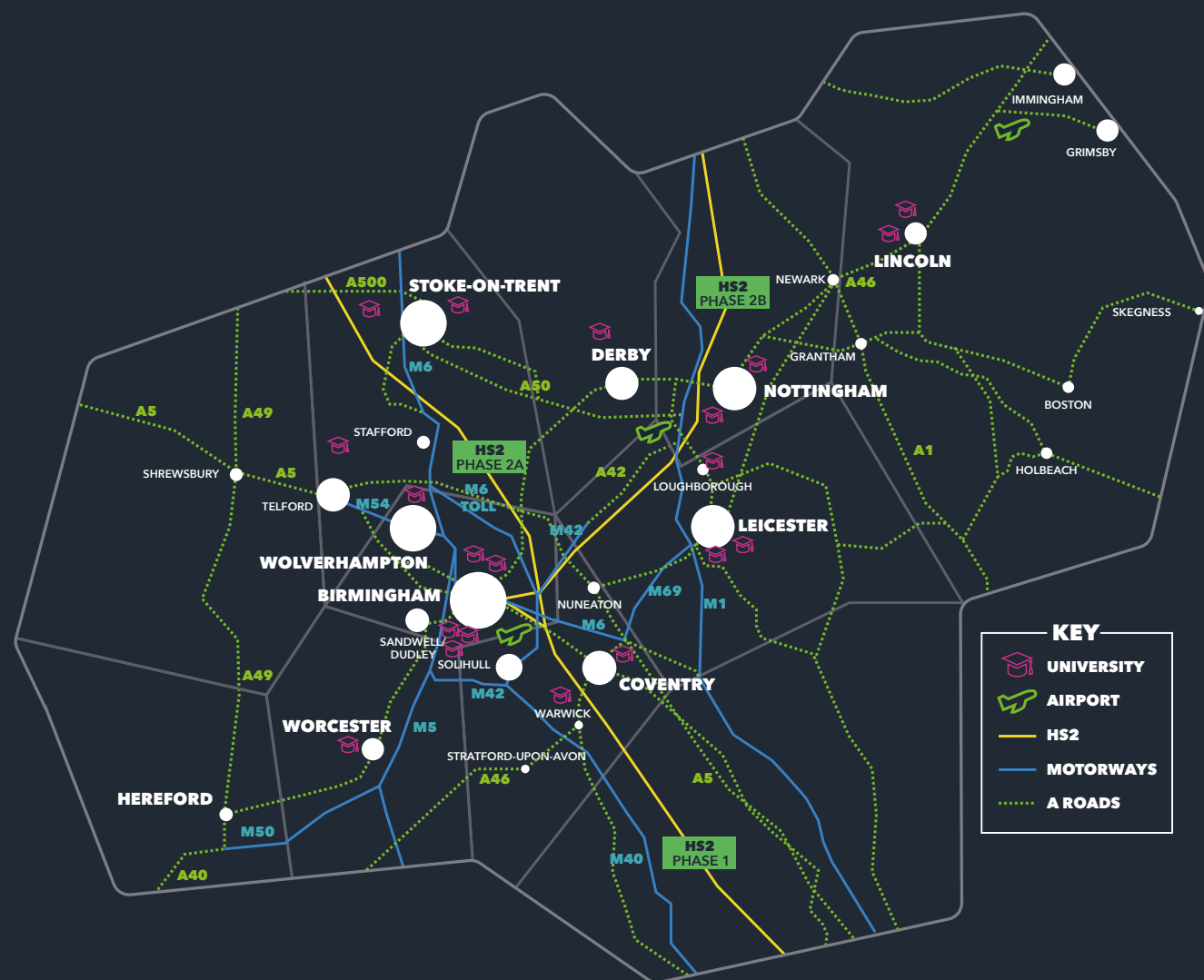
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HIGHLIGHTS AND PARTNERSHIP ACHIEVEMENTS

[www.midlandsengine.org](http://www.midlandsengine.org)



# THIS IS MIDLANDS ENGINE...



**MIDLANDS  
ENGINE**

## WELCOME



**SIR JOHN PEACE**  
CHAIRMAN, MIDLANDS ENGINE

I am delighted to be bringing you our first ever end-of-year review. With so much achieved right across the Midlands Engine in 2019, we should rightly pause to celebrate what's been a year of real progress as we work together for the benefit of our people, places and businesses.

2019 has been characterised by a clear focus on the future of our partnership and I am delighted that we have been able to set a refreshed and even more ambitious vision and strategy together, building on shared foundations. You will find a few highlights and achievements from 2019 in the attached review, demonstrating just some of our work together. This includes our exceptional partnership presence at both MIPIM and the party conferences and the awarding of the Fifth UK-China Regional Leaders Summit to the Midlands, all of which are playing their part in putting our region firmly on the map, overseas and at home.

You will all be familiar by now with the work of our Midlands Engine Economic Observatory, but it's worth

reflecting on just how new this initiative is and yet how quickly our Observatory data has become deeply valued by all partners, underpinning our forward plans.

From our drive to improve the region's rail network and exciting collaborations across our universities, to focusing on the mental health of our workforce, raising skills levels, a drive to enable access to finance for our businesses and so much more, it is clear that the Midlands Engine has become a real force in partnership working. Together we are achieving more.

Of course, it has also been a year of dynamic politics, culminating in a General Election. 2020 promises to be a year in which we can grow our partnership further, moving forward together to deliver our collective ambitions of prosperity and growth in every corner of our region.

**WITH MY WARM WISHES  
FOR CHRISTMAS AND 2020.**

*John*



# PROMOTING OUR REGION AND REPRESENTING OUR PARTNERS AT THE PARTY CONFERENCES

## OUR MOST SUCCESSFUL CONFERENCE SEASON YET!

Even with a dynamic political climate, working together with partners we secured high profile representation through the conference season at all three main party conferences. Our visual presence was strong and positive, and we were able to easily articulate the essence of the Midlands Engine with eye-catching stands staffed by partners throughout.

Working together across Midlands Engine, including Midlands Connect, as well as with Nottingham and Leicester Universities, we achieved strong collective impact. Midlands Engine sponsors were represented powerfully at each conference too, with conference materials carrying our sponsoring partner information.



ENGAGING IN DISCUSSIONS AT THE LIBERAL DEMOCRAT PARTY CONFERENCE. Later, *ITV News* gave coverage on their 6pm programme.



PROFESSOR PAUL MONKS, LEICESTER UNIVERSITY, spoke passionately about our region to a packed room - part of an excellent fringe event at the Labour party conference, supported by colleagues from Midlands Connect, partners and Lord Kennedy of Southwark, Labour Communities spokesperson.



AT THE CONSERVATIVE PARTY CONFERENCE we held many conversations with sitting MPs as well as prospective candidates. Our fringe event was significant for the powerful speeches delivered by our Chairman Sir John Peace as well as Professor Iain Gillespie, Chairman of the Midlands Engine Innovation and Enterprise strategic group.

# REFRESHING OUR PARTNERSHIP STRATEGY TO CREATE EVEN MORE OPPORTUNITY FOR THE MIDLANDS

## MIDLANDS ENGINE STRATEGY REFRESH

Invited by Government to jointly author a refreshed strategy for the Midlands Engine, mid 2019 onwards saw an active and collaborative approach across our partnership to help jointly shape the development work to inform the strategy refresh.

The result of this partnership work was a strategy refresh paper, lodged with Government in the autumn and well received.

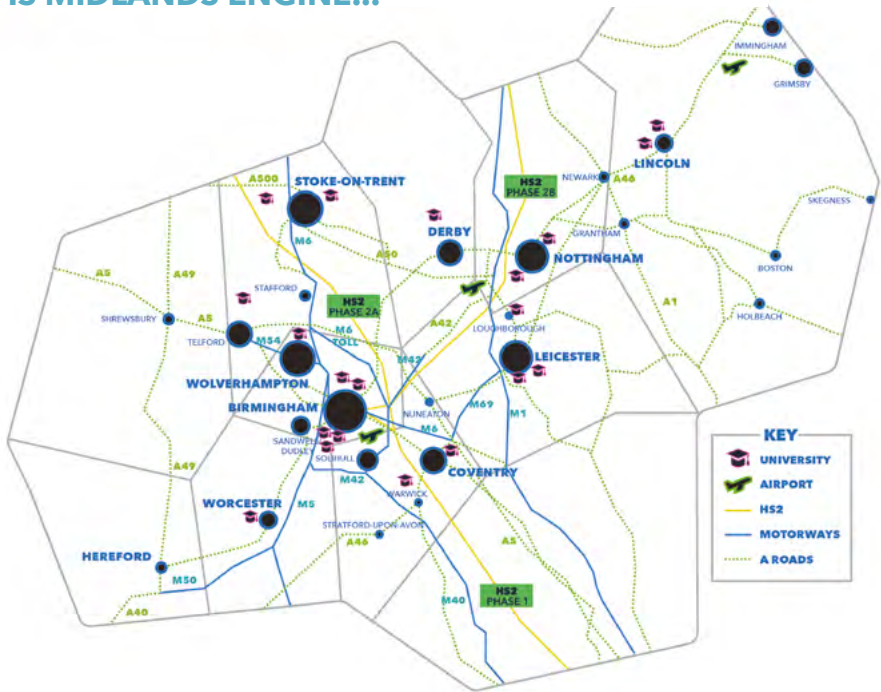
Our approach within the strategy to focus on those areas where we can collaborate regionally, bring additionality and make more impact together has resonated well with emerging policy priorities. The timing of the refresh - with a new Government just installed - creates a strong opportunity for the Midlands Engine. Our forward focus on four bold ambitions for achieving the Midlands Engine vision

sets out our shared priorities for collective action across Midlands Engine to benefit our communities, our business and to grow our economy.

2020 will bring the opportunity for us to work across our partnership and with Government to start to deliver our strategy - and in doing so, grow prosperity for every community in our region.

OUR STRATEGY REFRESH AMBITIONS WILL POWERFULLY SUPPORT GROWTH IN EVERY COMMUNITY ACROSS OUR REGION

### THIS IS MIDLANDS ENGINE...



# CONTRIBUTIONS

## FROM PARTNERS WORTH £2 MILLION RECEIVED

### A YEAR OF OUTSTANDING PARTNER SUPPORT

Partner contributions, whether as cash investment, cash match to Midlands Engine projects or in-kind, such as hosting meetings and events mean the reach of our partnership is growing all the time. These contributions, growing each year, are just one illustration of the commitment given by so many partners to enable the work of Midlands Engine and to deliver results, in partnership, for our communities and our businesses.

At the time of publishing this review, in the financial year 2019/20 we had received contributions from partners totalling a staggering £2 million. Midlands Engine partner contributions and the underpinning support our partners bring to deliver shared programmes and projects are the essence of our Midlands Engine partnership! Thank you to all our partners for your continued and valued investment.



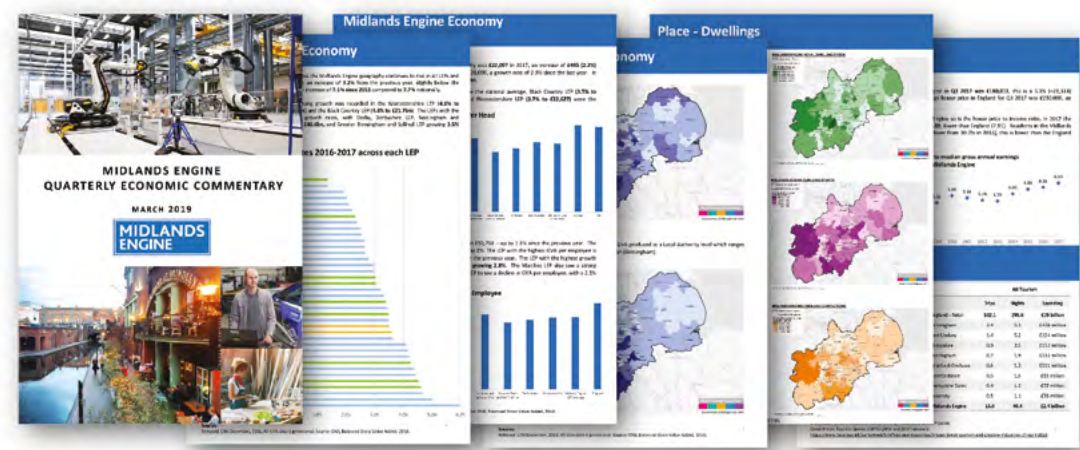
# BOOSTING

## ACCESS TO DATA AND EVIDENCE

### MIDLANDS ENGINE ECONOMIC OBSERVATORY

This year, the Midlands Engine Economic Observatory, which was established towards the end of 2018, gathered significant traction. Designed to provide open access to data for our partners and bring forward a comprehensive evidence base to help inform policy and strategy, this key initiative was established with Midlands Engine funding to:

- Provide quarterly economic commentaries for partners and maintain a contemporary evidence database.
  - Undertake an Independent Economic Review, gathering evidence and insight on raising the productivity of the Midlands, narrowing performance gaps with the UK.
  - Create nine Local Enterprise Partnership (LEP) economic profiles together with a regional overview, produced in collaboration with each of the 9 Midlands Engine LEP's.
- Our Observatory is already producing essential regional data and evidence to support regional growth - with high impact insights and robust evidence.



MIDLANDS ENGINE ECONOMIC OBSERVATORY QUARTERLY REPORT



# A £3.5 BILLION IMPROVEMENT PROGRAMME TO TRANSFORM OUR REGION'S RAIL NETWORK

## MIDLANDS ENGINE RAIL

Launched by Midlands Connect in September 2019, Midlands Engine Rail is an ambitious £3.5 billion plan comprised of seven projects spanning the region which could result in up to 60 locations benefitting from improved services, with 736 more passenger trains on the network every day.

Delivered in stages from 2022 to the completion of HS2 Phase Two, the project will produce a much-needed capacity boost for local, regional and national rail services. Improvements will include faster, more frequent services, and critical new direct connections. Communities Secretary and Midlands Engine ministerial champion, Robert Jenrick MP, helped launch the programme, describing the plans as high quality, high-value-for-money proposals.

Midlands Engine Rail's flagship project is the Midlands Rail Hub, a package of new and improved infrastructure to enable 24 extra passenger trains every hour on the regional network, reduce journey times and make space to shift more than 4,300 lorries'

worth of freight from the road to the railway every day. The Conservative Government pledged to invest in the Midlands Rail Hub in its 2019 election manifesto, to strengthen rail links between towns and cities including Birmingham, Leicester, Nottingham, Coventry, Derby, Hereford and Worcester. This support paves the way for further development funding for the project during 2020, bringing it closer to reality.

"Millions of train journeys are made in the Midlands every week and rail companies are working together to improve services, with new and refurbished trains being introduced to run more services. Further investment as part of Midlands Engine Rail will improve journeys for passengers between towns and cities across the region and power economic growth by unlocking new business opportunities."

**ROBERT NISBET, DIRECTOR  
OF NATIONS & REGIONS,  
RAIL DELIVERY GROUP**



**MIDLANDS CONNECT CHAIRMAN SIR JOHN PEACE (FAR LEFT) AND DIRECTOR MARIA MACHANCOSSES (MIDDLE) JOIN MIDLANDS ENGINE MINISTERIAL CHAMPION ROBERT JENRICK MP AND PARTNERS INCLUDING EAST MIDLANDS AIRPORT, NETWORK RAIL, COUNCILS AND BUSINESS GROUPS TO SUPPORT MIDLANDS ENGINE RAIL AT OUR LAUNCH AT BOMBARDIER IN DERBY**

# PARTNERSHIP WORKING TO PRIORITISE £600 MILLION IMPROVEMENTS TO THE MIDLANDS' MAJOR ROAD NETWORK

## MIDLANDS CONNECT

Midlands Connect represents a diverse partnership of 22 local authorities, nine local enterprise partnerships, eight chambers of commerce, Birmingham and East Midlands airports and national delivery bodies HS2 Ltd, Network Rail and Highways England.

It is this partnership which drives the strategic priorities being taken forward to secure a better transport deal for the Midlands. This was exemplified in 2019 when Midlands Connect was empowered by the Department for Transport (DfT) to work with its 22 council partners to submit priority schemes to improve local roads in the region, as part of a £3.5 billion national fund available from 2020-2025.

The fund covers upgrades to the Major Road Network

(MRN), a new category of the busiest and most economically important local authority 'A' roads, and "Large Local Majors" (LLM) schemes, which focus on bigger upgrades to local roads.

Following detailed consultation with councils and a rigorous assessment, Midlands Connect submitted seven priority MRN schemes and four LLM schemes to the DfT for consideration, with a government funding request of £596 million to deliver them.

Two of the schemes have already secured development funding, taking them closer to completion, with further announcements expected in the early months of the new government. Midlands Connect is looking forward to working with councils and government to fund improvements that will reduce

congestion, support housing and employment growth, encourage people to walk, cycle and use public transport, and provide better links to motorways and major trunk roads.

"By speaking with a collective voice on behalf of the Midlands, we believe each of the schemes submitted has provided all the evidence the government needs to fund them in full. Investment like this will be vital as the government commits to an infrastructure revolution which will level up the economy and unleash the country's potential."

**MARIA MACHANCOSSES,  
DIRECTOR OF MIDLANDS  
CONNECT**



# ANNOUNCING A ONCE-IN-A-DECADE OPPORTUNITY: SHOWCASING OUR REGION TO THE WORLD'S SECOND LARGEST ECONOMY

## FIFTH UK-CHINA REGIONAL LEADERS' SUMMIT

In July 2019, we were delighted and proud to announce that the Midlands Engine partnership had been awarded the honour of hosting the Fifth UK-China Regional Leaders Summit, which will take place in Birmingham 2020. The Foreign Secretary awarded this prestigious summit to our region after a strong bid was submitted together with the widespread backing of our partners.

This event is a once-in-a-decade opportunity to demonstrate the incredible talent and diversity of what the Midlands region has to offer – a unique platform on which to highlight the fantastic economic and cultural partnerships already in place between the UK and China, and to showcase the wealth of potential ahead.

In February 2020 our invited guests, including national leaders in business and Government from the UK and China, will experience a range of exceptional events planned to showcase the very best of our extensive bilateral partnerships, paving the way to build further on these to grow both shared prosperity and friendships across our nations in the years ahead.

“Hosting this internationally significant event is a great honour for the Midlands and is a clear endorsement of the great work that the region has done to develop strategic connections across China. We look forward to the extensive opportunities the event will bring to both our nations and the powerful legacy of civic and economic partnerships which will result.”

SIR JOHN PEACE  
CHAIRMAN, MIDLANDS ENGINE



PROUDLY HOSTED BY MIDLANDS ENGINE

# GROWING OUR PRESENCE ON THE WORLD STAGE

## MIDLANDS ENGINE INTERNATIONALISATION STRATEGY

The Midlands contributes more than £90 billion to the national economy through its international activities and we have an ambition to grow this by £26 billion. To support this ambition, in February we launched the Midlands Engine Internationalisation Strategy, a strategy developed with extensive input by partners from every part of our region.

Our Internationalisation Strategy brings forward our aim of driving growth and prosperity in the Midlands and wider UK economies. We are now underway delivering our strategy – which focuses partnership efforts making existing infrastructure work more effectively for our region across six key themes:

- Trade
- Foreign direct investment
- Higher education
- Civic and cultural links
- Tourism
- Foreign capital investment



In 2017 the Midlands accounted for **22% of England's total exports**



**Second largest** region overall in terms of % **international students from outside the EU**



In 2017, the Midlands accounted for **one-third of all UK FDI projects and jobs in manufacturing**



Selected to host **Commonwealth Games (Birmingham 2022)** and **Coventry City of Culture (2021)**



It is the **fastest growing UK region for international tourism** (9.2% growth over 5 years)



Our **sector strengths** are underpinned by **technology and innovation**

OUR STRATEGY HIGHLIGHTS  
A RANGE OF MIDLANDS  
ENGINE KEY STRENGTHS  
AND INTERNATIONAL TRADE  
SUCCESSES



# DEEPENING CIVIC AND ECONOMIC TIES BETWEEN THE MIDLANDS AND CHINA

## ZHEJIANG GOVERNMENT PARTNERS WITH MIDLANDS ENGINE

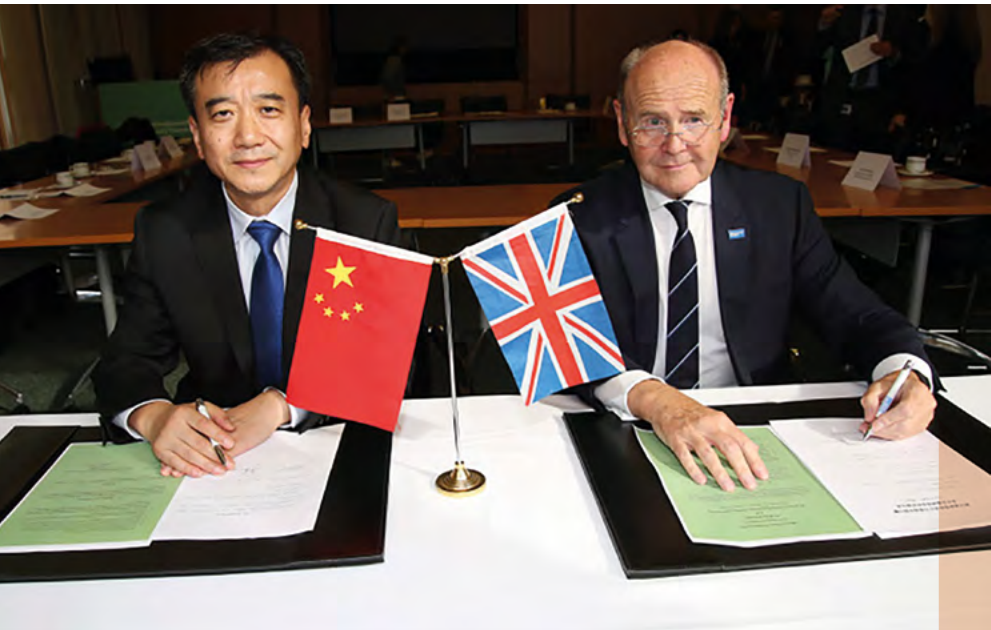
In September 2019, a new agreement was signed to promote science and technology co-operation between the Midlands Engine and the Province of Zhejiang in China.

The Memorandum of Understanding paves the way for the Midlands Engine and Zhejiang to encourage co-operation among businesses and research organisations across a wide range of areas, including Green Energy, Manufacturing, Digital and Creative Services, and Life and Health Science Technology. The Midlands has long-standing partnerships with

Zhejiang, where the China campus of the University of Nottingham is located, the first of its kind in China.

"I am delighted with the signing of this agreement which will enable business growth and further strengthen the capabilities of our world class universities. Across the Midlands, we have already built strong relationships with businesses and universities in some of China's most important regions which our partnership, moving forward today, is committed to deepening further."

IAIN GILLESPIE, CHAIRMAN OF THE MIDLANDS ENGINE INNOVATION AND ENTERPRISE STRATEGIC THEME GROUP AND PRO-VICE-CHANCELLOR RESEARCH & ENTERPRISE AT THE UNIVERSITY OF LEICESTER



MOU SIGNED BY MR GAO YINGZHONG, ON BEHALF OF ZHEJIANG'S SCIENCE AND TECHNOLOGY DEPARTMENT, AND SIR JOHN PEACE, CHAIRMAN OF THE MIDLANDS ENGINE

# SHOWCASING THE MIDLANDS AT THE WORLD'S LARGEST REAL ESTATE EVENT

## MIPIM 2019

For the third year in a row, 2019 saw the Midlands UK MIPIM delegation convene our region's public and private sector leaders to promote the Midlands to an international audience with a series of successful events at the global property show: MIPIM World in Cannes.

Our showcase events attracted potential investors, property agents, developers and the media from across the globe, and were an excellent opportunity for networking and building

vital future investor links. We also unveiled our 'The Midlands Engine is here' film, highlighting the people, potential and opportunities across our region.

Nick Spencer, Director of Property, Non-Production Purchasing and Trading Division at Jaguar Land Rover, on attending MIPIM, said "We are delighted to support the Midlands delegation at this year's MIPIM. The Midlands is a fantastic place to live and work and by conveying this message to investors from around the world we hope to

continue attracting investment into the region. We remain optimistic and continue our commitment to the region."

IN 2020, THE MIDLANDS ENGINE, WILL ONCE AGAIN BE PART OF THE MIDLANDS UK DELEGATION AT MIPIM ON 10-13 MARCH.



2019 WAS OUR MOST SUCCESSFUL MIPIM TO DATE - PARTNERS PROMOTING INVESTMENT OPPORTUNITIES ACROSS OUR REGION ON THE WORLD STAGE

# PARTNER

## SUCCESS IN SUPPORTING SMES TO SECURE FUNDING FOR GROWTH

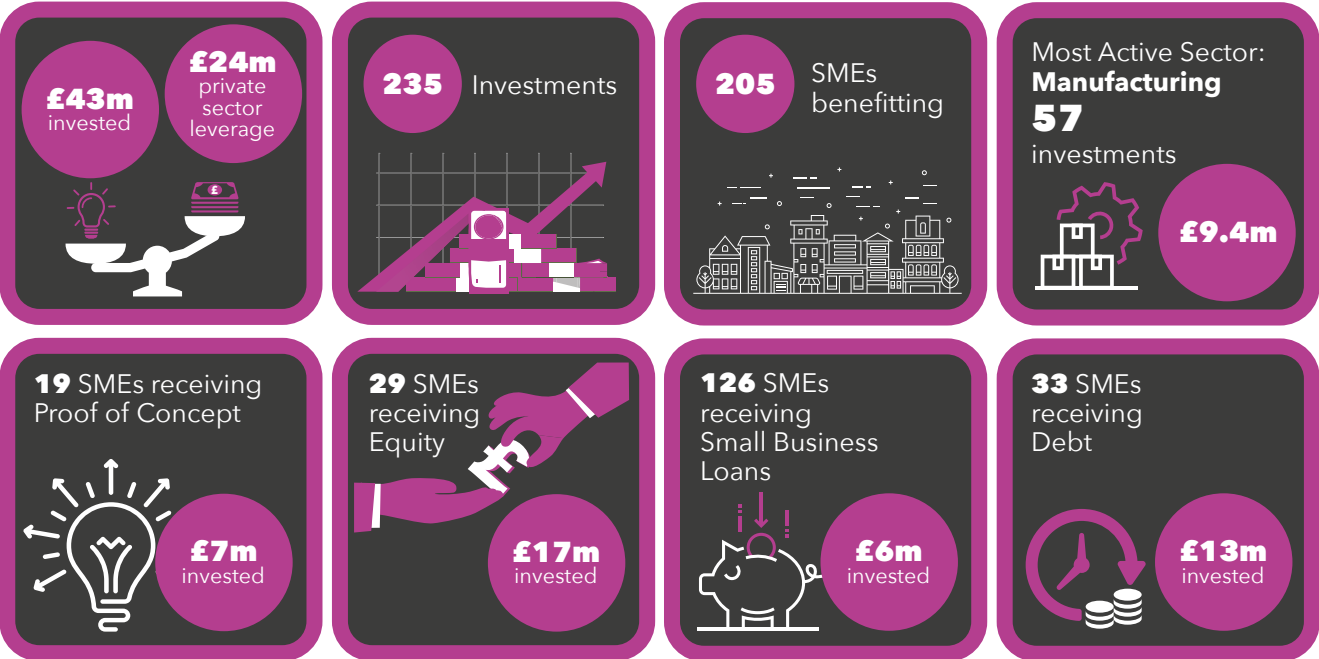
### MIDLANDS ENGINE INVESTMENT FUND

The £250m+ Midlands Engine Investment Fund (MEIF) was launched in March 2018, catalysed by our partnership through a coalition of ten LEPs and the British Business Bank (BBB). The BBB is now delivering large-scale EU and private fund-of-funds for the Midlands. Two years in to this ten-year project and the results so far are already very positive, with funding

showing a clear impact on skills, R&D and innovation, supporting growth in individual companies through both debt and equity. We're ambitious for more – of course! Together with LEP partners from across the Midlands, we will continue to work with the BBB to make sure that our business community have access to the finance they need to continue to grow.

Since 2018, over £50m of UK equity investment has been secured by Midlands SMEs.

#### MEIF IMPACT 2018/2019



# PRIORITISING

## THE MENTAL WELLBEING OF OUR REGION'S WORKFORCE

### THE MENTAL HEALTH AND PRODUCTIVITY PILOT

April 2019 saw the launch of an innovative three-year pilot programme which will work to address the impact mental health issues in the workplace can have on productivity, with £6.8 million of Government funding awarded by the Midlands Engine to a partnership of organisations.

Led by partners including Coventry University, Warwickshire University and the West Midlands Combined Authority, the Mental Health

and Productivity pilot will seek groundbreaking ways to cut levels of sickness absence and reduce the number of people out of work due to mental health conditions. The pilot brings together an impressive partnership of 20 organisations from across the Midlands, including businesses, local authorities, public health bodies, key charities, NHS Midlands, Midlands Innovation Universities and the West Midlands Combined Authority.





# ENABLING PEOPLE ACROSS THE REGION TO ACCESS DEDICATED REHABILITATION

## NATIONAL REHABILITATION CENTRE

Midlands Engine partners have led work to advance the National Rehabilitation Centre (NRC) - making significant progress this year towards creating the first national centre dedicated to rehabilitating people following a period of serious injury or illness. The programme is creating a clinical centre for patients in the East Midlands and a national research and training hub for the UK. There will be both national and international opportunities at the NRC. It is expected that the NRC will be complete and open towards the end of 2023.

This year the clinical model has been agreed with a wide range of stakeholders, including current patients, which will enable access to rehabilitation for many more people in the East Midlands. The plans for the NRC will go to public consultation in spring 2020 and any feedback incorporated into the business case.

There is still much to do before the Government-allocated £70m can be drawn down and we can start building, but it is hoped that the first business case stage for this innovative and transformational programme will be submitted to the Department of Health and Social Care in August 2020. As we have moved forward during 2019, partner support has been strong and an overwhelmingly positive response was received to the invitation for expressions of interest to become the academic partner, alongside Nottingham University Hospital Trust, to deliver the training and research elements of the NRC.

2020 will be another exciting year for the NRC programme with the academic partner selected, investment gained in the wider concept and building - and a robust timeline in place for next steps.



AN ARTIST'S IMPRESSION OF THE PLANNED NRC

# EVIDENCING THE IMPORTANCE OF MEDTECH TO OUR REGION

## MIDLANDS MEDTECH SECTOR ANALYSIS



COMPREHENSIVE REPORT NOW AVAILABLE  
ON THE MIDLANDS ENGINE WEBSITE

A key piece of work for the Midlands Engine in 2019 was the funding of a new report which highlights the critical importance of the Medical Technologies (MedTech) sector to the Midlands economy. The report focuses upon the nature and scale of the MedTech sector, its contribution to the regional economy, what Midlands businesses need to achieve growth, and barriers faced.

Commissioned by Midlands Innovation Health, the independent report highlighted

- key findings including:
- MedTech contributes an estimated £1.6 billion in GVA for the region annually
  - The sector is a driver of high productivity, with GVA per worker standing 40% higher than the Midlands average
  - There are close to 1,000 MedTech businesses operating in the Midlands - the largest number in any region in the UK
  - The MedTech sector employs 23,600 people - our region has the second highest number of MedTech jobs across UK regions

# DEVELOPING A LEADING SPACE-MANUFACTURING CLUSTER

## SPACE PARK LEICESTER



INVESTING IN STATE-OF-THE-ART  
SPACE R&D FACILITIES

Following a funding call from Midlands Engine, the Leicester and Leicestershire Enterprise Partnership (LEEP) responded and successfully secured funding to bring forward the Space Park Leicester site and develop its plans.

Opening spring 2021, Space Park Leicester comprises ~10,000m<sup>2</sup> of state-of-the-art R&D facilities. It will house industry together with

academia to drive innovation and commercial applications for space and space-enabled industries. It is a collaborative environment that will support our region's business growth and inward investment, boosting jobs and exports, and raising productivity.

The Space Park will be a real asset for the city and region, and supports the UK's aim to capture 10% of a £400 billion global market in space.

The project is being developed by the University of Leicester in collaboration with local, regional and national partners. There have already been public announcements by Airbus and the Satellite Applications Catapult, amongst others, to locate staff to the Space Park.



# ONCE IN A GENERATION

## OPPORTUNITY TO SUPERCHARGE OUR ECONOMY

### MIDLANDS ENGINE DEVELOPMENT CORPORATION

In 2019, the UK government invested £2 million to help shape and establish a new locally led body - Midlands Engine Development Corporation.

Its purpose will be to act swiftly on the once in a generation, transformational opportunity that now exists around three strategically important sites:

- East Midlands HS2 Hub, Toton
- East Midlands Airport
- Ratcliffe on Soar Power Station

Throughout 2019 work has developed at pace, led by partners from across the East Midlands to drive forward the emerging concept of this powerful catalyst for sustainable economic growth and regeneration.

"We cannot afford to miss this opportunity. Our Development Corporation is a catalyst for growth that has the potential to improve the life chances of children and families in the region for years to come by creating something that is not just nationally significant but will attract interest from around the globe."

**SIR JOHN PEACE, CHAIRMAN  
MIDLANDS ENGINE**



MASTERPLAN FOR THE  
DEVELOPMENT CORPORATION

# SKILLS

## DEVELOPMENT TO TACKLE BARRIERS FOR NON-NATIVE ENGLISH SPEAKERS

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

2019 saw the launch of an important skills pilot across Midlands Engine - to enable accredited providers to deliver English for Speakers of Other Languages (ESOL) for Midlandsers who are in employment and those not currently employed. The pilot was developed recognising the need to ensure that across our region, skills needed for businesses are not lost due to language barriers.

Midlands Engine awarded £1million of Government funding in total to ten adult education providers to test new ways of delivering ESOL training, with pilots due to conclude in April 2020.

Feedback already indicates that many learners are motivated to continue onto more formal training either in English, functional skills or other employment related courses. Those who have

completed their learning reported improved confidence in work as well as in the wider community.



EARLY SUCCESS BY ESOL STUDENTS





midlandsengine.org



Midlands Engine  
Trent Bridge House  
Fox Road  
West Bridgford  
Nottingham  
NG2 6BJ

Email [info@midlandsengine.org](mailto:info@midlandsengine.org)



## **REPORT OF THE SERVICE DIRECTOR, CUSTOMER, GOVERNANCE AND EMPLOYEES**

### **USE OF URGENCY PROCEDURES**

#### **Purpose of the Report**

1. To update Policy Committee on the use of the Council's Urgency Procedures in the latest monitoring period (October 2019 – May 2020).

#### **Information**

2. The Constitution sets out procedures to deal with events which require a decision outside of a committee's normal cycle of meetings. The use of these procedures should periodically be reported to Policy Committee. The procedures enable urgent decisions by committee, calling an additional meeting of a committee or an urgent decision by the Chief Executive (the latter decisions are reported to the next meeting of the relevant committee).
3. The Chief Executive also has the power to take emergency decisions if necessary.
4. For information, there were no urgent decisions taken by the Chief Executive or a committee and no additional meetings were called to deal with urgent matters in the previous monitoring period of April 2019 – September 2019.
5. Use of the Urgency Procedures in the latest period has been limited and appropriate and these procedures have only been utilised when it was in the public interest to do so.
6. The Chairman agreed to the following items being included on Policy Committee agendas, following publication of those agendas and prior to the meetings taking place:-

<u><b>Date</b></u>	<u><b>Relevant Committee</b></u>	<u><b>Decision taken</b></u>	<u><b>Reason for Late Submission of Report</b></u>	<u><b>Reason for consideration as an urgent matter</b></u>
13/11/19	Policy Committee	Nottinghamshire Floods Hardship Fund	This issue had only arisen subsequent to the publication of the agenda for this meeting.	To update the Committee on the emergency decision taken by the Chief Executive at the earliest opportunity and to assist in the awareness raising of the Fund.
18/3/20	Policy Committee	Coronavirus – Short Term Refocussing of Council Activity	The situation with the virus had heightened since the publication of the agenda for this meeting.	To enable an appropriate response from the Council at the earliest opportunity.

18/3/20	Policy Committee	Disposal of land at Denewood Crescent, Bilborough	This issue had only arisen in recent days subsequent to the publication of the agenda for this meeting.	To enable the sale to take place on the agreed completion date of 27/3/20 and therefore achieve a significant capital receipt in 2019-20.
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7. The following emergency decision was taken by the Chief Executive:-

<u>Date</u>	<u>Relevant Committee</u>	<u>Decision taken</u>	<u>Reason for Emergency Decision</u>
13/11/19	Policy Committee	Nottinghamshire Floods Hardship Fund	To enable the Fund to be established at the earliest opportunity to assist households and businesses affected by the floods.

8. The following urgent decisions were taken by the Chief Executive:-

<u>Date</u>	<u>Relevant Committee</u>	<u>Decision taken</u>	<u>Reason for Urgency</u>
1/4/20	Children and Young People's Committee	Early Years Funding for the Private Voluntary and Independent Childcare Sector	To secure emergency funding (£300,000) to enable Private Voluntary and Independent early years settings to continue to provide funded childcare for eligible 2-4 year olds during a three week period (which included the Easter Holidays) where funding was not available from the Early Years block of the Dedicated Schools Grant. This childcare was needed to support critical workers and vulnerable children during the COVID19 pandemic.
1/6/20	Adult Social Care and Health	Domestic Abuse Temporary Emergency Accommodation	N.B. Although this decision fell just outside of the monitoring period of October 2019-May 2020, this decision is also included for Members' information at the earliest opportunity. Evidence pointed to an expected surge in demand by those fleeing domestic abuse following the relaxation of the COVID-19 lockdown. The relaxation of lockdown measures for planning purposes had been assumed to be 1 June 2020. Existing refuge accommodation was full and with residents unable to move on because housing providers were unable to complete repairs because of the lockdown, or social distancing has meant it took longer to complete repairs and bring properties back into use. An urgent decision was therefore required to ensure provision from 1 June.

9. During the Coronavirus period, all Council meetings were cancelled. Where decisions have been required within specific timescales, meetings have been held virtually or at County Hall with social distancing rules observed as appropriate.

### Other Options Considered

10. None – reporting on the use of the Urgency Procedures to Policy Committee is a Constitutional requirement.

## **Reason/s for Recommendation/s**

11. To enable the Committee to be updated on the use of the urgency procedures, in line with the Council's Constitution.

## **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION**

That Members consider whether any further information or actions are required in relation to the Council's urgency procedures in the latest monitoring period of October 2019 – May 2020.

**Marjorie Toward**

**Service Director, Customers, Governance and Employees**

**For any enquiries about this report please contact:** Keith Ford, Team Manager, Democratic Services Tel: (0115) 9772590 E-mail: [keith.ford@nottsc.gov.uk](mailto:keith.ford@nottsc.gov.uk)

### **Constitutional Comments (EH)**

Policy Committee is the appropriate body to consider the content of this report. If Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

### **Financial Comments (SES)**

There are no specific financial implications arising directly from this report.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Signed records of individual urgent decisions.

## **Electoral Division(s) and Member(s) Affected**

All

