

Policy Committee

Wednesday, 18 May 2016 at 10:30

County Hall, County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

- | | | |
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| 1 | Minutes of last meeting held on 20 April 2016 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Children, Young People and Families Plan 2016-18 | 7 - 26 |
| 5 | Under-16 Home to School Transport Policy and Post-16 Transport Policy - 2016-17 Academic Year | 27 - 66 |
| 6 | The work of East Midlands Councils | 67 - 76 |
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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 20 April 2016 at 10.30 am**

membership

Persons absent are marked with 'A'

COUNCILLORS

Alan Rhodes (Chairman)
Joyce Bosnjak (Vice-Chairman)

Reg Adair
Chris Barnfather
Mrs Kay Cutts MBE
Stephen Garner
Glynn Gilfoyle
Kevin Greaves
Richard Jackson
David Kirkham
John Knight

David Martin
Diana Meale
Philip Owen
John Peck
Ken Rigby **A**
Pam Skelding
Stuart Wallace
Muriel Weisz

ALSO IN ATTENDANCE

Councillor Pauline Allan
Councillor Nicki Brooks
Councillor Steve Calvert
Councillor Steve Carroll
Councillor Kate Foale

Councillor Alice Grice
Councillor Darren Langton
Councillor Liz Plant
Councillor Mike Pringle
Councillor John Wilkinson

OFFICERS IN ATTENDANCE

Anthony May

Chief Executive

Chris Kenny
David Pearson

} Adult Social Care, Health & Public Protection

Colin Pettigrew

Children, Families & Culture

Carl Bilbey
Heather Dickinson
Martin Done
Keith Ford
Jayne Francis-Ward
Lesley Holmes
Catherine Munro
Nigel Stevenson
Marjorie Toward
Michelle Welsh

} Resources

MINUTES

The Minutes of the last meeting held on 9 March 2016, having been previously circulated, were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

The following temporary changes in membership, for this meeting only, were reported to the Committee:-

- Councillor Pam Skelding had replaced Councillor Jim Creamer
- Councillor Chris Barnfather had replaced Councillor Martin Suthers OBE
- Councillor David Martin had replaced Councillor Jason Zadrozny
- Councillor Ken Rigby had replaced Councillor Stan Heptinstall MBE.

Councillor Ken Rigby had subsequently sent apologies for the meeting due to illness.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

SMOKEFREE POLICY

RESOLVED: 2016/027

That the updated Smokefree Policy as set out in the appendix to the report be approved.

UPDATE ON THE AUDIT BY THE INFORMATION COMMISSIONER'S OFFICE (ICO) AND THE REVISED INFORMATION MANAGEMENT AND DATA QUALITY AND DATA PROTECTION POLICIES

RESOLVED: 2016/028

- 1) That the progress made against the approved action plan following the ICO Audit be noted.
- 2) That the revised Information and Data Quality Policy and the Data Protection Policy be approved.

ADVERTISING AND SPONSORSHIP PROGRESS REPORT

RESOLVED: 2016/029

- 1) That the progress made to date to generate income from advertising and sponsorship be noted.
- 2) That the next steps to generate further income, as outlined in the report, be approved.
- 3) That a report be presented to Policy Committee in 12 months' time to review progress and approve future priorities and targets.

UPDATE ON PROGRESS WITH ARRANGEMENTS TO INTEGRATE HEALTH AND SOCIAL CARE IN MID-NOTTINGHAMSHIRE

RESOLVED: 2016/030

- 1) That the update on the development of integrated arrangements in Mid-Nottinghamshire be noted.
- 2) That a further progress report on the work of the Mid-Nottinghamshire “Better Together” Alliance Leadership Board be submitted to Policy Committee in July 2016.
- 3) That the development of the Sustainability and Transformation Plan in Nottinghamshire be noted.

THE BATTLE OF THE SOMME CENTENARY COMMEMORATION EVENT

RESOLVED: 2016/031

That the provision of hospitality at the Battle of the Somme Commemoration Event at County Hall on 1st July 2016, up to a maximum cost of £975.00, be met from the Corporate Hospitality budget.

ATTENDANCE AT NATIONAL CONFERENCES

Councillor Alan Rhodes introduced the report and moved a motion in terms of Resolution: 2016/032 below.

The motion was seconded by Councillor Joyce Bosnjak.

Following a debate, an amendment to the motion, as set out below, was moved by Councillor Philip Owen and seconded by Councillor Kay Cutts MBE:-

‘Insert a new paragraph 2) as follows:-

- 2) That in recognition of the legal adjudication error which lead to the decision taken by Children & Young People’s Committee on 21 March 2016, and out of respect for the Member, Councillor John Wilmott should be invited to attend this year’s Conference in Manchester, with the Chairman and/or Vice-Chairman of the committee;

Re-number the subsequent paragraph from 2) to 3) and amend as follows:

- 3) That attendance at the National Children and Adult Services Conference from 2017 onwards be in accordance with the policy set out at paragraph 1).’

The amendment was put to the vote and after a show of hands the Chairman declared it was not carried.

The requisite number of Members requested a recorded vote and it was ascertained that:-

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The following 8 Members voted for the amendment:-

Reg Adair
Chris Barnfather
Kay Cutts MBE
Stephen Garner

Richard Jackson
David Martin
Philip Owen
Stuart Wallace

The following 10 Members voted against the amendment:-

Joyce Bosnjak
Glynn Gilfoyle
Kevin Greaves
David Kirkham
John Knight

Diana Meale
John Peck
Alan Rhodes
Pam Skelding
Muriel Weisz

The substantive motion was put to the vote and it was:-

RESOLVED: 2016/032

- 1) That elected member attendance at National Conferences be always by the Chairman and/or Vice-Chairman of the relevant committee and where resources and availability allow, the main Opposition spokesperson could also attend.
- 2) That attendance at the forthcoming National Children and Adult Services Conference be in accordance with this policy.

WORK PROGRAMME

RESOLVED: 2016/033

That the work programme be noted.

The meeting closed at 11.32am

CHAIRMAN

**REPORT OF THE CHAIR OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****CHILDREN, YOUNG PEOPLE AND FAMILIES PLAN 2016-18****Purpose of the Report**

1. The purpose of this report is to seek approval of Nottinghamshire's Children, Young People and Families Plan for the period April 2016 to March 2018, attached as **Appendix 1**.

Information and Advice

2. The Children, Young People and Families Plan (CYPF Plan) 2016-18 will be the joint strategic plan of Nottinghamshire Children's Trust and will replace the existing plan for 2014 to 2016. It describes how Nottinghamshire County Council will fulfill its statutory responsibility, as the lead partner in the Children's Trust, to make arrangements to promote co-operation to improve children's well-being as outlined in Section 10 of the Children Act 2004.
3. The CYPF Plan identifies the key areas where by working together the partnership can make the greatest difference to the lives of children, young people and families in Nottinghamshire.
4. The CYPF Plan provides a strategic overview of what will be delivered over the next two years including the expected impact on the lives of children, young people and families. The CYPF Plan provides links to the supporting strategies and plans which will provide further detail including specific performance measures.
5. The CYPF Plan identifies four priorities for the period 2016-2018. These priorities are:
 - Children and young people are safe in Nottinghamshire
 - Children and young people are happy and healthy in Nottinghamshire
 - Children and young people achieve their potential in Nottinghamshire
 - Children, young people and families receive the support they need when required in Nottinghamshire.
6. The CYPF Plan's priorities have been informed by the evidence of the local needs of children, young people and families from the Nottinghamshire Joint Strategic Needs Assessment (JSNA) which identifies the current and future health and wellbeing needs of the local population. This information is regularly used for the commissioning of services within Nottinghamshire.

7. The CYPF Plan was also informed by data on the performance of the County Council's services, and of partner organisations, as well as inspection findings.
8. The priorities for the CYPF Plan have been consulted on with a range of stakeholders including the Nottinghamshire Safeguarding Children Board, front line practitioners and their managers through a series of Children's Trust Roadshow events, and with children and young people through the Young People's Board. Wherever possible, existing consultations have also been used to inform the CYPF Plan. These include the consultation activity with children and young people for the Young People's Health Strategy, feedback from Children's Centres local advisory groups, and from parents and carers of disabled children and young people.
9. The priorities are in line with the Health and Wellbeing Strategy for Nottinghamshire (2014-2017) which focusses on ensuring the health and wellbeing needs of the people of Nottinghamshire are met. The CYPF Plan provides the delivery plan for the children and young people's section of the Health and Wellbeing Strategy, including the two key priorities of the Health and Wellbeing Board regarding child sexual exploitation and emotional health and wellbeing.
10. To support the CYPF Plan, an annual improvement plan will be developed which will provide more detail on specific actions and responsibilities, including key performance measures. Progress with the improvement plan will be reported to the Children and Young People's Committee every six months.

Other Options Considered

11. Although there is no statutory requirement for Children's Trusts to produce a joint plan, Nottinghamshire Children's Trust has taken the view that such a plan is needed to provide clarity about activities and responsibilities as well as a framework for managing performance improvement.

Reason/s for Recommendation/s

12. The CYPF Plan 2016-18 has been devised on the basis of a rigorous needs analysis and after consultation with Children's Trust partners and other stakeholders.

Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

14. The principal service users affected are children, young people and their families, as the CYPF Plan identifies in the over-arching strategy and associated action plans for the delivery of services to them in 2016-18.

Financial Implications

15. Activities identified within the CYPF Plan will be financed by existing budget allocations for the County Council and partner organisations.

Public Sector Equality Duty Implications

16. The development of the CYPF Plan included an Equality Impact Assessment which is available as a background paper. This concluded that the plan was likely to have a positive impact for service users, as it aims to reduce inequalities, by identifying need and working together to address this within available resources.

Crime and Disorder Implications

17. The Children's Trust will support work to address crime and disorder, while recognising that responsibility for this work rests with the Safer Nottinghamshire Board.

Safeguarding of Children Implications

18. The CYPF Plan identifies how partner organisations within the Children's Trust will work together to safeguard children and promote their welfare.

RECOMMENDATION/S

- 1) That the Committee approves the proposed Children, Young People and Families Plan for 2016-18, attached as **Appendix 1**

Councilor John Peck
Chair of the Children and Young People's Committee

For any enquiries about this report please contact:

Chris Jones
Senior Practitioner, Strategy and Planning
T: 0115 9932714
E: Christopher.1.jones@nottscg.gov.uk

Constitutional Comments (LM 14/04/16)

19. The recommendations in the report fall within the Terms of Reference of the Policy Committee.

Financial Comments (SS 19/04/16)

20. There are no financial implications arising directly from this 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.

[Joint Strategic Needs Assessment \(JSNA\) for Nottinghamshire](#)

Equality Impact Assessment

Children, Young People and Families Plan 2016-18 – report to Children and Young People's Committee on 25 April 2016

Electoral Division(s) and Member(s) Affected

All.

C0812

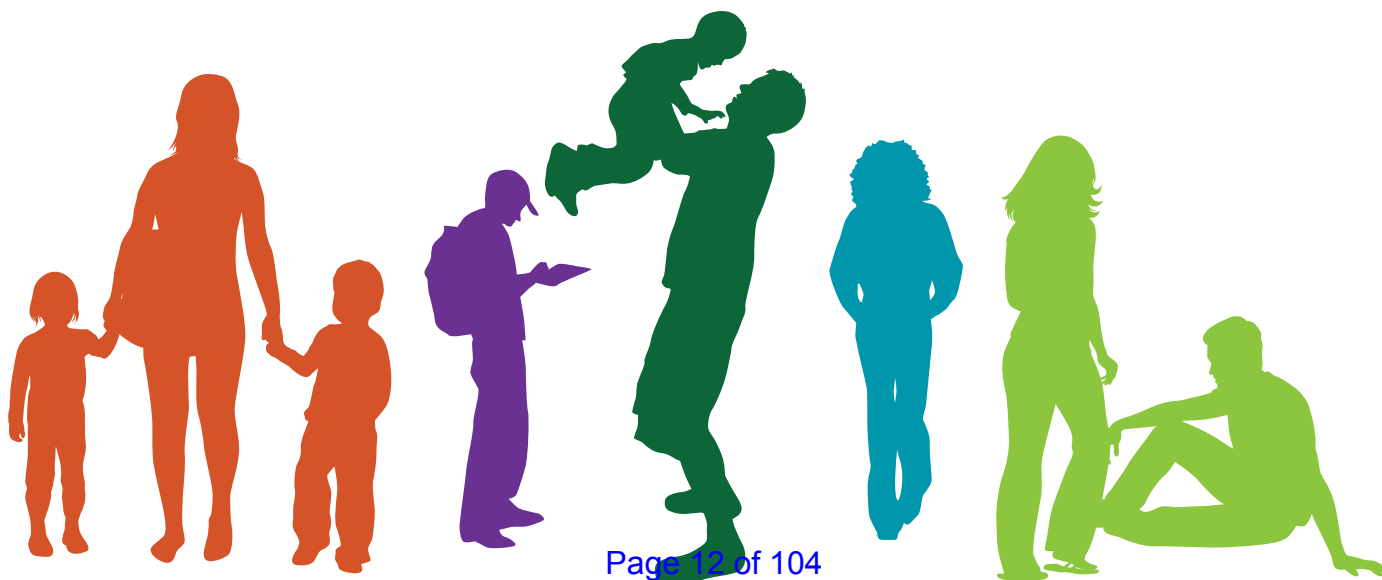
Nottinghamshire Children, Young People and Families Plan

2016-2018



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Foreword

Welcome to our new Children, Young People and Families (CYPF) Plan for Nottinghamshire for the period 2016-2018. This refreshed CYPF Plan comes at a time of unprecedented challenge for all services which work with children, young people and families in Nottinghamshire. Financial pressures coupled with increasing demand mean that all services are looking at how they remain focused on improving outcomes through working more efficiently and co-operate wherever possible.

The **Nottinghamshire Children's Trust** is committed to making the experience of childhood and early adulthood a good one. We want every child and young person to have the opportunity to be confident in their relationships, achieving personal success as they grow into adulthood. We believe that by working together with families and communities we will achieve this.

Nottinghamshire continues to deliver high quality services to local children, young people and families. The quality of services has been recognised through recent statutory inspections including **Ofsted's inspection of Children's Services in Nottinghamshire in 2015**, which graded the Service as good. In addition over eighty-two per cent of schools in Nottinghamshire are judged to be good or better (December 2015); sixty-five percent of Children's Centres in Nottinghamshire are graded as good or better and all the residential children's homes in the county are judged to be either good or outstanding.

The CYPF Plan also highlights the important role parents and carers have in their responsibilities to shape the experience of their children and young people. Partners in Nottinghamshire need parents, carers and communities to work with them to build aspirations and resilience, creating environments where children and young people can thrive.

All members of the Children's Trust in Nottinghamshire are focused on making a real difference to the lives of children, young people and their families. The CYPF Plan is the strategic plan of the Children's Trust and sets out how this ambition will be delivered, including what success will look like for children, young people and families and how the performance of services will be monitored.

The Children's Trust will publish regular updates on the CYPF Plan over the next two years on its **website**, and would welcome feedback from children, young people and families in Nottinghamshire about how we might further improve our services.

Councillor John Peck

Chair, Children and Young People's Committee and Chair of the
Nottinghamshire Children's Trust Board

Introduction

The purpose of the Nottinghamshire Children's Trust is to champion the interests of children, young people and families in Nottinghamshire, especially the most vulnerable¹.

The Children, Young People and Families (CYPF) Plan identifies the key areas where by working together the partnership can make the greatest difference to the lives of children, young people and families in Nottinghamshire. We are committed to supporting the most vulnerable children and young people, and we will target services to those who need them most.

The CYPF Plan summarises what will be delivered over the next two years and the expected impact on the lives of children, young people and families. **Annual improvement plans** will also be published which will provide further information about what we plan to deliver.

The partnership has identified four priorities for the period 2016-2018. These priorities are:

- Children and young people are safe in Nottinghamshire
- Children and young people are happy and healthy in Nottinghamshire
- Children and young people achieve their potential in Nottinghamshire
- Children, young people and families receive support when needed in Nottinghamshire

These priorities are in line with the **Health and Wellbeing Strategy** for Nottinghamshire (2014-2017) which focusses on ensuring the health and wellbeing needs of the people of Nottinghamshire are met. The CYPF Plan provides the delivery plan for the children and young people's section of the Health and Wellbeing Strategy including the two key priorities of the **Health and Wellbeing Board** regarding child sexual exploitation and emotional health and wellbeing.

The CYPF Plan's priorities have been informed by the evidence of the local needs of children, young people and families from the **Nottinghamshire Joint Strategic Needs Assessment (JSNA)**. This information is regularly used for the commissioning of services within Nottinghamshire.

These priorities and the identified actions required to implement them have been consulted with a range of stakeholders including the **Nottinghamshire Safeguarding Children Board**, front line practitioners and their managers through a series of Children's Trust Roadshow events, and with children and young people through the Young People's Board. Wherever possible existing consultations have also been used to inform the CYPF Plan. These include the consultation activity with children and young people for the Young People's Health Strategy, feedback from Children's Centres local advisory groups, and from parents and carers of disabled children and young people.

Throughout the CYPF Plan links have been provided to the relevant strategies and plans for the ease of cross-referencing. These will be updated over the lifetime of the Plan.

Comments and feedback about the CYPF Plan are welcome and can be sent to the following e-mail address: **childrens.trust@nottscc.gov.uk**

¹All children in Nottinghamshire aged 0-19, young people aged 20 and over who are leaving care, and young people up to the age of 25 with learning difficulties / SEN / Disabilities

About the Children's Trust

The ambition of the **Nottinghamshire Children's Trust** is for '**Nottinghamshire to be a place where children are safe and happy, where everyone enjoys a good quality of life, and where everyone can achieve their potential**'.

The Children's Trust provides a unique opportunity to bring together the key stakeholders in Nottinghamshire with a focus on improving outcomes for children, young people and their families. In this respect, whilst it is not a statutory requirement to maintain a Children's Trust per se, it provides the opportunity for Nottinghamshire County Council and certain named partners (including health) to meet their statutory duty to co-operate to improve children's wellbeing as outlined in Section 10, of the Children Act 2010.

The Children's Trust reports formally to the **Nottinghamshire Health and Wellbeing Board**

and is accountable to it for the delivery of the Children, Young People and Families (CYPF) Plan. From April 2016 the roles and responsibilities of the Children's Trust will be split between the Children's Trust Board and the Children's Trust Executive. The Children's Trust Board is a strategic network which brings together partners to share information and agree priorities. The Children's Trust Executive is responsible for the effective delivery of high quality services for children, young people and families in Nottinghamshire. The Executive will report on a regular basis to the Board on the implementation of the CYPF Plan.

The Children's Trust has an active working relationship with the **Nottinghamshire Safeguarding Children Board (NSCB)**. The NSCB provides scrutiny and challenge to the Children's Trust activities.

Organisations represented on the Children's Trust Board include:

- Nottinghamshire County Council
- Nottinghamshire Police
- District / Borough Councils
- Clinical Commissioning Groups
- Education Trust Boards
- Nottinghamshire Safeguarding Children Board

The Children's Trust has a number of principles which underpin its work in Nottinghamshire:

- We will work together to achieve our vision, building mutual trust, respect and openness.
- We will seek the views of children and young people, families and communities when planning partnership activities.
- We will be clear about partnership priorities and base our joint planning or commissioning of services around them.
- We will identify how integrated commissioning or shared delivery can promote high quality, cost-effective service delivery that meets local needs.
- We will work flexibly and adapt our plans and activities to changing circumstances.
- We will always seek to maximise value for money, both in the partnership activities that we develop and in our meeting or information-sharing arrangements.
- We will ensure that decisions are based on clear evidence about local needs and about the likely impact of planned activities.
- We will communicate about what we do, with our staff in partner organisations and to children, young people, families and communities.

How we will deliver the Plan

The landscape of children's services both nationally and in Nottinghamshire is continuing to change with a number of key drivers including: national government policy, significant financial pressures, the need to manage an increasing demand upon services and greater scrutiny from regulatory frameworks.

These challenges will impact directly on the way services are delivered to children, young people and their families. There will be a narrower range of services on offer with fewer people employed to deliver them. The use of technology will increase partly in response to the demand from service users, but also to deliver the services at reduced cost.

These changes have already been underway for a number of years and to date the quality of services have remained good or even improved. Maintaining this position will be one of the biggest challenges for the partners of the Children's Trust in Nottinghamshire.

To be successful the partnership will need to have:

- A clear vision
- A better understanding of and a focus on meeting the local needs of children, young people and families
- A range of services delivered through different models and suppliers to ensure value for money
- A commitment to developing the children's workforce to ensure all staff are equipped to meet the new challenges
- A shared understanding and commitment to the value of participation by children, young people and families in the development and design of services

The last few years have seen a number of successful partnership initiatives in the County which have resulted in improved services. Examples of these include the **Multi Agency Safeguarding Hub (MASH)** and the **Family Nurse Partnership**. More recently the establishment of the Family Service in November 2015 brought together a range of services to support families with needs, involving a range of providers.

Children's services in Nottinghamshire over the next couple of years will see the further development of integrated, multi-disciplinary, co-located teams based in localities (North, Central and South Nottinghamshire). These teams will share points of access which will triage and allocate referrals. Joint workforce development activities and the improved sharing of information will support these developments.

Nottinghamshire's Current Performance

The table below provides information on Nottinghamshire's current performance compared to the national average, using a range of Key Performance Indicators for children and young people in Nottinghamshire.

Key Performance Indicator	Comparison to the National Average
Assessments for Children's Social Care carried out within timescales	Better
Re-referrals to Children's Social Care	Better
Achievement of 5 or more A*-C grades at GCSE or equivalent, including English and Maths (2014-2015 academic)	Better
Excess weight in 10-11 year olds (2014-2015) - percentage of cohort	Better
Percentage of Care Leavers in education, employment or training aged 19-21	Better
Hospital admissions caused by unintentional and deliberate injuries in children aged 0-14 years (2013-2014) per 10,000 resident population	Better
Under 18 conception rate per 1,000 females aged 15-17	Better
Rate of permanent exclusions from school (2013-2014 academic; based on all schools)	Better
Percentage of overall absence in primary, secondary and special schools (2014-2015 academic; based on all schools for 6 half-terms)	Better
Breastfeeding prevalence at 6-8 weeks, including mixed feeding methods	Worse
Attainment gap for a good level of development in the Early Years Foundation Stage Profile between pupils taking free school meals and the rest (2014-2015 academic)	Worse
Attainment gap at age 16 between pupils taking free school meals and the rest (2014-2015 academic)	Worse

Progress reports on the CYPF Plan including the key performance indicators can be found on the [Children's Trust website](#). These reports will be published every six months and will be discussed at the relevant Children's Trust Board meetings.

Priority 1 Children and young people are safe in Nottinghamshire

Why is this important?

All children and young people need to be safe and feel safe so that they can achieve their full potential. Some live in circumstances that can make them particularly likely to be unsafe and younger children are likely to be especially vulnerable. Most children and young people are supported and cared for by their parents or carers but some parents or carers are unable to do this for a number of reasons. In these situations, the involvement of all the relevant partners who could keep children and young people safe is vitally important.

All partner organisations have a role in safeguarding children, with the County Council's Children's Social Care service leading on the protection of the most vulnerable. Children's Social Care provides a range of specialist services to ensure that the most vulnerable children and young people in Nottinghamshire receive the support and protection they need to be safe, secure and happy, and to achieve their full potential.

Over the last few years we have seen significant improvements in safeguarding performance as confirmed by the Ofsted inspection in 2015. To sustain and build on this success, partner organisations will continue to work together through the **Nottinghamshire Children's Trust** and the **Nottinghamshire Safeguarding Children Board (NSCB)**.

As Corporate Parents, we have a responsibility to ensure that the children and young people in our care live in safe, and stable homes or families without the need to move frequently. The CYPF Plan identifies Care Leavers as a priority group, as our Corporate Parenting responsibility should not end when a young person leaves care.

Children and young people are facing a broad range of 'emerging threats' to their safety. These threats include the risks children and young people face from child sexual exploitation, grooming and radicalisation, as well as associated internet safety concerns. Evidence shows that abuse and exploitation of children and young people is increasing, particularly through the use of the internet and social media. In particular, concerns around Child Sexual Exploitation and radicalisation have become increasingly prevalent in the media, following several high profile cases and local inquiries which have emphasised the scale of the problem. For an effective response to these 'emerging threats' all the partners of the Children's Trust will need to be involved.

What are our outcomes?

- Children and young people at risk of 'emerging threats' will be appropriately identified, supported and protected
- Children, young people and families accessing our case holding services will see improved outcomes as a result of high quality, consistent assessments with clear and achievable plans and appropriate interventions
- Children, young people and families experience a seamless service when moving between Early Help and Children's Social Care
- Looked After Children and Care Leavers will be supported through improved placement provision, health services and learning opportunities
- The voice of the child or young person will be at the centre of all service user feedback activity and service planning
- Children, young people and families accessing services will benefit from a more stable and skilled workforce

What will success look like?

- Looked After Children and Care Leavers will be able to access health services when needed, achieve better educational outcomes, and have access to a range of high quality opportunities at 16 and 18 and beyond.
- Children and young people at risk of 'emerging threats' including child sexual exploitation and radicalisation will receive the support needed from services when identified and protection when required.
- Children, young people and families will experience joined-up assessments with plans leading to interventions which will improve their outcomes.

What children, young people and families tell us?

Children and young people identified being safe as their number one priority as part of the consultation activity for the Children, Young People and Families (CYPF) Plan. The Ofsted inspection of Nottinghamshire's Children's Services in 2015 found that children and young people felt valued and knew that their views were incorporated into service delivery: children and young people are "justifiably proud of the contribution they make to support service improvement".

Key activities for 2016-2018	Who will be involved	How will it be measured	Links to Plans & Strategies
To further develop the effectiveness of Children's Social Care & early help services working together	Nottinghamshire County Council (NCC), Health Providers, and Schools	Joint case audits including service user feedback	<u>MASH, Early Help Unit & Adult Access Service Improvement Plan</u>
To embed fully the Child & Family Assessment process, and review it	NCC	Joint case audits, feedback from service users on the process & impact	<u>Nottinghamshire Assessment Toolkit</u>
To implement the Looked After Children & Care Leavers Strategy's annual action plans	NCC, Health Providers, Schools and Post 16 Learning providers	Monitoring and review of the Strategy's annual action plans	<u>Looked After Children & Care Leavers Strategy (2015-2018)</u>
To strengthen preventative and early identification strategies so that children & young people at risk of 'emerging threats' are protected and supported	NCC, Nottinghamshire Safeguarding Children Board (NSCB), Police, Clinical Commissioning Groups, Schools and Post 16 Providers	Monitoring and review of cross authority action plan and NSCB CSE audit	Child Sexual Exploitation Strategy and Action Plan
To implement the Children's Social Care Recruitment and Retention Plan (2016-2018)	NCC, local Universities	Children's Services Healthcheck, recruitment & retention statistics	Social Work Workforce Recruitment & Retention Plan (2016-2018)

Priority 2 Children and young people are happy and healthy in Nottinghamshire

Why is this important?

Investing in children's health is an investment in the future. Children and young people who are healthy are able to enjoy life and achieve their full potential. They are more likely to go on to become healthy adults and parents who in turn promote better health in future generations.

Early intervention and prevention to improve children's health and wellbeing can produce longer-term financial savings in higher-cost medical services. Medical science and technology is advancing but major health inequalities still exist. Poorer health is associated with economic deprivation, both nationally and locally. Integrated working across health, social care and education services is more likely to provide disadvantaged children and young people with the right support.

The commissioning of children and young people health and wellbeing services will continue to be delivered by **NHS Bassetlaw Clinical Commissioning Group** and the Children's Integrated Commissioning Hub (ICH), located in Nottinghamshire County Council. The ICH aims to act as a systems leader for children's health and wellbeing services across Clinical Commissioning Groups (CCGs), public health and wider children's services within Nottinghamshire County Council (NCC). The ICH is uniquely placed to bring together commissioning of services across this system through expertise and knowledge around the children and young people's agenda and strong working relationships and partnerships.

The **Health and Wellbeing Board** over the last twelve months has identified the improvement of services for children and young people with emotional health and wellbeing needs as a priority for Nottinghamshire. The **Future in Mind Transformation Plan** outlines the areas for improvement over the next four years including a particular focus on the development of effective early help services. The Plan includes an additional annual investment of £1,520,495 to improve the effectiveness of services.

What are our outcomes?

Children and young people will experience improved health outcomes as a result of the implementation of a range of plans and the commissioning of services over the next two years including:

- The Nottinghamshire Child & Young People's Mental Health and Wellbeing Plan (Future in Mind Local Transformation Plan) by April 2018
- The Integrated Community Children and Young People's Healthcare Programme by April 2018
- The Healthy Child and Public Health Nursing Programme for 0-19 year olds by March 2017
- The recommendations of Children in Care Health Pathway Review by March 2018
- The Young People's Health Strategy

What will success look like?

- More children and young people have a positive experience of health care.
- More children and young people receive the health care they need in a timely manner.
- More young people have good mental health.
- Children and young people are admitted to hospital only when it is unsafe or inappropriate to care for them in the community.
- Children and young people are less likely to be over-weight or obese.
- More mothers take up and maintain the breastfeeding of their children.
- Looked after Children experience more cohesive and efficient statutory health services.
- Young people will be able to access a young person specific health issues website.

What children, young people and families tell us?

Children and young people identified being healthy and happy as their number two priority, as part of the consultation activity for the Children Young People and Families (CYPF) Plan. There are a number of areas where the views of children and young people have informed planning and delivery of services commissioned. These have included: the Young People's Health Strategy; public health nursing; the Integrated Community Children and Young People's Healthcare Programme and the Future in Mind Transformation Plan.

Key activities for 2016-2018	Who will be involved	How will it be measured	Links to Plans & Strategies
To implement the Future in Mind Transformation Plan to improve services for children and young people with emotional and mental health difficulties	Clinical Commissioning Groups (CCGs), Nottinghamshire County Council (NCC), NHS Providers, Schools and the Voluntary Sector	Through the Children and Young People's Mental Health outcomes and quality framework	<u>Future in Mind Transformation Plan (2015-2020)</u>
To begin to integrate and transform specialist community health services for children and young people (ICCYPH) by April 2018	CCGs, NCC, NHS Providers, Schools, Nottinghamshire Participation Hub and the Voluntary Sector	Through the ICCYPH outcomes and quality framework	Service Improvement and Development Plan ICCYPH (March 2016)
To commission an Integrated Healthy Child Programme and Public Health Nursing Service for 0-19 year olds by March 2017	NCC, CCGs, NHS Providers, Schools	Through the Healthy Child Programme outcomes and quality framework	<u>Healthy Child Programme 0-19 (Public Health England 2016)</u> <u>Health Wellbeing Strategy (2014-17)</u> Young People's Health Strategy 2015-2018
To champion children and young people issues with the wider health service community	NCC, CCGs, NHS Providers, Schools and the Voluntary Sector	Young People's Health Strategy action plan milestones Successful implementation of the School Health Hub function	<u>Health Wellbeing Strategy (2014-17)</u> Young People's Health Strategy (2015-2018)
To implement the Children's Social Care Recruitment and Retention Plan (2016-2018)	NCC, local Universities	Children's Services Healthcheck, recruitment & retention statistics	Social Work Workforce Recruitment & Retention Plan (2016-2018)
To review the health pathway for children in care and implement recommendations	NCC, CCGs, NHS Providers	Key performance indicators within the four county health contracts and statutory returns to the Department for Education Future Ofsted & Care Quality Commission inspections	<u>Looked After Children & Care Leavers Strategy</u>

Priority 3 Children and young people achieve their potential in Nottinghamshire

Why is this important?

Educational success provides young people with greater opportunities for employment, further or higher education. It enables them to participate in society, maximising their life chances and securing their future economic wellbeing.

For all age groups, children and young people who are eligible for free school meals have lower attainment than their peers, on average. Other vulnerable groups include those children and young people who:

- have special educational needs (SEN) or disabilities
- have social or behaviour issues
- have poor attendance at school
- have mental health issues
- are looked after by the local authority
- belong to particular ethnic minority groups

The priority for partners in Nottinghamshire is to ensure that the support is available to support these vulnerable children and young people to achieve as well as their peers.

The implementation plan for the **Strategy for Closing the Educational Gaps** outlines actions to support schools and other settings to use data and target resources more effectively from a wide range of partners.

In addition to supporting the closing of educational gaps, partners have a key role in ensuring children and young people do not miss education. The implementation of the **Children Missing Education Action Plan** has seen a considerable reduction in the numbers of children and young people not accessing their entitlement to full-time education. The number of permanent exclusions from schools in Nottinghamshire is at its lowest for a significant number of years.

What are our outcomes?

- Children and young people will be able to access sufficient early years provision and school places in their local communities
- Children and young people will be less likely to be missing education, including those with special educational needs
- More children and young people will attend good or better schools in Nottinghamshire compared to the national average
- Vulnerable children and young people will see their educational outcomes improve at a greater rate than others

- Young people with disabilities will have improved life chances

What will success look like?

Nottinghamshire will have sufficient early years and school places to meet an increasing demand. Every child is accessing their entitlement to full-time education. The quality of schools will continue to improve in the County and the most vulnerable will see their attainment levels improve at a faster rate than the whole population. Young people will make successful transitions at 16 and 18, including the most vulnerable.

What children, young people and families tell us

Children and young people identified achieving their potential as their fourth priority, as part of the consultation activity for the Children, Young People and Families (CYPF) Plan. Young people recognised the importance of educational success in order to achieve good jobs or a place at university. They also highlighted the importance of support received from outside school to achieve their potential, such as from the Youth Service.

Key activities for 2016-2018	Who will be involved	How will it be measured	Links to Plans & Strategies
To continue to develop an effective working relationship with key partners including all publicly funded schools, Multi Academy Trusts, Teaching School Alliances and the Regional Schools Commissioners to further raise standards of attainment and improve progress of all children and young people in Nottinghamshire	Nottinghamshire County Council (NCC), Schools, Dioceses and the Regional Schools Commissioner	Evidence of improved outcomes for all children and young people in all settings	<u>County Council's Strategic Plan (2014-2018)</u>
To continue implementing the Closing the Educational Gaps Strategy with an enhanced focus on addressing the East Midlands Challenge to improve the attainment and progress for vulnerable learners	NCC, Schools, Clinical Commissioning Groups (CCGs), Health Providers, Nottingham Trent and Manchester Universities	Educational gaps for vulnerable young people close	<u>Closing the Educational Gaps Strategy and implementation plan</u>
To improve the effectiveness of the virtual school to intervene when required to support Looked After Children	NCC, Schools, other Learning Providers	Looked After Children in good or outstanding schools with no permanent exclusions	<u>Looked After Children & Care Leavers Strategy (2015-2018)</u>
To implement the Early Years Improvement Plan and the School Place Planning Strategy to ensure there are sufficient places for every Nottinghamshire child including 2 year olds who are eligible for free early years education	NCC, District and Borough Councils, Department for Education	Sufficiency of places to meet an increasing demand	<u>County Council's Strategic Plan (2014-2018)</u>
To improve the transitions for young people with disabilities between Children's Services and Adult Services	NCC, Schools & Learning Providers	Improved pathways to access adult services and learning / employment opportunities	NCC's Transitions Strategy
To coordinate a local response to the new Ofsted and Care Quality Commission (CQC) inspection framework for SEND provision	NCC, Schools, other Learning Providers, CCGs, Health Providers	Successful inspection outcome	<u>Ofsted/CQC Inspection Framework and Guidance for SEND local area inspections</u>

Priority 4 Children, young people and families receive support when needed in Nottinghamshire

Why is this important?

Providing access to support when children, young people and families need it is key to improving outcomes for children and young people. Support that also reduces the likelihood that families will need more costly specialist or statutory services, such as support from Children's Social Care. Early Help may involve providing help early in a child's life. It may also be help that is provided early on as an issue emerges, whatever the age of a child or young person.

The Early Help services provided to children, young people and families in Nottinghamshire by a range of partner agencies include: Children's Centres, Family Service, Health Visiting, School Nursing, Child and Adolescent Mental Health Services, the Family Nurse Partnership programme, Breastfeeding Promotion Service, Youth Service, and Integrated Services for Children and Young People with Disabilities.

Equally important is the role Nottinghamshire schools play in identifying and working with families who may need more support, referring them to other services if additional support is required.

To provide effective early help, these organisations need to work together and provide clear pathways of support. This includes early help services working in an integrated way with more specialist services.

What are our outcomes?

- The voice of the child or young person will be at the centre of all service user feedback activity and service planning
- Children, young people and families experience a seamless service when moving between Early Help and Children's Social Care
- Children, young people and families accessing our case holding services will see improved outcomes as a result of high quality, consistent assessments with clear and achievable plans and appropriate interventions
- Families in Nottinghamshire accessing children's services will be supported to develop their resilience and parenting skills in order to support their children and improve outcomes
- Children, young people and families accessing services will benefit from a more stable and skilled workforce
- Children and young people will be able to access a broad range of positive activities

- Children and young people will have timely access to CAMHS

What will success look like?

Children, young people and families will experience improved outcomes as a result of the interventions delivered by Early Help services, and a reduced need to access more specialist services. Referral pathways are clear and assessments are not duplicated. Following the interventions families are more confident with improved skills to support their children and young people. Children, young people and families are able to inform the future developments of Early Help services.

Children and young people in need of support in relation to their emotional or mental health will receive it in a timely way following implementation of the new CAMHS model. Referrals will be triaged promptly, and a choice appointment offered to those in need of assessment. Care will be provided by appropriately skilled practitioners from an integrated One Community CAMH Service, replacing Tiers 2 and 3.

What children, young people and families tell us

This priority was ranked as third most important of the four, by the children and young people that responded to the consultation questionnaire. Parents and carers told us they like a single, named contact, and not having to repeat the same information to a number of practitioners. Parents and carers also preferred being able to access services in a timely manner thus avoiding escalation to Level 4 at a later stage. Finally having access to services in the local community is important to families.

Key activities for 2016-2018	Who will be involved	How will it be measured	Links to Plans & Strategies
To deliver better assessment and planning for families across early help services	The Family Service, Children's Centres	Case audits, Feedback from families	Families Outcomes Plan for Nottinghamshire
To increase take up of early education places for eligible 2 year olds	Early Years Services, Children's Centres	Percentage of eligible 2 year olds taking up places	<u>Early Years Improvement Plan</u>
To support the development of Family Support Workers in all publicly funded school settings	Schools, Early Help Unit, and The Family Service	Feedback from practitioners, Completion of Child Development Training	Early Help Service Plan
To deliver a sustainable model to reduce offending by young people	Youth Offending Teams, Youth Service, Police, Health, Probation	Service performance	Youth Justice Plan
To improve the timeliness of access to CAMHS	Nottinghamshire County Council (NCC), Clinical Commissioning Groups, NHS Providers	Through the Children and Young People's Mental Health outcomes and quality framework	<u>Future in Mind Transformation Plan (2015-2020)</u>



working with

**REPORT OF THE CHAIR OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****UNDER-16 HOME TO SCHOOL TRANSPORT POLICY AND POST-16
TRANSPORT POLICY - 2016/2017 ACADEMIC YEAR****Purpose of the Report**

1. The purpose of this report is to seek approval of the proposed Under-16 Home to School Transport Policy and Post-16 Transport Policy for the 2016/17 academic year. The proposed policies remain unchanged from the 2015/16 academic year.

Information and Advice

2. Nottinghamshire County Council is required to publish its Under-16 Home to School Transport Policy and Post-16 Transport Policy 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. Copies of the proposed policies for the 2016/17 academic year are attached as **Appendices 1 and 2**.

Under-16 Home to School Transport Policy 2016/17 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 pupils aged 4-16 years. 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
 - how parents/carers may appeal against decisions they are unhappy with.
4. It is not proposed to make any amendments to the Under-16 Home to School Transport Policy for the 2016/17 academic year.

Post-16 Transport Policy 2016/2017 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 this will be provided for.

6. It is not proposed to make any amendments to the Under-16 Home to School Transport Policy for the 2016/17 academic year.

Other Options Considered

7. None.

Reason/s for Recommendation/s

8. To seek approval for these policies to enable publication in line with the requirements of the Education and Inspections Act 2006.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working, and where such implications are material they are described below.

Implications for Service Users

10. It is anticipated that the effects, if any, of these recommendations on service users will not be significant.

Financial Implications

11. There are no anticipated additional costs relating to the proposal not to make any changes to the Under-16 Home to School Transport Policy and the Post-16 Transport Policy.

Public Sector Equality Duty Implications

12. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

Human Rights Implications

13. 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/S

- 1) That the Committee approves the proposed Under-16 Home to School Transport Policy and the Post-16 Transport Policy for the 2016/17 academic year.

Councillor John Peck
Chair of the Children and Young People's Committee

For any enquiries about this report please contact:

David Litchfield
Transport Policy Officer
T: 0115 977 3861
E: david.litchfield@nottsc.gov.uk

Constitutional Comments (LM 12/04/16)

14. The recommendation in the report fall within the Terms of Reference of the Policy Committee.

Financial Comments (SH 31/03/16)

15. The financial implications of the report are set out in paragraph 11 above.

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.

Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

C0793



UNDER-16 HOME TO SCHOOL TRANSPORT POLICY

2016/17 ACADEMIC YEAR

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Appendix B	Protocol between relevant divisions in Children, Families and Cultural Services for the transportation of Looked After Children (LAC) to school
Appendix C	Travel entitlements for pupils identified with Social, Emotional and Mental Health needs (SEMH)

1. INTRODUCTION

This policy sets out Nottinghamshire County Council's provision of school transport services and travel assistance, for school aged pupils. 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 they are unhappy with.

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, Families and Cultural Services Plan 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 the attendance at school of their children who are of compulsory school age.

Within this context, the aim of the policy is to provide a quality transport service as efficiently and economically as possible, designed 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 2014–2018
www.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/strategicplan/
- Nottinghamshire Sustainable School Travel Strategy 2015
www.nottinghamshire.gov.uk/learning/schools/schooltravel
- Nottinghamshire Post-16 Transport Policy 2016/17 academic year
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 2016

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 transport assistance from the Council. Parents/carers have a right to express a preference for a school other than their catchment school. This is commonly known as a preferred school. However this does not automatically carry with it the right to assistance with home to school transport.

In Nottinghamshire, provision is made for eligible pupils attending their catchment or nearest available school. 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) includes an extension of rights to free school travel arrangements for pupils in low income groups, i.e. those entitled to free school meals and those whose families are in receipt of maximum level of Working Tax Credit.

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 qualifying (catchment area) school from the start of the academic year in which they become five, if that school is two miles or more from home. Free transport to a preferred school is only available if that school is two miles or more from home and closer than the catchment area school.

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 qualifying (catchment area) school if it is two miles or more from home. Free transport to a preferred school is only available if that school is two miles or more from home and closer than the catchment area school.

2.2.3 Pupils aged 8–11 years

Pupils aged between eight and eleven are entitled to free transport to their nearest qualifying (catchment area) school if it is three miles or more from home. Free transport to a preferred school is only available if that school is three miles or more from home and closer than the catchment area school.

2.2.4 Pupils aged 11–16 years

Pupils of secondary school age 11–16 are entitled to free transport to their nearest qualifying (catchment) school if that school is three miles or more from home. Free transport to a preferred school is only available if that school is three miles or more from home and closer than the catchment area school.

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 qualifying (catchment area) school if that school is two miles or more from home. Free transport to a preferred school is only available if that school is two miles or more from home and closer than the catchment area school.

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 to one of the three nearest qualifying schools (catchment or preferred) between two and six miles from their home.

2.2.7 Pupils aged 5 – 11 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 5.4.6 for details.)

Pupils of primary school age attending the nearest suitable school preferred on grounds of religion or belief but not eligible for free transport are eligible for subsidised transport where the school is between two and 20 miles from their home (see section 5.4.6 for details)

2.2.8 Pupils aged 11 – 16 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 5.4.6 for details)

Pupils of secondary school age attending the nearest suitable school preferred on grounds of religion or belief but not eligible for free transport are eligible for subsidised transport where the school is between two and 25 miles from their home (see section 5.4.6 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 Preferred Schools

Parents/carers have the right to express a preference for a school other than the catchment area school and 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 two miles or more from home and

closer than the catchment area school. Pupils aged 8–16 will be eligible for free transport if that school is three miles or more from home and closer than the catchment area school. The Home to School Transport Policy does not make any additional free travel provision for pupils to attend preferred schools.

A discretionary travel scheme for secondary age pupils attending a preferred school was in operation from September 2011 until August 2014. The roll-out of the scheme has now ceased. Qualifying children and young people currently within the scheme will continue to benefit from free travel until they reach the end of Year 11.

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

See Appendix B

3.3 Pupils not on a school roll

Pupils not on a school roll, whose education is the responsibility of the County Council either through a permanent exclusion or other circumstances, will have an alternative provision placement commissioned by the County Council. In these cases this placement will be classed as their designated school and the same criteria for accessing transport eligibility will apply in accordance with Section 2 of this policy.

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 Admission of pupils aged under 16 to Colleges of Further Education (CFE)

Where a pupil of statutory school age attends a College of Further Education, travel assistance will only be considered where the County Council determines that the college should be treated as the qualifying institution. Assistance rules in Section 2 of this policy are then applied.

If the pupils' previous school has directed the attendance at a CFE, then that school is expected to pay travel costs.

Placements determined by the school or parents/carers will be treated as preference decisions and no assistance will be offered by the County Council.

Applications for travel assistance should be sent to TTS.

3.6 Travel entitlements for pupils identified with Social, Emotional and Mental Health needs (SEMH)

See Appendix C

4. DISCRETIONARY PROVISION AND EXEMPTIONS FROM POLICY

4.1 Moving home and temporary accommodation

A pupil attending the qualifying secondary school who moves in the last two years of their compulsory secondary education will continue to receive 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 or 45 minutes travelling time between the home and school.

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 their children are cared for at an alternative address.

4.2 Managed moves

Where, following a managed move, a pupil is admitted to an alternative school, then, subject to the advice of the Authorising Officer, the school shall be regarded as the qualifying (designated) school for determining travel assistance. In normal circumstances, the Authorising Officer should pursue placement at the nearest qualifying school to the home address. A suitable school would be the nearest one at which the pupil could continue his/her education, removed from any influences which could jeopardise his/her chance of success. If the parent/carer elects to send their child to an alternative school, that school will be treated as a preferred school for travel assistance purposes unless it is closer than the school designated by the Authorising Officer and is over the walking distance.

4.3 Bullying

Some parents/carers change their child's school on the grounds of bullying in the qualifying school. The new school will normally be regarded as a preferred school with regard to travel assistance arrangements. In exceptional circumstances where there is evidence that a supported move has been agreed by the County Council, the Authorising Officer may deem that the new school attended will be considered to be the qualifying school for travel assistance purposes, providing it is the nearest suitable school.

A suitable school would be the nearest one at which the pupil could continue his/her education, removed from any influences which could jeopardise his/her chance of success. If the pupil was originally in a preferred school, then the new school would still be classed as preferred for travel assistance purposes, unless it is the qualifying school for the home address.

4.4 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.

4.5 Pupils on exchange visits

Travel assistance is not available for pupils on exchange visits and parents/carers of the receiving family are responsible for any transport arrangements for the journey to and from the school/college.

However, authorisation may be given by TTS for pupils on exchange visits to travel on contracted services where seats are available. Head teachers must first establish whether there are seats available by contacting TTS who will advise accordingly. If authorisation is given, a temporary travel permit (TA10) will be issued. The head teacher should submit a list of pupils' names and visiting addresses to TTS. A charge will be made to exchange visit pupils who are allowed a place on a contract service.

4.6 Travel assistance for travel other than home to school

No assistance is available from the Home to School Transport budget for educational visits, school transition visits, career appointments or other non-educational journeys.

4.7 Post-16 students

Students enrolling at a school sixth form or a college of further education may take advantage of subsidised fares under the Nottinghamshire Post-16 Transport Policy, which can be found at:

www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance

5. PROVISION OF TRAVEL ARRANGEMENTS

5.1 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.

In the case of low income groups 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.

5.2 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:

5.2.1 Special Transport Needs

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 or travel safely to school accompanied by a parent/carer.
- Is unable to use public transport when accompanied by a parent/carer.

5.2.2 Medical Grounds

Transport may be provided for pupils who are temporarily incapacitated and unable to walk to or from school. Parents/carers should obtain a certificate or letter from the hospital or their family doctor stating that the child 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). The authorisation should be sent to SEND Commissioning, who will make the necessary arrangements.

5.2.3 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.

5.2.4 Exceptional Circumstances

Exceptional circumstances will be determined on a case by case basis by the Transport Policy Development Officer or the Group Manager, SEND Policy and Provision.

5.3 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 the family doctor, other appropriate medical professional or educational specialist.

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.

5.4 Types of travel assistance

The aim of the policy is achieve best value in providing a quality transport service as efficiently and economically as possible, designed 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. Transport for medical appointments, extra-curricular activities, homework clubs, enrichment activities and revision sessions before the start or after the end of the official school/college day will not be provided.

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

5.4.1 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.

5.4.2 A discounted season pass

If free travel is not an entitlement, but space is available on buses contracted by the County Council, a pass may be purchased by the parent/carer. The price of this pass is calculated from the published fares tables, with a discount applied. Where the season pass is for short distance travel to a qualifying school, the discounts are higher. In some cases TTS may be able to offer a season pass on commercially operated bus routes.

Please see Section 6.5 withdrawal of bus services for fare paying passengers.

5.4.3 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.
- If a 'preferred' school is both nearer than the qualifying school and over the walking distance the grant provision applies.

5.4.4 Grant for use of own vehicle (special cases)

Where the Council agrees to parents/carers conveying their children to/from school using their own vehicle (for medical or other exceptional reasons), then a grant will be paid based on the shortest distance by car at the 'public transport rate' for a return journey in each direction, subject to the conditions stated in 5.4.3.

5.4.5 Grant Variation

If bus fares increase or decrease then the grant will be amended and parents/carers notified at the earliest opportunity.

If there is a change in the provision of school or local bus services the grant may be replaced by the issue of a travel pass, in accordance with the requirement to achieve best value for money.

5.4.6 Transport assistance for pupils attending a school on the grounds of religion or belief.

Assistance with transport will be by means of a travel pass at a subsidised rate to the nearest suitable school by school bus or local bus, tram or train service on payment of the appropriate contribution from parents/carers. These charges are subject to annual review.

The following detailed criteria will apply:

- A parent/carer and child adhere to the religion or belief.
- In the case of admission on denominational grounds, the transport application is counter-signed by the Head Teacher confirming that the application was on the grounds of religion or belief. In cases where the application is on grounds of other philosophy or belief (see section 7.6) the application must be verified by the Transport Policy Development Officer.
- The pupil lives over the qualifying walking distance.
- The pupil lives within an area defined by a radius (measured from school to home in a straight line) of 20 miles for primary pupils and 25 miles for secondary pupils.
- The pupil can travel within the maximum travelling time criteria, using the available transport services 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 schools on denominational grounds (up to age 16) only the two youngest children will be subject to a charge.

5.5 Escorts

Transport Policy Development Officer in consultation with TTS will undertake a risk assessment to determine whether it is necessary to provide escorts or other facilities (e.g. on-bus communication facilities) on any of the services provided.

6. APPLYING FOR TRAVEL ASSISTANCE

6.1 Applying for under-16 travel assistance

Applications should be sent to Nottinghamshire Transport and Travel Services at Trent Bridge House.

All applications should be made on form TA1 which contains full details of travel assistance. Forms can be obtained from schools, Nottinghamshire Travel and Transport Services or a copy can be down loaded from the Nottinghamshire County Council Web Site, link given below.

www.nottinghamshire.gov.uk/learning/schools/schooltravel

Parents/carers should complete section 1 of the TA1 form. 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 be sent via the head teacher so that he/she can certify the form appropriately. The form should then be sent to TTS at Trent Bridge House for assessment of travel assistance.

Parents/carers will be notified in writing the level of assistance awarded together with details of the relevant transport arrangements. If the application does not generate free travel, the opportunity to purchase a season ticket and its cost will be advised by TTS. Season passes can be purchased annually or in three instalments.

The travel pass will normally be sent to the home address or school.

6.2 Duplicate passes

An application for a duplicate pass, together with the appropriate fee, should be made by the school on form TA12. Any travel pass returned because of incorrect information should be sent with form TA13. The new pass will be issued free of charge.

6.3 Lost/stolen passes

Passes that have been lost or stolen can be replaced on payment of an administration fee of £5. No administration fee will be charged if a pupil can substantiate that the pass has been stolen (e.g. crime number). In the case of pupils eligible for free travel, a temporary pass (TA 10) 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.

6.4 Provision and organisation of school transport services

6.4.1 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).

6.4.2 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 the transport departments 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.

6.5 Withdrawal of bus services for fare paying passengers

Subject to ensuring that statutory requirements are met in the most appropriate manner, no long term commitment is given by Nottinghamshire County Council to sustain transport for fare paying passengers. If spare places are required by pupils for whom there is a statutory responsibility, or should it no longer be necessary to provide the transport for statutory purposes, then fare payers' facilities may be withdrawn for which five days' notice will be given.

6.6 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.

6.7 Discipline on school transport services and misuse of travel passes

6.7.1 Guidance

Guidance notes to parents/carers and pupils are sent either on the issue of a travel pass or on admission to special schools. Transport operators are issued with guidelines regarding discipline on journeys but retain the right to refuse travel to any pupil who breaches the passenger service vehicle regulations regarding conduct of passengers.

The Education and Inspections Act requires head teachers to determine what measures should be taken to promote self-discipline among pupils and encourage positive behaviour and respect for others, including the prevention of bullying. Head teachers must make and publish rules, and decide on penalties for unacceptable behaviour.

6.7.2 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 by direct contact or letter of the incident which occurred and issue a warning.
- If the problem continues a letter will be sent from TTS as appropriate advising parents/carers that the travel pass or transport facility will be withdrawn.
- In the event of further difficulties the travel pass (including free pass) or transport facility may be withdrawn for a period defined in a letter to the parents/carers. The parents/carers will be required to make their own transport arrangements during the suspension period. The transport operator will be informed of the action taken.

6.7.3 Misuse of passes

If a pass is withdrawn by an operator because of misuse, 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. At the same time a letter will be sent by TTS informing parents/carers of the actions of the County Council.

6.7.4 Boarding passes

In the event of disciplinary or capacity problems on a local bus service which conveys pupils who do not qualify for free travel, it may be considered necessary to introduce a condition that only pupils in possession of a boarding pass will be permitted to use the service.

A decision to introduce a boarding pass scheme will be made in consultation with the bus operator and head teacher.

Boarding passes for any new scheme will be produced by TTS and will be issued free of charge. Replacement passes will be dealt with under normal pass replacement procedures.

6.7.5 Reimbursement for travel for pupils banned from the bus

Whilst it is the parents/carers responsibility to ensure school attendance during any ban, reimbursement of bus fares or expenses at the public transport rate may be available. Such requests should be referred to TTS.

6.8 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.

This should be set out on form TA2, which specifies 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;

Appeals against a transport decision will initially be considered by the Transport Policy Co-ordinator in Children, Families and Cultural Services. If a parent/carer is unsatisfied with the outcome they can request that it is reviewed by the Children, Families and Cultural Services Transport Review Panel.

There is no further right of appeal within Nottinghamshire County Council against this decision. 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.

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 latest.

7. DEFINITIONS

7.1 Qualifying Schools

- Community, foundation or voluntary schools
- Community or foundation special schools
- City Technology Colleges (CTC), City Colleges for the Technology of the Arts (CCTA)
- Academies
- Free Schools
- Independent non-maintained special schools

7.2 Catchment Area Schools

In Nottinghamshire your home address will be in a catchment area for a school and this is generally referred to as the qualifying school for pupils living within that area. The catchment area is defined by streets or areas, or in the case of some junior and secondary schools, by the catchment area of their “linked schools.”

Schools may publish an alternative geographical area in their admissions literature as their catchment. This will not be considered by Nottinghamshire County Council when assessing home to school transport entitlements. Entitlements will be assessed on the basis of the catchment area as defined by Nottinghamshire County Council.

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

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

7.3 Coterminous and Overlapping Catchment Areas

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

7.4 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 a Statement of Special Educational Need or by an Authorising Officer of the County Council.

7.5 Preferred Schools

Parents/carers have the right to express a preference for a school other than the catchment area school and this is known as a “preferred school.”

7.6 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.

7.7 Walking Routes and Availability of Walking Routes

The walking route is defined as the nearest 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 (TA2) exists and the case can be reassessed, at which time other factors may be taken into account.

7.8 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.

8. ABBREVIATIONS/ACRONYMS

CFCS – Children, Families and Cultural Services

EHCP – Education, Health and Care Plan

ITT – Independent Travel Training

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

Special Educational Needs and Disability Travel Policy

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 (SEN) and Disabilities.
- 1.2. Some pupils with SEN and disabilities may require assistance with their travel to school. Wherever possible and appropriate, pupils with SEN and disabilities 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 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. Where special transport is provided parents/carers are responsible for escorting their child to and from the vehicle at the designated collection/drop-off point. Where a parent/carer does not receive the child upon return from school, the child will be taken to a place of safety. 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.
- 1.8. 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.
- 1.9. 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.

- 1.10. Home to school transport will only be provided at the beginning and end of the normal school day, except in exceptional circumstances.

Qualification by distance from School

- 2.1. 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.
- 2.2. 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. The Group Manager, SEND Policy and Provision will consider any exceptional circumstances in individual cases.

Escorts

- 3.1 The Transport Policy Development Officer will utilise the advice received from educational and medical professionals to determine whether it is necessary to provide an escort or other facilities.

Independent Travel Training (ITT)

- 4.1 The County Council operates the TITAN (Travel Independence Training Across the Nation) and details of the programme can be obtained from:

www.nottinghamshire.gov.uk/travelling/travel/itt/

All pupils/students will be enabled to undertake independent travel training unless they are assessed, by an officer of the Council and the pupil's school, 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 this journey to school independently. Special transport will

not be provided for these pupils/students unless their circumstances change significantly.

Residential Special Schools

- 5.1. Where the County Council has placed a pupil in a residential special school over statutory walking distance, parents/carers may be reimbursed at public transport rate to transport their children to and from the school at mid and full-term holidays, or as determined by the pupil's EHCP. Weekly boarders will be provided with travel assistance at the beginning and end of each school week. 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. 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.

Pupils Aged 16 and Under Attending Colleges or Alternative Provision

- 6.1. 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.

Annual Reviews

- 7.1. It is the parent/carer's responsibility to arrange transport so that they can attend these events.

Transition Visits

- 8.1. The County Council will not provide assistance with transport for transition visits. It is the parent/carer's responsibility to arrange transport to and from transition visits.

Work Experience Placements

- 9.1. The County Council will not provide assistance with transport for work experience placements. It is the responsibility of the school and parents/carers to arrange suitable transport.

Medical appointments and illness during the school day

- 10.1. Where a pupil/student is taken ill during the school day it is the responsibility of the parents/carers to make arrangements for the child to get home. The County Council will not provide transport assistance.
- 10.2. Where a pupil/student has a medical appointment during the school day it is the responsibility of the parent/carers to make arrangements for this to happen. The County Council will not provide transport assistance.

Respite Care

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

School Trips

- 12.1. The County Council will not provide assistance to schools with transport for school trips.

Swimming Transport

- 13.1. The County Council will not provide assistance to schools with swimming transport.

Review of Transport Provision

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

Review of Transport Decisions

- 15.1. A parent/carer has the right to a review of a decision to refuse the allocation of home to school transport. Where the initial application has been made on a TA1 form, the review should be requested using a TA2 form. There are four categories under which a review can be requested:
 - the distance measurement in relation to the statutory walking distances;
 - the safety of the route;
 - the transport arrangements offered;
 - their child's eligibility;
- 15.2. Where the initial application has been made directly to SEND Policy and Provision, the review should be requested from the SEND Officer. All other appeals will be considered by the Transport Policy Co-ordinator in Children, Families and Cultural Services. If a parent/carer is unsatisfied with the

outcome they can request that it is reviewed by the Children, Families and Cultural Services Transport Review Panel.

- 15.3 There is no further right of appeal within Nottinghamshire County Council against this decision. 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.
- 15.4 Where a review finds in the parent/carer's favour, the travel assistance will be backdated to the start of the academic year in which the application was made or to the date of the receipt of the appeal, whichever is later.

Protocol between relevant divisions in Children, Families and Cultural Services for the transportation of Looked After Children (LAC) to school

1. This protocol has been established in order to clarify the procedure for arranging the transportation of pupils of school age when in the public care of Nottinghamshire County Council.
2. The protocol is required in order to clarify the funding implications of a change of care placement. The aim is to ensure that continuity of school placement can be supported by sharing the cost (50/50) of transporting the pupil to school, between council services, i.e.: Children's Social Care and the Home to School Transport Policy budget.
3. Transport will normally be provided by foster carers or residential staff, who will be reimbursed (50/50). If appropriate, a bus pass will be arranged. If neither of these is possible transport will be arranged.
4. Children's Social Care responsibility for transport for a LAC when moving care arrangements is as follows:
 - To inform the Transport Development Policy Officer as soon as possible of the new care arrangements by completing a Looked After Child Home to School Transport 50/50 Transport Request Form
 - To monitor the care arrangements for the child
 - To make short term interim arrangements for transport, if necessary, as it can sometimes take up to 20 working days and sometimes longer dependant on contract requirements for the necessary long term arrangements to be made.
 - To inform the Transport Development Policy Officer of any subsequent changes to care arrangements by completing a Looked After Child 50/50 Transport Request Form
 - To try to reduce the number of moves of care for individual children
5. The Transport Policy Development Officer's responsibility for transport for a LAC when moving care arrangements are as follows:
 - To assess the transport required for the pupil in conjunction with the Home to School Transport Policy.
 - To make permanent arrangements with Transport and Travel Services to transport the pupil to school if the care address is further than the statutory walking distance from school i.e.
 - Two miles if the pupil is under eight years of age
 - Three miles if the pupil is eight years of age or over

- To agree with Children's Social Care a duration for travel assistance and reassessment timescale.
 - To aim to keep the transport arrangement delays to a minimum
6. Transport and Travel Services will set up the transport contract for the child and will make the necessary 50/50 funding arrangements between Children's Social Care and the Transport Policy Development Officer for budget purposes.
 7. An exception to the 50/50 agreement exists if a child is in Years 10 or 11. In these circumstances the Home to School Transport Policy budget will cover the whole cost of transport, as it would have done for any other child moving. This is restricted to a maximum travelling distance of eight miles or 45 minutes travelling time between home and school.

Travel Entitlements for Pupils identified with Social, Emotional and Mental Health needs (SEMH)

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.

Pupils identified with Social, Emotional and Mental Health needs (SEMH) will be assessed for home to school travel entitlements using the same criteria against which all other children in Nottinghamshire are assessed. They will be awarded travel assistance 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.

Some pupils identified with SEMH may require special transport arrangements. Wherever possible and appropriate, pupils with SEMH 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.

For clarification on implementation of the Policy the following educational placement scenarios for children with SEMH have been identified.

New School Place

- 5.1. Where a pupil is allocated a new school (not catchment) by a Local Authority (LA) Officer then the entitlement to home to school transport will be as per Section 2 of the Home to School Transport Policy. The new school will be treated as the designated school.
- 5.2. Where a parent/carer has decided to place their child at a new school this will be treated as a preferred school choice. The entitlement to home to school transport will be as per section 2 of the Home to School Transport Policy.
- 5.3. Where a school or SBAP (Schools Behavioural and Attendance Partnership) has placed a child at a new school without the authorisation of the LA then this also will be treated as a preferred school choice in relation to the entitlement of home to school transport assistance.

Alternative Placement – Full Time Block Release / Respite / Time Out

- 6.1. Where a pupil has a fixed period of time (weeks) being taught full time at a school or other location, other than the one they are on roll at, then in normal circumstances parents will be expected to transport their child to that location.
- 6.2. Schools should factor in travel arrangements when designing a package of learning and should provide support to parents to enable pupils to attend.

- 6.3. In exceptional circumstances transport assistance may be considered by the LA and will be determined on a case by case basis by the Transport Policy Development Officer or the Group Manager SEND Policy and Provision.

Alternative Placement – Part-Time

- 7.1. Where a pupil is placed by their designated school on a part time or ad hoc timetable at an alternative place of learning then in normal circumstances parents will be expected to transport their child to that location.
- 7.2. Schools should factor in travel arrangements when designing a package of learning and should provide support to parents to enable pupils to attend.
- 7.3. In exceptional circumstances transport assistance may be considered by the LA and will be determined on a case by case basis by the Transport Policy Development Officer or the Group Manager SEND Policy and Provision.

Alternative Placement – Multi-site

- 8.1. Where a school or SBAP places a pupil at more than one location, home to school transport will only be considered to the primary location if that location is their designated place of learning as agreed by a LA Officer.
- 8.2. Schools should factor in travel arrangements when designing a package of learning and should provide support to parents to enable pupils to attend.
- 8.3. The LA will not normally provide home to school transport to more than one location and will not provide home to school transport to a location not agreed by an LA officer.

Inter site transport during the day

- 9.1. Where a school or SBAP arranges for pupils to attend different establishments during the school day it will be the responsibility of the school/ SBAP/parents to arrange and fund transport.
- 9.2. Where a pupil receives home to school transport this will only be to one site and therefore any arrangements made by the school 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.
- 9.3. 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.



**POST-16
TRANSPORT POLICY
2016/17 ACADEMIC YEAR**

NOTTINGHAMSHIRE COUNTY COUNCIL POST-16 TRANSPORT POLICY

2016/2017 ACADEMIC YEAR

Introduction

The Nottinghamshire County Council Post-16 Transport Policy consists of a travel scheme for the 2016/2017 academic year which aims to enable all post-16 students to access education.

Students are advised to consider what transport services and ticketing/fare schemes are available locally before deciding if it is in their interest to apply to join the scheme. To assist students in doing this, a journey planner and information about public transport services is available at www.nottinghamshire.gov.uk/buses

Post-16 Travel Assistance Scheme 2016/2017

1. Who is eligible to join the scheme?

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 Funding Agency (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 2016

For entitlements and additional benefits that are available for students with a disability or special transport need, see parts 4-6 below.

2. What type of assistance is available?

The Council will endeavour to provide the necessary transport services but cannot guarantee to do so and will identify the most appropriate and cost effective transport service for each student. The arrangement may not offer choice of operator, route or service except where these are available and there is no extra cost incurred.

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

- An annual **Half Fare Pass** costing £120.00 per academic year which entitles the student to travel at half the adult fare on a bus or train 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 bus or train 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. The price is calculated on half the annual adult fare plus the annual charge of £120. 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
 - 2nd instalment by 1st December 2016
 - 3rd instalment by 1st February 2017
- 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 is 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. **How are applications for assistance assessed?**

Applications are assessed by officers of the Council's Transport and Travel Services Group. Full conditions of the scheme and details of how to apply are included in the Post-16 Travel Scheme booklet available at

www.nottinghamshire.gov.uk/schooltravel-post16

Students with Special Transport Needs

4. Who is eligible to join the scheme?

To join 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 at least 30 weeks) at a school (including Academies), college of further education or Independent Specialist Provider that is funded directly by the Education Funding Agency (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

Age

Applicants must be:

- over the school leaving age (16) but under 19 years of age on 1 September 2016 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 2016 and have undergone a statutory assessment of need, such as a Learning Difficulty Assessment under section 139a of the Learning and Skills Act 2000, or an Education Health and Care Plan.

The three mile distance criterion will be waived for students who have been assessed by the County Council as having a special transport need.

5. How are applications for special transport assessed?

A special transport need is assessed by officers of the Children, Families and Cultural Services Department, based upon medical advice and other evidence (such as entitlement to the mobility component of the Disability Living Allowance or Personal Independence Payment) as required. 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.

6. What type of assistance is available?

If eligible, the Council will identify the most appropriate and cost effective travel solution for each student. The type of travel arrangements and additional support will depend on the student's needs and will normally be in the form of:

- adult support to access public transport services, or

- the provision of a minibus, taxi or wheelchair accessible vehicle, with adult support in addition to the driver where appropriate.

In exceptional circumstances a grant will be given in lieu of a travel pass. Where the Council agrees to parents/carers conveying their children to/from school/college using their own vehicle (for medical or other exceptional reasons), then a grant will be paid based on the shortest distance by car at the 'public transport rate' for a return journey in each direction.

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. If students choose to attend provision further afield when a more local educational institution can meet their needs, assistance will not be provided.

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.

Transport services provide one journey to and from school/college at the start and the end of the day. Transport is not provided for students to travel other than to and from the designated pick-up/set down point, or to access off-site courses or activities.

Where a student is taken ill during the school day it is the responsibility of the parents/carers to make arrangements for the student to get home. The County Council will not provide transport assistance.

Where a student with special transport needs is placed in a residential care setting, including independent living, transport costs will be shared on a 50/50 basis 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.

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 choose not participate in the travel training 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.

The County Council operates the TITAN travel training programme and details of the programme can be obtained from

www.nottinghamshire.gov.uk/travelling/travel/itt/

Full conditions of the travel scheme and details of how to apply are included in the Post-16 Travel Scheme booklet available at

7. Right of Review

If a student is refused travel assistance, he/she may request a review of the decision. A request for a review must be made in writing, giving full details of the reason for the request, and sent together with any supporting information to:

The Transport Policy Development Officer, Children, Families and Cultural Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7QP.

If travel assistance is approved but a student is not satisfied with the transport provided then he/she may ask for the provision to be reviewed. A request for a review must be made in writing, giving full details of the reason for the request, together with any supporting information, to:

Transport and Travel Services Group, Nottinghamshire County Council, Trent Bridge House, Fox Road, West Bridgford, Nottinghamshire NG2 6BJ

REPORT OF THE LEADER OF THE COUNCIL THE WORK OF EAST MIDLANDS COUNCILS

Purpose of the Report

1. To inform members of the work of East Midlands Councils

Information and Advice

2. Members have requested a regular update report on the work and activities of East Midlands Councils. The Executive Director of East Midlands Councils has agreed to produce a quarterly report for Members. The second of those reports on the work of East Midlands Councils is attached at Appendix 1.

Other Options Considered

3. None

Reason/s for Recommendation/s

4. Members have requested regular updates on the work of East Midlands Councils.

Statutory and Policy Implications

5. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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

6. There are no direct financial implications arising from this report.

RECOMMENDATION/S

That the work and activities of East Midlands Councils be noted.

Councillor Alan Rhodes

Leader of the Council

For any enquiries about this report please contact:

Jayne Francis-Ward, Corporate Director – Resources

Constitutional Comments

7. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (SES)

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

- None

Electoral Division(s) and Member(s) Affected

- All

APPENDIX

East Midlands Councils

1. Background

- 1.1 East Midlands Councils is the membership organisation for the region's local councils. It is a voluntary membership body that focuses on issues of significance and common priorities for councils in the East Midlands and where a collective approach is likely to be effective.
- 1.2 It also provides training and development programmes for councillors and staff of councils in EMC membership (at no additional or marginal cost), access to low-cost services and consultancy, e.g. recruitment and HR, and governance and organisational change support.
- 1.3 Nottinghamshire County Council is a leading member council of EMC and two councillors are members of EMC:
 - Cllr Alan Rhodes (member of EMC Executive Board, and Improvement & Transformation Board).
 - Cllr Kay Cutts (member of the Regional Migration Partnership).
- 1.4 EMC also hosts lead members networks for 'portfolio holders' of Children's Services, Adult Social Care and Health and Wellbeing Board.
- 1.5 The following policy areas have been agreed by the Executive Board as priority policy areas, and are those that EMC is actively involved in on behalf of its membership:

2. Midlands Engine

- 2.1 Following the Chancellor's speech in Derby on the 1st June 2015 announcing the Midlands Engine concept, LEPs and Councils across the Midlands have been working together to develop an initial proposition that was launched in December 2015 by the Business Secretary the Rt Hon Sajid Jarvid MP.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/482247/midlands-engine-for-growth.pdf
- 2.2 The prospectus confirms Government ambitions that the Midlands economy could grow by £34 billion by 2030, if it matched the predicted growth rate for the UK, and that a further 300,000 jobs could be created by the end of this

Parliament in the Midlands region. It is based on enhanced collaboration around the following themes, each with an identified East Midlands joint lead:

- Promotion – to both domestic and foreign investors (Ian Curryer, Nottingham City Council)
- Transport (through Midlands Connect)
- Skills (Dame Asha Khemka, West Notts College)
- Finance for business (Nick Pulley, LLLEP)
- Innovation (Sir David Greenaway, University of Nottingham)
- Economic Planning (Mike Carr, Nottingham Trent University)
- Supply chain development (newly developed and spearheaded by JLR and Rolls Royce)

- 2.3 Council leaders and chief executives in the East Midlands have expressed concern regarding Midlands Engine governance and ways of working with bias towards LEPs and the West Midlands. Leaders and Chief Executives were clear that Midlands Engine will only meet its objectives if the Midlands Engine has legitimacy and the support of local government in the region.
- 2.4 In addition, the current geography of the Midlands Engine (stretching to cover South East Midlands area that includes, for example, London Luton Airport) is seen as unhelpful.
- 2.5 These matters were brought to a head through the launch, at MIPIM, of a UKTI Midlands Engine 'Pitchbook' that distorted our pitch.
- 2.6 Councils in the East Midlands have required that:
- a) Protocols would be developed to ensure formal governance is underpinned by fair and transparent ways of working.
 - b) Parity on membership of the Senior Steering Group.
 - c) An approach is made to Sir John Peace to be independent chair of Midlands Engine (in addition to chairing Midlands Connect).
 - d) An independent assessment of offers to host the Midlands Engine Secretariat (for which Loughborough University is the preferred East Midlands offer);
 - e) An agreement to confirm membership with particular reference to the SEMLEP area.
- 2.7 It is expected that these matters will be addressed and formal governance for the Midlands Engine agreed at the Senior Steering Group (SSG) meeting on 24th April.

Membership of Midlands Engine Senior Leadership Group

- 2.8 At the SSG meeting on 24th March, it was agreed that the membership of new Strategic Leadership Group (SLG) should comprise:
- 1 independent chair
 - 4 East Midlands local authorities - agreed to be Cllr Collins (Nottingham City), Cllr Hill (Lincolnshire), Cllr Rushton (Leicestershire) and Cllr Western (Derbyshire)
 - 4 West Midlands local authorities
 - 4 East Midlands LEP chairs
 - 4 West Midlands LEP chairs
 - 2 East Midlands universities (1 from 'M6 Group')
 - 2 West Midlands universities (1 from 'M6 Group')
 - 1 East Midlands FE
 - 1 West Midlands FE
 - 7 theme group chairs (potentially represented by the above)
- 2.9 In order to ensure balance and transparency across the programme, the Midlands Engine Executive will produce a formal Terms of Reference for the new Strategic Leadership Group, clear protocols on Midlands Engine promotion, a register of interest and a set of Midlands Engine values.
- 2.10 The SSG also agreed to establish an Executive Board to act as support to the new Senior Leadership Group. Suggested membership and timetable of meeting dates will be considered at the next SSG alongside proposals to ensure a clear delineation of roles between the Senior Leadership Group and the Executive Board beneath it.
- 2.11 Finally, the Business, Innovation and Skills Select Committee has launched an inquiry looking at the Northern Powerhouse and Midlands Engine, focusing on whether the Government's devolved arrangements can deliver improved economic growth and if these models could be adopted by other regions. The deadline for written evidence is the Friday 6th May 2016. All EMC Members will be provided with a copy of East Midlands Councils' submission.

3. Midlands Connect

- 3.1 Midlands Connect is a key component of the Midlands Engine initiative, although it pre-dates its inception by 18 months. Initial work funded by LEPs demonstrated that the economic potential of improving connectivity between key centres of economic activity across the Midlands.

- 3.2 The Chancellor announced in his 2015 summer Budget an allocation of £5 million to support the development of a strategic transport strategy for the Midlands by March 2017 which will seek to agree key investment priorities that will boost the Midlands economy, for delivery by Highways England, Network Rail and HS2 Ltd from 2020 onwards.
- 3.3 The 2016 Budget announced the following schemes as part of the Midlands Connect programme:
- a) The continued development of the M1, between London through the Midlands and up to Yorkshire, into a smart motorway (through technological improvements).
 - b) Further improvements to three major Midlands roads at the A46 Newark bypass and its A1 junction, by upgrading single carriageway on the A45 Stanwick to Thrapston, and upgrading the M42 and M5 around Birmingham to a four lane smart motorway.
 - c) £1m for upgrade of Market Harborough station carpark as part of the upgrade to Midland Mainline programme).
 - d) Launch of a 'Local Majors Fund', enabling local areas to bid for funding for large local transport projects.
 - e) Proposals to place Midlands Connect on a statutory footing by end-2018 through establishing it as a 'Sub-National Transport Body for the Midlands'.

4. HS2 Update

- 4.1 A formal route announcement for the HS2 Eastern Leg will not be made until later this year after current work on key sections of the proposed line is completed by HS2 Ltd. However, the Government has confirmed its support for a Hub Station serving the East Midlands being located in Toton, and strongly welcomed the work of councils and business leaders through EMC's HS2 Leadership Board to secure a regional consensus on station location.
- 4.3 Policy Committee Members are reminded that the Government recently made available £1.25 million to support the development of an HS2 Growth Strategy for the East Midlands which will address connectivity and economic development issues related to both the Hub Station at Toton and the maintenance depot at Staveley.
- 4.4 Other notable developments include:

- The commissioning of an 'Economic Opportunities Study' as key to the development of the Growth Strategy.
- The proposed establishment of an HS2 Core team with a view to moving to a development company solution once the Growth Strategy has been completed in 2017.

4.5 If Members wish to obtain further information and detail on HS2 matters, in particular station design principles, then the following sources will be helpful:

- [http://www.emcouncils.gov.uk/write/Final Farrells Report.pdf](http://www.emcouncils.gov.uk/write/Final_Farrells_Report.pdf)
- [http://www.emcouncils.gov.uk/write/HS2 Hub Station Concept Design.pdf](http://www.emcouncils.gov.uk/write/HS2_Hub_Station_Concept_Design.pdf) [note option 1 as the preferred design]
- and the general page for HS2 matters is found at <http://www.emcouncils.gov.uk/HS2>

6. Migration – Asylum Dispersal and Syrian Resettlement

a) Asylum Dispersal

6.1 Nottingham City currently hosts around 950 asylum seekers (East Midlands around 2700). As directed by the Home Office, EMC is working to increase the number of dispersal areas to reduce the pressure on established areas and to increase capacity in the system. Broxtowe and Gedling agreed to become new dispersal areas in 2015 although the provider (G4S) has yet to procure properties in these areas. Discussions (which include the County Council) are ongoing with Bassetlaw regarding their willingness to become a dispersal area. It is the Home Office's intention to talk to all local authorities in the East Midlands about the potential to become a new dispersal area as highlighted in the letter to chief executives in August 2015.

b) Syrian Resettlement.

6.2 98 Syrian refugees arrived in the East Midlands prior to Christmas; 83 of whom were resettled in Nottingham City and wider Nottinghamshire (including Mansfield, Gedling and Broxtowe).

6.3 A regional model has now been submitted to the Home Office for the coordination of resettlement for phase 2. This relates to co-ordination of activity (between the local and national) – rather than any direction – and it should be emphasised that the scheme remains voluntary and non-mandatory.

- 6.4 Arrangements are being made with the Home Office for a charter flight including refugees to the East Midlands to arrive in early July 2016. This will include a further 25 refugees to Nottingham and Nottinghamshire.
- 6.5 Pledges have now been received from Leicester, Leicestershire and Rutland for the lifetime of the programme and from Derbyshire for 2016/17. Lincolnshire and Northamptonshire authorities are yet to make a firm commitment to accept refugees.

c) The Recent '3000 Announcement'.

- 6.6 The Immigration Minister has announced that a further 3000 refugees including accompanied children from the Middle East and North Africa will be resettled in the UK. Further details are yet to emerge.

d) Unaccompanied Asylum Seeking Children. (UASC)

- 6.7 The Immigration Minister has written to all local authority leaders to announce the introduction of a national transfer scheme of unaccompanied minors. The details are yet to emerge but within the same letter there is an acknowledgement of the uneven distribution of both asylum seekers and refugees across the country indicating that officials would be expected to be aware of existing obligations when considering the transfer of unaccompanied children. The intention is maintain a voluntary scheme. Nottinghamshire County Council are represented at the regional UASC task group.

e) Modern Slavery

- 6.8 This remains an important issue and one that EMC works upon with its member councils and wider partners (both voluntary and statutory agencies). The next meeting of the East Midlands Anti-Trafficking Partnership will take place on 29th June.

7. Working with the Region's MP – the All-Party Parliamentary Group

- 7.1 MPs in the region have met three times this year since 5th January 2016 to re-establish and agree a work programme for the All-Party Parliamentary Group for the East Midlands. Chris Heaton-Harris (Conservative, Daventry) and Chris Leslie (Labour, Nottingham East) were unanimously elected as co-chairs.

- 7.2 It was agreed that East Midlands Councils will be the secretariat for the EM APPG, and EMC works closely with the East Midlands Chambers of Commerce on these matters.
- 7.3 In advance of the Budget announcement (March 2016), the APPG wrote to the Chancellor in support of the region's prioritised infrastructure schemes, and at its next meeting MPs are anticipated to consider the levels of public investment that the region receives, including National Lottery funding.

8. Employment Issues – Local Government as Employers

- 8.1 EMC hosts the Regional Employers' Board that provides political leadership on employment issues and forms the Employer's side of the Regional Joint Council. East Midlands Councils (EMC) through its role as the region's Employers Organisation, has the responsibility of supporting employment relations through the operation of the Regional Joint Council. There are a number of employment proposals that have a significant impact on local government, in particular, the Government's commitment to creating 3 million new apprenticeships in this Parliament through the introduction of a levy and a target number of apprentices as a proportion of the workforce in the public sector.

a) The Apprenticeship Levy

- 8.2 The levy will be set at 0.5% of the payroll and will come into force from April 2017, applying to all public and private sector companies with a pay-bill of over £3million. It will therefore apply to most councils. The levy has been estimated as costing councils over £200 million per year, in addition to the pay and other on-costs of employing apprentices.
- 8.3 There remains uncertainty on how the levy will apply to schools, and this is being discussed by BIS, DCLG and DfE in order to provide clarification to local authorities and schools.

b) Annual Apprenticeship Targets

- 8.4 If enacted, the Enterprise Bill includes a power to set an annual apprenticeship recruitment target of 2.3% of the workforce headcount. The target will apply to public sector organisations employing 250+ employees.

- 8.5 The target is problematic for local authorities as it is currently proposed to base the calculation on headcount, rather than full-time-equivalent staffing levels. Given the high number of part-time workers and posts in local government, basing the calculation on headcount has a distorting effect.
- 8.6 Looking at the national impact of the proposal, councils would need to create 36,000 apprenticeship starts each year, compared to 9,000 which are planned for 2016 (which is an increase of 3000 from apprenticeship numbers in 2015).
- 8.7 Funding for apprenticeships as set out below will only cover training and assessment costs, therefore local authorities will be bearing the employment related costs of apprentices, which are on average £11,500 per year.
- 8.8 Local authorities in the region remain supportive of apprenticeships. However, the proposals as set out above present a challenge for the sector, particularly given the context of financial pressures, the reducing workforce and the difficulties already encountered in recruiting to apprenticeships.

- END -

Stuart Young
Executive
Director
East Midlands
Councils

18 May 2016**Agenda Item: 7****REPORT OF THE LEADER****UPDATE ON FULFILLING OUR COMMITMENT TO THE ARMED FORCES
COMMUNITY****Purpose of the Report**

- 1) To update members of the Policy Committee on the work of the Armed Forces Member Champion and Community and Voluntary Sector (C&VS) Team in relation to the County Council's commitment to the Armed Forces Covenant.

Information and Advice

- 2) The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at a local level, signed by Nottinghamshire County Council (NCC) on 28th January 2013.

Through this covenant we will seek to work together to:

- Encourage the local community to support the armed forces and its personnel in Nottinghamshire and provide opportunities for them to show that support.
 - Promote awareness and understanding of issues affecting the armed forces community in the wider community.
 - Enable military personnel and their families to access services and facilities within the wider community.
 - Support military personnel and their families re-settling or re-locating to Nottinghamshire, including ensuring that children from armed forces families are not disadvantaged.
 - Promote access to suitable employment and training opportunities for those in transition preparing to leave active service.
- 3) Lord Ashcroft's July 2015 Veterans' Transition Follow-up Report has clearly stated that improvements still need to be made in statutory services across all military personnel and service veterans, to support an effective transition back into civilian life.

Communicating the Covenant

- 4) James Franklin, the Head of the Armed Forces Covenant Team Ministry of Defence (MOD) said that: “The covenant is about doing the right thing for Armed Forces people. So the tone and style of our communications should be human. All our communication should capture the sense of being ‘for people by people’. At heart, despite the complexity of its landscape and unfamiliarity of the word ‘covenant’, the idea behind the Armed Forces Covenant is a simple one. We need to keep this in mind and explain things simply, avoiding at all costs the use of institutional terminology.”

Armed Forces Champion

- 5) Councillor Ian Campbell, a serving reservist with the Royal Air Force (RAF), was appointed as Nottinghamshire County Council’s member champion for Armed Forces at Full Council on 17th September 2015.
- 6) A key strategic priority for the armed forces champion is to ensure that all local authorities in Nottinghamshire have the strongest links possible with the armed forces community and to work together to ensure a coordinated approach in taking active steps to support armed forces personnel, veterans and their families.
- 7) Work being undertaken by the armed forces champion supported by the C&VS and Digital Content Teams seeks ways to develop and strengthen engagement with the armed forces community.

Working with the Armed Forces Community

- 8) The range and scope of activities which members and officers are involved in seek to help drive programmes with communities to deliver local solutions and move towards providing services in a different way.
- 9) The Council has several important roles to play in supporting communities:
 - Understanding the Covenant Pledge – what is it and what does it mean?
 - Raising Awareness of the Covenant pledges
 - Delivering local Covenant pledges
 - How do we work together?
 - Future challenges and opportunities.

Armed Forces Champions Forum

- 10) In order to establish an Armed Forces Champion Forum and gain an insight to what all district and borough councils are doing with regard to the community covenant, Councillor Ian Campbell invited all councillors who are armed forces champions within the county to attend a meeting at County Hall on 4 April 2016.

Inside Government Conference

- 11) Councillor Ian Campbell and a Community Officer attended the inside government conference, 'Fulfilling Obligations to Support Military and Defence Personnel', on Wednesday 2nd March 2016 at Hallam Conference Centre, London. Speakers and presentations with comments of note are included in Appendix 1.

Veterans Information Network Nottinghamshire (VINN)

- 12) Regular meetings are held every 10-12 weeks and supported by a community officer from the C&VS Team in the design and direction of the network. Examples of this are listed in Appendix 2.

Website development

- 13) The Digital Content Team are developing an information page on the County Council's public website. The aim of the page is to provide information to the armed forces community and help service leavers through the transition and resettlement process. It is a low cost way of communication and a useful source of information between the County Council, armed forces charities and veterans. The page will include links to a newsletter (managed by VINN) and leading national organisations including Royal British Legion (RBL), Soldier, Sailors, Airman and Families Association (SSAFA), ABF the Soldiers Charity (ABF), Royal Naval Benevolent Trust (RNBT), Royal Air Force Benevolent Fund (RAFBF) and Veterans UK. Several borough and district councils have expressed a wish to be a part of this project, signposting on their websites to the County Council. The completion date is set for 5th July 2016.

East Midlands Reserve Force and Cadet Association - Nottinghamshire

- 14) The Reserve Force and Cadet Association – Nottinghamshire: hosted by the County Council, meets in the Rufford suite every six months. Serving members of HQ 7 Infantry Brigade & HQ East, and HMS Sherwood regularly attend and update all veteran associations of current military deployments and Ministry of Defence (MOD) developments. Service providers such as the Age UK & RBL partnership give briefings on initiatives such as the veterans befriending service in Nottinghamshire. Local charities like Forces in the Community based in Beeston working with a national charity, Combat Stress, provide insight into how national direction is being translated into local action.

Commemoration event - Battle of the Somme

- 15) 2016 marks the centenary of the Battle of the Somme. The commemoration is being led by the Department for Culture, Media and Sport (DCMS), on behalf of the UK Government in partnership with the Commonwealth War Graves Commission and the Royal British Legion to build a programme of events which reflect the significance of the First World War Somme campaign.
- 16) The Somme was one of the bloodiest battles of the First World War, resulting in over one million casualties. There will be a wide programme of events taking place in the UK and France to mark the centenary period. The DCMS are responsible for managing events information on the Remembering Somme Map.

- 17) The C&VS Team are working on a two part commemoration event to be held at County Hall on 1st July 2016. Part one will consist of a commemoration service outside County Hall, and the blowing of whistles, symbolic of the order to, 'go over the top'. Part two will be an exhibition and film show in the assembly room. The exhibition, 'Nottinghamshire in the Great War', will tell the story of local life throughout the war years. The film show, 'Fighting for Our Heritage', will screen footage from the battlefield in a unique opportunity to 'go to the flicks and marvel at images from the front'. Both the exhibition and film show have been designed by the Nottinghamshire Heritage Forum and Nottingham University, funded by the County Council's 'Community Commemoration Fund'. The details of the event are on the DCMS Remembering Somme Map.

Work programme 2016 – 2017

- 18) Working with partners the C&VS Team will support with the design and delivery of a number of initiatives, including:
- Civilian Life 2, a follow on event in the form of a workshop to map services and ensure connectivity throughout the Armed Forces Community and local service providers in Nottinghamshire.
 - Notts Help Your Self, promote and provide an opportunity for all service providers and organisations to register with www.nottshelpyourself.org.uk
 - Armed Forces Champion forum,
 - First World War Centenary, within the government the DCMS is leading on national commemorations. Locally groups and organisations are planning events to commemorate:
 - i) 31 May 2016, Battle of Jutland – The Royal Navy in the Great War
 - ii) 31 July 2017, 3rd Battle Ypres – Passchendaele – Sherwood Foresters
 - iii) 11 November 2018, Armistice Day 100 years – Act of Commemoration
 - Community Commemoration Fund round 5: offers financial grants of up to £300 to local communities to help reflect on what the war meant for their local area. Currently at round five.

Future developments

- 19) Chetwynd Barracks, Chilwell, faces closure under government review. The MOD announcement released on 24th March 2016 stated that Chetwynd barracks would close in 2020. The current strength at Chetwynd barracks is 1,099 military staff and 160 civilian staff. 7 Brigade would move to Kendrew Barracks, Cottesmore, Rutland by 2018.
- 20) The Royal Navy and Royal Marine Reservist Centre - HMS Sherwood, 350 Royal Engineers and Nottingham Army Cadet Force Headquarters will remain at Chilwell.

21) On 13th June 2013, Rushcliffe Borough Council granted planning permission for the redevelopment of the Stanford Hall estate as the site for the Defence and National Rehabilitation Centre DNRC. The MOD intends to transfer its rehabilitation centre at Headley court to the Stanford Hall facility when it opens in 2018. There are also plans for the centre to treat civilians.

Other Options Considered

22) None – the report provides information for noting.

Reason/s for Recommendation/s

23) To inform Members of Policy Committee of work undertaken to support the Armed Forces Community in Nottinghamshire.

Statutory and Policy Implications

24) This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) To note the work undertaken by the Armed Forces Champion and the Community and Voluntary Sector Team.
- 2) That future updates on this area of work are made to the Community Safety Committee.

Councillor Alan Rhodes
Leader of the Council

For any enquiries about this report please contact:
Cathy Harvey
Community and Voluntary Sector Team Manager
T: 0115 977 3415
E: cathy.harvey@nottscc.gov.uk

Constitutional Comments

This report is for noting only and therefore Constitutional Comments are not required

Financial Comments (RWK 04/05/2016)

There are no specific financial implications arising directly from this 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.

- 'None'

Electoral Division(s) and Member(s) Affected

- All

Appendix 1 - Inside Government Conference

Speakers and presentations:

- James Franklin, Head of the Armed Forces Covenant Team, MOD, 'Successfully delivering the armed forces covenant'.
- Michael King, Chief Executive, Local Government Ombudsman, 'Ensuring Local Government Commitment to the armed forces covenant'.
- Dave Rutter, Head, Armed Forces and Veterans Health, 'Meeting the needs of the armed forces community'.
- Mark Hopson, Veteran Support, Doncaster – Case study, 'Health pathway in Doncaster'.
- Ed Tytherleigh, Chief Executive, Stoll Housing Association, 'Meeting the Housing needs of Veterans in the UK'.
- Dr Marie –Louise Sharp, research and Healthcare policy adviser, The Royal British Legion, 'Giving the Armed Forces Families the Specialised Support they need in the Voluntary Sector'.

Comments of note:

- James Franklin: Councils are encouraged to share best practice and good ideas – it is not a competition. The covenant is about consistent delivery around the country. The challenges are: capturing the key issues affecting the armed forces community, evidence gathering, and ownership and holding each other to account.
- Covenant Fund Priorities for 2016 -2017.
 - Veterans Gateway
 - Families in Stress
 - Improving local covenant delivery (for local authorities – working in clusters)
 - Community Integration / delivery of local services

Further information can be found by following the below URL link.

<https://www.gov.uk/government/publications/covenant-fund-guidance-on-how-to-apply>

The deadline for applications to the Veterans' Gateway is 1 July 2016.

The deadline for applications to Families in Stress and the Community Integration/Delivery of Local Services is 22 June 2016.

- Michael King: The covenant is fertile territory for the Local Government Ombudsman. Councils need to translate commitment into practice – not an easy task. LGO will work with councils to make improvements.

- Dave Rutter: NHS CCG – 1 April 2016 assume responsibility for veterans' health
- Mark Hopson: If we have an understanding of the military culture we can break down barriers and affect engagement. If we create networks and communicate we can share best practice.
- Ed Tytherleigh: Very few services record veterans, we are encouraged to, 'Ask the question'. The housing sector needs to focus more on prevention and promoting independence.
- Dr Marie-Louise Sharp, Adventure breaks for military children – RBL offer week-long adventure breaks to children (12-17) of men and women who are currently serving, or have served in the armed forces. This is provided in partnership with Xplore the World – Nottinghamshire, Gloucestershire and Suffolk.

Appendix 2 - Veterans Information Network Nottinghamshire

Terms of Reference

Veteran's Information Network Nottinghamshire works to enhance, wherever possible, the welfare and wellbeing of the Armed Forces and the Veteran community in Nottinghamshire, which consists of all people who are or have been regulars, reservists or cadets and their immediate families. It achieves this aim through the sharing of information and knowledge, and by being as accessible to as many individuals and groups as possible.

Objectives

- Acting as a point of contact on behalf of local government and other agencies in Nottinghamshire for all matters relating to veterans' policy. In doing so, Veterans Information Network Nottinghamshire contributes to the Nottinghamshire County, District and Borough Councils' commitment to the Armed Forces Community Covenant.
- Working closely with our member organisations to get a collective and unified approach by all those who work on behalf of Veterans in Nottinghamshire. This involves encouraging and facilitating co-operation and co-ordination between our members in order to maximise effect and minimise duplication.
- We also engage with the MOD, other government departments, local government, the Confederation of Service Charities and other agencies in and around Nottinghamshire on all matters relating to Veterans' policy.

Membership

- Members who represent statutory or local and national representative organisations who will work in partnership for the care and comfort and rehabilitation of all veterans, their dependants and communities in Nottinghamshire.
- Membership is open to any group which is a registered company and/or has charitable status registered with the Charity Commission and works with veterans, their dependants and communities.

Civilian Life

The most recent and notable success of VINN was to bring together 25 local and national organisations and one hundred and fifty delegates to County Hall on 12th November 2015 and hold an armed forces themed conference titled 'Civilian Life'. It was a free event hosted by the County Council that sought to bring together solutions to many of the problems that come with life after the forces. Members of VINN are discussing a follow up event that will capture all the good will from the Civilian Life event. The aim is to further strengthen the ever growing links and partnership work in Nottinghamshire and the care packages available to the armed forces community.

REPORT OF THE LEADER OF THE COUNCIL**UPDATE ON SOCIAL MEDIA STRATEGY AND POLICY****Purpose of the Report**

1. To provide an update on the revised Social Media Policy and associated Strategy and Guidance documents.

Information and Advice

2. Social media is the term commonly given to online tools, channels and interactive media which allow people to interact with individuals, groups or organisations by sharing information, opinions, knowledge, interests and asking questions or participating in online discussion and conversations.
3. The Council also recognises that there are a number of risks with using social media and it brings professional responsibilities that all Council employees need to understand. The Social Media Policy provides a framework to manage such risks to ensure the benefits of using social media are maximised with minimum risk.
4. Policy Committee approved the new Social Media Policy and associated strategy and guidance in November 2015.

Social Media Policy

5. The purpose of the new Policy was to ensure that social media activity is safe, appropriate, purposeful and legal.
6. This Policy has been reviewed and is still in line with various best practice and guidance documents published by other local authorities, the Local Government Association (LGA), the Cabinet Office, and takes account of legal and regulatory requirements related to digital and social media.
7. A key update to this Policy included the commitment that the Council would make access to social and streaming media open by default from devices on the Council's network. This has been actioned and to date has not raised any concerns or issues.
8. One of key areas of the Policy are to reflect a higher focus on effective risk management. In order to do this social media needs to be monitored. In order to support this activity we have introduced new social media monitoring and management software called Bizvue. This

software allows the council to monitor any mentions as well as control the publishing of social media updates by staff to Council social media channels.

9. The Policy will be annually reviewed and any future updates will be brought back to Policy Committee for approval.

Social Media Strategy

10. The Social Media Strategy supports the Council's Communications Strategy and sets out the strategic approach to how Council will use social media more effectively to ensure it directly supports business objectives.

11. The Strategy outlines that there are three strategic aims to using social media:

- Achieve value for money and cost savings
- Increase positive reputation through customer satisfaction and service take-up
- Increase participation in the democratic process – including using social media to gather information to support improved service delivery

12. The Strategy set out the following timetable for implementation:

<i>Phase</i>	<i>Brief details</i>	<i>Timescale</i>
Rationalisation and basic housekeeping – of existing social media counts	Delete old/unnecessary profiles Ensure appropriate branding Ensure digital team has access	End of October 2015 Complete
Implement content strategy across corporate social media accounts	Ensure content/publishing schedule is in place	End of November 2015 Complete
Communication of basic standards	Proactively communicate and promote the Social Media Policy and Social Media Guidelines	End of December 2015 Complete in CSC, further rollout in May
Implementation of standards (for profiles not already meeting them)	Address with individual services as needed	End of January 2016 Complete
Support	Provide bespoke training to relevant individuals/services Establish digital e-learning module for all staff to include social media standards	End of March 2016 Delayed until May 2016

13. The strategy will be reviewed on an ongoing basis and the outcomes of which will be reported back

Social Media Guidelines

14. The guidelines cover the practicalities of using social media. The guidelines were specifically developed to provide full and comprehensive guidance around the standards expected in relation to both work-related and personal use of social media.
15. The guidelines have formed the basis for a new e-learning package that explains the appropriate use of Social Media as well as highlighting the key aspects of the Council's Social Media Policy. The e-learning package is currently being tested and will be rolled out at the beginning of May.

Social Media Outcomes

16. The Council is seeing considerable growth in activity on its social media channels:
- Facebook page likes increased **46%** between April 2015 and April 2016
 - Twitter **34%** more profile views in Quarter 1 2016 compared to Quarter 1 2015 and the number of followers has increased **38%**
 - YouTube video watch time has increased **38%** compared with the same period in 2015, and views have increased by **36%**

Other Options Considered

17. None – It was agreed that Policy Committee should be updated on the implementation of the policy

Reason/s for Recommendation/s

18. To keep members updated on the progress of the implementation of the Social Media Policy and related guidance.

Statutory and Policy Implications

19. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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. All expenditure attached with the social media Digital First work stream is contained within existing budgets. Any divergence from this position will be brought back before Members.

Equalities Implications

21. Equalities implications have been considered as part of compiling this report. Social media is one of many communications channels used by the Council, so is not exclusive to any protected groups. As there are no negative impacts on any protected group, an Equality Impact Assessment has not been deemed necessary.

RECOMMENDATION/S

It is recommended that Policy Committee:

- 1) Notes the progress made in the implementation Council's Social Media Policy and related guidance.

Alan Rhodes
Leader of the Council

For any enquiries about this report please contact: Martin Done/Mark Knight

Constitutional Comments

22. Constitutional Comments are not required as the report is for noting only.

Financial Comments (SES 10/05/16)

23. The financial implications are set out in 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.

Electoral Division(s) and Member(s) Affected

- All

REPORT OF THE LEADER OF THE COUNTY COUNCIL**SMARTER WORKING PROGRAMME****Purpose of the Report**

1. The purpose of this report is to provide Members with an update on the Smarter Working programme (SWP).

Information and Advice**Background**

2. The proposed vision for the Smarter Working Programme SWP is:

“A workforce able to work flexibly, where and when it best suits them, their customers & service users and managed by results”
3. The expected outcomes for the programme are:
 - Maximised use of and benefits of technology ensuring efficiency
 - A working environment that optimises productivity
 - Improved management of the office space
 - Resolution of existing building-based issues
 - A more joined up use of buildings across sectors
 - A more environmentally-friendly service provision
 - A reduced requirement for the property estate resulting in savings
4. The last update, in November 2015, identified the SWP as the successor programme to the Ways of Working Programme which delivered:

£ 2.42 m in capital receipts
£ 3.11 m reduction in annual running costs

Progress to date**Technology**

5. The following technologies have been identified as vital to support the transformation of how staff undertake their work:
 - Portable devices with software to support mobile working

- MS Lync telephony and collaboration tools
 - Smartphone rollout, with Microsoft functionality, to replace Blackberry devices
 - Video conferencing
 - Electronic file sharing and management (Sharepoint)
 - Electronic scheduling
 - Homeworking solutions
 - Software that supports the automation of activities
 - Technologies that support joined-up working with other parts of the public sector
 - Electronic print and mail solutions to allow staff to work from a variety of locations
6. The programme is working closely with Information, Communications and Technology (ICT) on the development, prioritisation and deployment of these technologies to ensure that their maximum potential is realised.
 7. With the increasing use of mobile devices it is likely the ICT provision within the corporate offices will change significantly over the coming years. ICT will continue working closely with the Smarter Working Programme to determine the most appropriate ICT equipment for the office spaces to support more flexible working, which could include the use of laptops, docking stations for tablets etc.
 8. The rollout of MS Lync for telephony allows staff to work flexibly from any building with telephone calls delivered to wherever they log on to a PC. Along with the other features of MS Lync (audio and video conferencing, desktop sharing, Instant Messaging) staff can collaborate with colleagues whilst remote or home working.
 9. For those staff with tablet devices the MS Lync facilities are available to them whenever they use their tablet device.
 10. All 3,000 members of staff based at County Hall, TBH, Lawn View House, Sherwood Energy Village, Prospect House, Chancery Lane and Dale Close are now MS Lync users. A further 500 members of staff at Meadow House and the Multi Agency Safeguarding Hub (MASH) are due to be migrated to MS Lync in the next 2 months.
 11. Windows Smartphones will replace the 1,000 Blackberries during April and May 2016, The Smartphones will allow easy access to e-mail, calendar, MS Lync and ultimately TotalMobile allowing staff to work more flexibly.
 12. The rollout of tablet devices to front line staff has now been completed and approx. 2,200 devices have been delivered.
 13. The use of the devices varies across the teams and further work is being planned under an 'Aftercare Programme' to build confidence and increase usage of the tablets. This work will contribute significantly to the amount of

time staff can spend away from the office whilst having access to the applications and data they require to do their jobs in a more flexible way.

14. ToltalMobile software has been provided to the majority of tablet users to provide a mobile friendly interface to the Frameworki system for social care staff. The TotalMobile system can be used when staff have no Wi-Fi or 4G connection and provides an easy-to-use interface which should allow staff to use the devices in a variety of settings, including the service user's own home.

Audio Visual equipment pilot

15. A three month technical pilot of the fixed audio visual screens at County Hall, Trent Bridge House and Lawn View House commenced on 21st March. The pilot is for audio and video conferencing for internal NCC Lync users only, whilst plans are underway to test Lync video conferencing for external organisations and partners.
16. Simple, step-by-step user guides have been produced to enable meeting organisers to set up the equipment themselves. In addition, local champions have been identified to provide on-site assistance and troubleshooting if required.
17. To evaluate usage of the equipment, the room bookings are being monitored and an online survey is sent to the meeting organisers. This asks a number of questions to establish if the equipment was used, the user's experience of setting up and using the equipment, whether there were any issues and to establish an estimate of time and mileage costs saved. This information is essential to measure the benefits of the technical pilot.
18. In addition, two mobile audio/video conferencing devices are being trialled with nominated departmental representatives. "Conference in pocket" provides audio conferencing facilities for small meetings. "Conference in a bag" is a portable video conferencing device which can be used in any meeting room, alongside a mobile device and a projector. Following the initial trials, these will be made available to book via Facilities Management in late Spring 2016.
19. Communications and awareness raising activities have been done mainly online, to keep costs down. Intranet news items, team talk and Anthony May's blog have all been used to publicise the pilot, together with a page on the intranet. A network of users is being identified through the Smarter Working Programme, to promote the use of all of the audio/video conferencing facilities.
20. In early summer 2016, the technical pilot will be evaluated to measure the benefits and make recommendations for whether the wider rollout of equipment to other NCC buildings is feasible.

21. The SWP is also keen to explore the potential for Members to make use of this technology and will looking to identify Members to be involved once the technical pilot has been completed.

Electronic scheduling

22. There are now two pilots underway with Occupational Therapists (OTs) and Social Work teams across the County in Adult Social Care, Health and Public Protection, (ASCH&PP), to test out the Total Mobile scheduling technology and to measure the impact on the time it takes from a service user making contact with us to them being assessed.
23. The findings are that the scheduling can dramatically reduce the time for a service user to be assessed. The latest performance data (for the month of February 2016) shows for the OT pilot that 81% of completed OT assessments are completed within timescale, compared to 31% in June 2015 before the pilot started.
24. The Social work pilot shows (for February 2016) 90% of completed new care and support/community care assessments are completed within timescale compared to 45% in September 2015 before the pilot started.
25. A third pilot with OT's is due to start mid April 2016 which incorporates the learning gained from pilots 1 & 2 and to test the refined technical solution in preparation for the roll out of the scheduling solution to the remaining OT and Social Care Teams across the County.

Property Asset Management

26. The Smarter Working and Property Teams are currently in the process of undertaking a review of the Council's Operational Property Assets (excluding Schools Estate). This portfolio consists of some 263 buildings which provide accommodation for front line service delivery across the County and offices for our staff. Over time our customers' needs have changed as have the needs of the people who deliver the services, whilst some of the buildings they use and occupy are more suited to the needs and how we worked 30 years ago.
27. The result is that in some cases we have the wrong type of property, in the wrong location and much of the estate lacks flexibility and is in poor condition, despite work having been undertaken annually to keep buildings operational. Given the scale of the backlog of works, currently estimated to be £40 million (excluding schools), relative to the available budget (£6.2m of which £1m is spent on reactive works) it means only the highest priority (mainly health and safety) works can be undertaken.
28. Each department has therefore been asked to consider how services can be delivered so that service delivery is improved and their property requirement reduced.

29. It is essential in order to achieve this that we take a more joined up partnership approach to both service delivery and to the use of our property assets, and develop a long term flexible strategy for the future management of the portfolio.
30. Given the urgent need for budget savings and capital receipts a three stage process for the review has been agreed. The time lines for the project are broadly
Stage 1: Mid-January to end March 2016.
Initial review of the potential to reduce the estate
Stage 2: April to June 2016
Development of the approach, data analysis of properties in scope and further challenge.
Stage 3: July to end of December 2016
Further development of proposals and property action plans
31. In order to provide an additional level of external professional scrutiny in relation to the process and governance of the project the Chartered Institute of Public Finance and Accountancy (CIPFA) – Property Division were commissioned in March to carry out a review. Their key findings were very positive with recognition that Asset Management Planning and data supporting the management of the estate is well developed. In terms of the process for the asset management review, risks were identified particularly associated with compressed time lines for the completion of the work and the ability to achieve savings.

Human Resources

32. Work is currently underway to develop a Workforce Strategy applicable to the whole Council. This will reflect the vision and aspirations for the Smarter Working Programme and makes the links with this and other organisational change programmes.
33. The next phases of activity in the Smarter Working Programme; including cultural change, learning and development, communication with and engagement of employees, increased mobilisation by a more agile workforce and review of policies and procedures are identified as key themes and priorities for action in the Workforce Strategy.
34. The interdependencies between the delivery plans for the various programmes of work will be mapped to ensure that synergies are exploited and waste and duplication of effort avoided.

Gateway review

35. Following the gateway review of the smarter working programme, undertaken in November 2015, we have responded to the recommendations contained within the report:

36. **Gateway review recommendation 1:** The vision, outcomes, objectives and success criteria need to be restated to incorporate more the people dimension and culture change.
Response: The new draft vision has been updated to reflect a clearer understanding of what we want to achieve from this programme and a detailed description of how the Council will operate if we achieve this. Members are requested to consider this document, attached at appendix A, and formally approve it.
37. **Gateway review recommendations 2 & 3:** A work-stream of culture change needs to be devised with the support of HR to support employees in changing the ways in which they work.
This needs to be supported by a more extensive and engaging programme of communications based around clearly defined benefits – for employees as well as the business – and key messages.
Response: An engagement and support project is being established in conjunction with HR colleagues to cover the following areas:
(a) Communication
(b) Learning and development
(c) Supporting policies for managers and staff
(d) Health & Safety
38. **Gateway review recommendation 4:** More work needs to be done to relate the property strategy over the next ten years to the capacity for working smarter. This involves thinking ahead to where, when and how people could be working and then aligning suitable places in which they can work either as their base or on an as-needed basis.
Response: This recommendation is covered by the development of the Asset Management Plan

Lawn View House Pilot

39. Lawn View House has been identified as the Council's preferred location to introduce a Smarter Working Early Adoption programme as it is one of the most flexible of the office buildings and it has a good mix of teams from different departments.
40. The objective is to not only restore the building back to a fully flexible working environment, but to also work with teams in the building to pilot new technology and trial new smarter working practices and approaches. Some new approaches will enable people to be able to work more remotely from their base. Each will be fully evaluated prior to any corporate roll-out across the Council's other county wide office buildings.
41. Initial work has included the creation of additional work space by reviewing storage requirements and removing unused cabinets and providing staff with the necessary facility to support flexible working.

42. The next set of steps to be taken will be the introduction of a clear desk protocol from Tuesday 31st May. There will be a four week settling in period before flexible working practices are introduced on Monday 27th June 2016.
43. To support everyone through this transition, a series of briefings are taking place between 18th April and 27th May.

Financial implications of smarter working

44. Initial meetings with colleagues from ICT and Finance have been undertaken to evaluate the financial implications of the SWP.
45. The intention is to produce a full business case for the programme, that clearly identifies both the costs and the benefits, and for this to be contained within a future report to Policy Committee.

Other Options Considered

46. Members have approved the Smarter Working Programme.

Reason/s for Recommendation/s

47. To update Policy Committee on progress with this programme

Statutory and Policy Implications

48. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, ways of working, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That Policy Committee notes the progress of the Smarter Working programme.
- 2) That Policy Committee agrees the revised vision for the programme, as detailed in Appendix A
- 3) That Policy Committee is provided with an update on One Public Estate (OPE) as part of future reports

Councillor Alan Rhodes
Leader of the County Council

For any enquiries about this report please contact:
Iain Macmillan, Programme Manager, Programme & Projects Team
(0115 9772341)

Constitutional Comments (SLB 10.05.2016)

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

Financial Comments (SES 28.04.2016)

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

None

Electoral Division(s) and Member(s) Affected

All

Smarter Working Programme

Vision

Vision

A workforce able to work flexibly, where and when it best suits them, their customers & service users and managed by results

What it will look like

How we work (Processes)

We will simplify our processes where possible using the Lean+ methodology and automate activity where possible – helping to ensure that staff are more productive and focussed on where they add the most value to our service users and customers.

We will implement different approaches to service delivery to reduce the need for face-to-face contact

Our working practices will be much closer aligned to those of key partners, like Health, and not specific to a single location.

The new culture for the organisation

Managers will have the support, training and information to manage staff who will increasingly be freed up to work in the most appropriate location. This will involve a shift from management by presenteeism to management by results.

It will be vital for us to maintain the sense of our staff belonging to a team and maintaining vital peer relationships.

Technology and property requirements

Our staff and partners will have the technology they need to do their job wherever they are and will be able to collaborate in person or virtually.

Our property estate will be improved and significantly reduced and we will actively pursue the opportunities offered by the One Public Estate.

Information to keep people updated

Managers and staff will have access to the information when and where it is required to support their work

REPORT OF THE CORPORATE DIRECTOR OF RESOURCES**WORK PROGRAMME****Purpose of the Report**

1. To review the Committee's work programme for 2015/16.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.
5. The following changes have been made since the work programme was published in the agenda for the last meeting:-
 - a. The following item was withdrawn from the agenda of the 18 May Policy Committee meeting:-
 - i) Customer Service Centre – Operating Model – work now being progressed as part of the review of Corporate Services which will be reported separately to Members – item therefore withdrawn from work programme.
 - b. The following items have been rescheduled:-
 - i) The State of Nottinghamshire – deferred from June to July 2016 to enable further work to be undertaken.
 - c. The following new item has been added to the Work Programme:-
 - i) County Council Network Conference – new item added to July 2016.

Other Options Considered

6. None.

Reason/s for Recommendation/s

7. To assist the Committee in preparing and managing its work programme.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, ways of working, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

1) That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

Jayne Francis-Ward
Corporate Director - Resources

For any enquiries about this report please contact:

Keith Ford, Team Manager, Democratic Services Tel. 0115 9772590

E-mail: keith.ford@nottsc.gov.uk

Constitutional Comments (SLB)

The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

There are no 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.

None

Electoral Division(s) and Member(s) Affected

All

POLICY COMMITTEE - WORK PROGRAMME (AS AT 9 MAY 2016)

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
15 June 2016			
Performance Reporting on the Strategic Plan 2014-18 and Redefining Your Council	To consider progress and performance against each of the Strategic Plan priorities and the programmes within Redefining Your Council.	Nigel Stevenson	Celia Morris
Community Empowerment and Resilience Programme update	Update on the Community Empowerment and Resilience Programme contained within Redefining Your Council.	Tim Gregory	Cathy Harvey
Update on use of Urgency Procedure	To update Policy Committee about the number of occasions the Urgency provisions have been used and the reasons for their use.	Jayne Francis-Ward	Keith Ford
13 July 2016			
County Council Network Conference	To seek approval for the attendance of Members and the CEX at the annual conference on 6 th -8 th November in Guildford, Surrey	Jayne Francis-Ward	Keith Ford
Mid-Nottinghamshire Alliance Development Leadership Board Progress Report	Quarterly progress report on the work of the Board (as agreed at Policy Committee on 11 November 2015)	David Pearson	Wendy Lippmann / Sue Batty
Review of Senior Management Structure	Review following interim structure agreed by Policy Committee on 15 July 2015.	Anthony May	Anthony May
Rural Services Network – Review of Membership	Following the initial review by Policy Committee on 15 July 2016.	Sally Gill	Heather Stokes
The State of Nottinghamshire	To assess the County's current social, economic and environmental issues in order to inform the development of the Council's Strategic Plan 2018 – 2022 and provide an evidence base for future service commissioning.	Anthony May	Paula Mullin

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
County Life – Evaluation Report	Annual evaluation report – as agreed by Policy Committee on 15 July 2015.	Martin Done	Martin Done