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**Service Director – Legal, Governance and
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Monday 18 March 2024

Notice of Meeting

Dear Member

Children's Scrutiny Panel

The **Children's Scrutiny Panel** will meet in the **Council Chamber - Town Hall, Huddersfield** at **11.00 am** on **Tuesday 26 March 2024**.

This meeting will be webcast live and will be available to view via the Council's website.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Children's Scrutiny Panel members are:-

Member

Councillor Andrew Cooper (Chair)

Councillor Paul Moore

Councillor Richard Smith

Councillor John Lawson

Councillor Eric Firth

VACANT1

Oliver Gibson (Co-Optee)

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Panel

To receive apologies for absence from those Members who are unable to attend the meeting.

2: Minutes of the Previous Meeting

1 - 8

To approve the Minutes of the meeting of the Panel held on the 26th January 2024.

3: Declaration of Interests

9 - 10

Members will be asked to say if there are any items on the Agenda in which they have any disclosable pecuniary interests or any other interests, which may prevent them from participating in any discussion of the items or participating in any vote upon the items.

4: Admission of the Public

Most agenda items take place in public. This only changes where there is a need to consider exempt information, as contained at Schedule 12A of the Local Government Act 1972. You will be informed at this point which items are to be recommended for exclusion and to be resolved by the Committee.

5: Deputations/Petitions

The Panel will receive any petitions and/or deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

6: Post 16 Transport Statement 2024-25

11 - 32

The Panel will consider a report giving an update on the proposed changes to Kirklees Council's Post 16 Transport Statement.

Contact: Martin Wood, Head of Public Protection
Katherine Armitage, Service Director

7: Performance Data (Children's Services) - verbal update on highlights

The Panel will consider a verbal update on the performance highlights from the latest Children's Services data report covering period ending 31st January 2024.

Contact: Jo-Anne Sanders, Service Director
Kieran Lord, Service Director

8: Pre-decision scrutiny - Cabinet decisions on the horizon

The Panel will consider any potential areas of pre-decision scrutiny in accordance with any cabinet decisions relating to children and young people which are on the horizon and receive updates from Senior Officers in Children's Services.

Contact: Service Directors (Children's Services)

9: Feedback from Panel Members on issues considered by Corporate Parenting Board

Panel Members who attend the Corporate Parenting Board, will feedback on key areas of focus considered by the Board, which will be of interest to the Panel.

10: Work Programme and Agenda Plan for 2023/24

33 - 48

Members of the Panel will consider the work programme and agenda plan for the 2023/24 municipal year and will discuss progress and consider new issues for inclusion during the 2024/25 municipal year.

Provisional dates for the 2024/25 municipal year have been set but are subject to agreement by Council Annual General Meeting in May.

Contact: Helen Kilroy, Assistant Democracy Manager

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Contact Officer: Helen Kilroy

KIRKLEES COUNCIL

CHILDREN'S SCRUTINY PANEL

Friday 26th January 2024

Present: Councillor Andrew Cooper (Chair)
Councillor Richard Smith
Councillor John Lawson
Councillor Eric Firth
Oliver Gibson, Co-optee

In attendance: Kieran Lord, Service Director (Resources, Improvements and Partnerships)
Jo-Anne Sanders, Service Director (Learning and Early Support)
Cllr Kendrick, Cabinet Member for Children's Service

Apologies: Councillor Paul Moore
Councillor Ebrahim Dockrat

1 Membership of the Panel

Apologies were received from Councillor Moore and Councillor Dockrat.

The Panel noted the change to the membership of the Children's Scrutiny Panel and welcomed Cllr Eric Firth to the Panel.

2 Minutes of the Previous Meeting

That the minutes of the meetings held on the 22nd September 2023 and 1st December 2023 be approved as a correct record.

3 Declaration of Interests

No interests were declared.

4 Admission of the Public

All items were considered in public session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were received from members of the public.

7 Working Together to Safeguard Children (DfE Guidance)

The Panel considered a report on Working Together to Safeguard Children which advised that in December 2023, the Department for Education published new statutory guidance on multi-agency working to help protect and promote the welfare of children.

Children's Scrutiny Panel - 26 January 2024

Kieran Lord, Service Director for Resources, Improvements and Partnerships, presented the report.

Kieran Lord highlighted the following key points from a presentation entitled "Working Together to Safeguard Children" –

- The full published document could be viewed at [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/121212/Working_together_to_safeguard_children_2023_statutory_guidance.pdf)
- A £47,300 grant had been issued which needed spending/offset by 31st March 2024 to support Local Safeguarding Children Partnerships (LSCPs) with implementing the new guidance;
- Practitioners working with parents and carers should show effective partnerships and build strong, positive, trusting and co-operative relationships; respectful, clear and inclusive verbal and non-verbal communication; and empower parents and carers to participate in decision making;
- The Head of each statutory safeguarding partner would be referred to as the Lead Safeguarding Partner (LSP);
- Local Education and childcare providers would be included in local arrangements and the LSCPs would include voluntary, charity, social enterprise organisations, childcare settings and sports clubs in their arrangements;
- Professionals should assess whether a child who was experiencing, or was at risk of experiencing, harm outside the home was in need under section 17 or 47 of the Children Act 1989;
- The Children's Service within Kirklees was in a strong position to work towards the new arrangements outlined within the guidance, as planning had already taken place before it was published;
- The Kirklees Safeguarding Children's Partnership (KSCP) would have to publish an updated Multi-Agency Safeguarding Arrangements (MASA) document by December 2024 and KSCP would publish an Annual Report providing an update on this work within the coming months.

In response from the Panel to a question asking if the new guidance was being implemented by all Local Authorities and Practitioners in the country, Kieran Lord advised that the guidance had come about on the back of a review carried out by Josh McAllister (the Chief Executive of Frontline) a few years ago, which suggested a number of these changes and Kirklees had been waiting for the government response. The Panel was informed that a number of Local Authorities across the country, including Kirklees, had been working up these changes in anticipation and in some places changes had already been made.

The Panel asked if the Independent Scrutineer, Julie Sykes, could come to a future meeting to discuss how Kirklees was dealing with the new arrangements, Kieran Lord advised that Julie Sykes (who was a former Senior Police Officer) had been working with Kirklees since 2011 and that she would be happy to come to the Panel and discuss the reflections on the changes and how Kirklees had acted as a multi-agency safeguarding partnership. Kieran Lord explained that Julie Sykes' scrutiny had been valued by partners.

Jo-Anne Sanders advised the Panel that an Annual Report was produced by the Safeguarding Partnership and that it would be useful to share this with the Panel to see a full explanation of the work that had been undertaken. The Panel was informed that the DfE guidance was a summary of changes and Kirklees was starting from a very good baseline due to the work that had started in Kirklees back in 2011.

Children's Scrutiny Panel - 26 January 2024

In response to a question from the Panel asking how they could be kept informed of the key elements of the changes and new arrangements in particular in relation to implementation and good practice, Kieran Lord advised that there were a number of sub groups that fed into the KSCP, that scrutiny could broadly review some of the changes being implemented and that there would be opportunities for the Panel to attend and observe meetings and events. The Panel was informed that the Independent Scrutineer and partners would very much value the input from the Children's Scrutiny Panel.

RESOLVED –

1. The Panel noted the report and thanked Kieran Lord and Jo-Anne Sanders for their contributions.
2. That Julie Sykes, Independent Scrutineer, be invited to a future meeting of the Panel during the 2024-25 municipal year to discuss and reflect on the new arrangements and changes and how the service has acted as a safeguarding multi-agency partnership.
3. That the Panel receive a copy of the latest Kirklees Safeguarding Partnership Board Annual Report to see the work that was being undertaken.
4. That the Panel be invited to attend appropriate meetings and events to observe the key elements of the changes and new arrangements on working together with a particular focus on implementation of the new service and good practice.

8 Performance Data (Children's Services) - verbal update on highlights

The Panel received a verbal update on performance data for period ending November 2023, which was provided by Kieran Lord, Service Director for Resources, Improvements and Partnerships in Children's Services.

Kieran Lord highlighted the following key points for Family Support and Child Protection on behalf of Vicky Metheringham (Service Director):-

- Rates of referrals were significantly lower in Kirklees than England;
- Contacts receiving a decision within one working day had increased to 69.8% which was where it was this time last year;
- Re-referrals remained stable at 19.9% and the 12 month average was 19.2%;
- Timeliness of risk assessments had improved, 17 remained overdue as a result of enhanced oversight;
- Looked after children (LAC) reviews held on time was 97%; numbers of children in care had stabilised; 90% of visits to children had been made in line with practice standards; numbers of children in an Independent Fostering Agency (IFA) had reduced from last month to 168 and this time last year this figure was 165;
- 99% of care leavers had a pathway plan, with 93% of these being up to date, 95% in touch and 91% were in suitable accommodation;
- Numbers of children with a Child Protection Plan had increased again to 475 which now exceeded the England average;
- A small number of children were in unregulated settings, however, oversight was robust and numbers were reducing;
- The numbers of children with an adoption plan was half that of statistical neighbours, but conversations were ongoing with neighbouring partners with regard to adoption support;

Children's Scrutiny Panel - 26 January 2024

- Seeking to improve the quality of pathway plans for care leavers and improving the opportunities for education and training;
- Working with partners regarding care leavers working in the community and following a visit from Mark Riddell (National Implementation Advisor for Care Leavers from the DfE) the service were working through the suggestions and recommendations from his report.

The Panel asked about caseload management and fluctuation of the numbers, how this was being managed and what measures had been put in place to keep this stable, Kieran Lord advised that there were a number of vacancies in a competitive market for social work staff but the Service were still not seeking agency support which provided stability. The Panel was informed that all of the Social Worker vacancies had been filled as of yesterday and the Service was very proud of the progress made on the plan of action which did not include agency workers. The Panel was informed that the Children's Service had a retention and recruitment working group in place to ensure that the Service was able to moderate some of higher and fluctuating caseload averages. Kieran Lord explained that there was also a Recruitment and Retention Strategy in place which focussed on succession planning and making sure that the Service was retaining and maximising the skills. The Panel was informed that due to the success of recruitment, renewed focus was now being given to the retention practice going forward, which would hopefully ensure greater stability for staff. The Panel noted that wellbeing of staff was paramount and that the Service wanted people to be part of Team Kirklees and feel valued and see opportunities for development. Initiatives had been taking place across the Children's Service on time to talk sessions with Senior Officers and Cllr Kendrick (Cabinet Member for Children), where there was the opportunity to listen to staff about the things that mattered to them most.

In response to a question from the Panel regarding the meaning of Section 47, Kieran Lord advised that in the Children's Act 1989 were a number of mandated sections that as a Local Authority the Service needed to be able to provide to the children and population of Kirklees. Two key parts of the Act were Section 17 which was the Council's need to legally provide appropriate levels of support to children defined as being in need of additional support and Section 47 was where that support required an assessment to see if further intervention was required in the form of a Child Protection Plan.

The Panel asked about placement and accommodation for care leavers and what was classed as unsuitable accommodation, Kieran Lord advised that –

- each individual young person had different circumstances and some children were not in the most appropriate settings, but that the data did include young people who did not want to engage with the Council as a service provider;
- As corporate parents, the Children's Service were working closely with colleagues in Housing to ensure that care leavers had the correct housing provision, but that it could be a complicated scenario in terms of accommodation capacity and it did sometimes mean a delay to ensure that the most appropriate accommodation was provided;
- temporary arrangements were not ideal, but the Children's Service were confident that appropriate oversight was in place and that the young people were living in safe environments.

Children's Scrutiny Panel - 26 January 2024

The Panel noted that the data showed that 28% of care leavers were not in education, employment and training (EET) and asked if a breakdown could be provided, Kieran Lord advised that –

- the Service worked very closely with all the care leavers but did not insist that they undertake a certain path which might not be meaningful to that young person at their stage of life, some children could have been subjected to trauma and they had their own level of volition to be involved and engaged;
- the Service was trying to understand the EET offer and to learn from the maturity of other Corporate Parenting Boards to develop more formal plans to identify at an early opportunity what was needed and to encourage engagement by care leavers;
- all care leavers had access to a Personal Assistant to provide support and would continue to monitor the care leavers on a 1-1 basis.

Kieran Lord advised that the Service would not rest on its laurels until every care leaver was making the very most of the opportunities available to them.

The Panel asked about the long wait for neuro-development pathway support and what action was being taken to reduce the wait, Kieran Lord advised that –

- this was a partnership approach and it was an intensive process to carry out assessments which required appropriate skilled clinicians and practitioners to undertake it;
- there was a national shortage of clinical and educational psychologists, psychiatrists and speech and language therapists that were involved in the formal assessments;
- Kirklees Council had already taken some significant strides forward and worked closely with colleagues to identify this priority in leadership forums and leadership partnerships, but also getting it on the agenda of the Starting Well Board and one of the initiatives taking place was ensuring that those who were waiting had an initial neuro-development assessment which could mean that they did not get the diagnosis, for example autism or ADHD;
- a new triage system had been implemented based on formulation that helped to understand the needs of young people so support needs could be diverted as early as possible and children and young people were 'waiting well';
- the Service would continue to have conversations about diverting some of those on the waiting list to the right level of support, for example, early or family support or additional educational support in anticipation of the later assessment to ensure they were 'waiting well';
- in order to minimise the assessment required, the Service continued to try and support with health colleagues to fill in some of the capacity needs in terms of the some of the priority professions;
- focus was on ensuring that those on the waiting list got the right support at the right time, rather than waiting for the diagnosis which they would get at a later date.

The Panel agreed to receive a future update on the new triage system for the support being put in place to meet the needs of children and young people to ensure they were waiting well whilst their assessment took place.

Children's Scrutiny Panel - 26 January 2024

In response to a question from the Panel asking if the main reason for wanting the assessment was as a key to opening educational support, Kieran Lord advised that there were different pathways within the assessment itself, the neurological pathway traditionally followed a route into the more medical model diagnosis such as ADHD and Autism, but not to discount that they may fall within an Education Health and Care Plan; given that some of the diagnoses that may fall from this, cannot be assessed until adulthood and it might seem frustrating that there was an extended period of time before assessment, quite often there were more indicators about future need rather than something which would result in a diagnosis and immediate treatment, for example, medication or a change in educational provision.

The Panel asked about the level of requests for CAMHS support which seemed to be very low, Kieran Lord advised that the investment the Council has had with partners (Northorpe Hall, Locala, colleagues in Integrated Care Board (ICB) and South West Yorkshire Partnership NHS Foundation Trust (SWYFT), had recognised that ensuring the right triage and support was in place at the right time, officers were working on the 'Keeping in mind' model which would develop this triage process further. The Panel was informed that the CAMHS pathways still existed and colleagues were dealing with the children in terms of appropriate support and investment continued in those areas.

In response to a question from the Panel regarding at what stage children were identified as having ADHD or Autism and did some slip through the net or have it identified later in school years, Kieran Lord advised that nationally it was felt that there might be some over identification of people who presented with the type of behaviours that may fall in line with a diagnosis of ADHD but did not actually meet the criteria and similarly with Autism it was a spectrum of conditions which might be high functioning and pronounced in terms of the disabilities, abilities or behaviours. The Panel was informed that there was a fine line between necessity to have a diagnosis to get the right opportunities to get access to services, balanced against making sure that professionals were capturing the needs of the young people and matching that against the right support at the right time, irrespective of when the diagnosis would be made.

The Panel asked who would make a referral for an assessment of ADHD or Autism, Kieran Lord advised that it could come from a range of professionals or individuals and as well as the formal Local Authority Assessments and health partner routes, there was also a private route which a number of parents, adults and young people chose to take. The Panel was informed that the numbers of people who sought a private route for a diagnosis for ADHD and Autism tended to have a higher percentage which came back with a diagnosis, than those which went through the more statutory NHS and Local Authorities mandated areas. Kieran Lord explained that the Service would not want to put off any parent or school professional from having the conversations in the first place to ensure that the triage was undertaken as quickly as possible so that the right assessments and support could be put in place.

RESOLVED –

Children's Scrutiny Panel - 26 January 2024

1. The Panel noted the report and thanked Kieran Lord and Jo-Anne Sanders for their contributions.
2. The Panel agreed to receive a future update on the new triage system for the support being put in place to meet the needs of children and young people to ensure they were waiting well whilst their assessment took place.

9 **Pre-decision scrutiny - Cabinet decisions on the horizon**

No items of pre-decision scrutiny on forthcoming Cabinet decisions were reported.

10 **Feedback from Panel Members on issues considered by Corporate Parenting Board**

The Panel noted that there had been some duplication of areas discussed at the meeting today, that had also been considered previously at the Corporate Parenting Board, however, agreed that slight overlaps were sometimes necessary and welcomed to ensure the right level of scrutiny took place.

Kieran Lord advised that Joel Hanna, Head of Corporate Parenting, would appreciate the fact that the Panel were discussing matters more broadly and that there would be a refresh of the Corporate Parenting Strategy, which would include engagement with Members this year, so the overlap by Scrutiny was welcomed to focus on the vulnerable groups of children and young people. The Panel noted that further discussions could take place in the future if required, to avoid any unnecessary duplication at the relevant forums.

The Panel noted that all Councillors were corporate parents and Kieran Lord and Cllr Kendrick confirmed that there was a planned piece of work to reinforce this during future discussions at each political group. The Panel was informed that Joel Hanna would shortly be contacting the Group Business Managers of each political group to set up these discussions and that this work would be incorporated into the refreshed Corporate Parenting Strategy.

The Chair of the Panel, Cllr Cooper, advised that the new Lead of the Local Government Association (LGA) had asked every Local Authority Policy Board to consider what they might do to help Councillors in their corporate parenting role and that it was reassuring to note that this was being considered at a national level.

RESOLVED –

The Panel noted the updates from the Corporate Parenting Board and thanked the Cabinet Member for Children and Kieran Lord for their contributions.

11 **Work Programme and Agenda Plan for 2023/24**

The Panel considered the work programme and agenda plan for the 2023-24 municipal year.

The Panel noted that the report on Post 16 Home to School Travel had been deferred for consideration by the Panel on the 26th March 2024.

RESOLVED –

1. That the Work Programme and Agenda Plan for 2023/24 be noted.

Children's Scrutiny Panel - 26 January 2024

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2. That a report on Post 16 Home to School Travel would be considered by the Panel in March 2024.

KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Childrens Scrutiny Panel			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

(a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and

(b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



REPORT TITLE: 2024 – 2025 Post 16 Transport Statement

Meeting:	Childrens Scrutiny Panel
Date:	26/03/2024
Cabinet Member (if applicable)	Cllr Reynolds and Cllr Kendrick
Key Decision Eligible for Call In	No No
Purpose of Report The purpose of the report is to update Members of Childrens Scrutiny Panel on the proposed changes to Kirklees Council’s Post 16 Transport Statement.	
Recommendations <ul style="list-style-type: none"> • Members of the panel are asked to consider the report and proposed Transport Statement at appendix I 	
Reasons for Recommendations To seek feedback from the panel for pre-decision scrutiny	
Resource Implications: It is anticipated that in the first year of operation there will be an increase in administrative burden on the home to school transport service, it is anticipated resources for this will be met by existing staff; however, this will be monitored, and additional resources sought if required.	
Date signed off by <u>Strategic Director</u> & name	Rachel Spencer-Henshall 14/03/24
Is it also signed off by the Service Director for Finance?	N/A
Is it also signed off by the Service Director for Legal Governance and Commissioning?	N/A

Electoral wards affected: All

Ward councillors consulted: Yes

Public or private: Public

Has GDPR been considered? GDPR has been considered and there are no implications in the context of this report.

1. Executive Summary

- 1.1 A Post 16 Transport Statement outlines how eligible post 16 pupils many with Special Educational Needs and/or Disabilities (SEND) are helped to access their place of education.
- 1.2 If proposed changes are adopted there will be a cost reduction and the post 16 transport budget will be more sustainable moving forward. The projected cost of operating the new policy based on the existing cohort is approximately £950,000. The cost of operating the current policy in 2022/23 was £2.6M.
- 1.3 The proposed changes will result in eligible post 16 pupils receiving a flat rate payment (based on distance) as travel support. Pupils with the highest needs will in some cases continue to be transported as they had been previously, i.e. through the Council arranging transport through its list of approved private operators of taxis and minibuses.

2. Information required to take a decision

Current Operations

- 2.1 As of the beginning of September 2023 the council arranged transport for around 1350 pupils with SEND made up of 1050 pre 16 pupils and 300 post 16 pupils. The pupils are transported to 122 education settings using 500 separate routes.
- 2.2 Currently for both pre and post 16 SEND pupils have transport provided by the Council. The Council contracts private hire and public service vehicle (PSV) operators to provide minibuses and taxis. The Council employs 188 Passenger Assistants to support eligible children with the greatest need whilst traveling by minibuses and taxi, across pre and post 16 transport.
- 2.3 The Council also provides free transport to eligible children attending mainstream settings by providing procured school buses or where there is capacity on the public bus network, a bus pass.
- 2.4 The cost of this provision in 2022/23 financial year was £12,180,246.
- 2.5 Statutory eligibility for free or supported transport is set out in the Education Act 2005, statutory guidance published by the Department of Education and discretionary eligibility is set out in Policies or Transport Statements of the Local Authority.
- 2.6 Link to the Education Act 2005 [Education Act 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2005/43)
Link to statutory guidance for pre 16 [Home-to-school travel - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/home-to-school-travel)
Link to statutory guidance for post 16 [Transport to education and training for people aged 16 and over - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/transport-to-education-and-training-for-people-aged-16-and-over)

Statutory duty

- 2.7 The Council has a statutory duty under the Education Act 1996 to provide transport for eligible children to their place of education, mainly those with Special Educational Needs and Disabilities (SEND) but also other children where their nearest appropriate school is too far for them to get to or there is no safe route.

2.8 There are three broad categories of travel, supported by Council policies and statutory guidance - Pre 16 Travel of SEND pupils, Post 16 Travel of SEND pupils and Mainstream pupils.

2.9 Pre 16 eligible pupils (mainstream and SEND)

A pre 16 and mainstream child is eligible if they are of compulsory school age, attend their nearest suitable school and:

- live more than the statutory walking distance (2 miles for under 8s, 3 miles for over 8s) from that school or
- could not reasonably be expected to walk to that school because of their special educational needs, disability or mobility problem, even if they were accompanied by their parent or
- would not be able to walk to that school in reasonable safety, even if they were accompanied by their parent

For eligible SEND and mainstream pre 16 pupils the Council has a statutory duty to arrange transport from home to school.

2.10 Post 16 eligible SEND pupils

For eligible SEND post 16 pupils the Council has a duty to publish a Transport Statement. The Transport Statement must set out the arrangements the Council intends to make so to help pupils access education. In the Transport Statement the Council, must have regard to statutory guidance and other duties (such as the Public Sector Equality Duty), and must consider applications for assistance. However, in the case of post 16 travel, assistance does not mean the Council has to provide transport, it is for the Council to determine what form that assistance takes.

Proposed changes to Transport Statement

2.11 For post 16 pupils we provided taxis and minibuses to around 300 eligible pupils. In 2022 –2023, this cost £2.6m. These costs are rising and are not sustainable in the future. We are therefore proposing a change to this approach which would reduce the cost to £950,000.

2.12 The proposal is that the Council provided each eligible pupil with a post 16 personal travel payment based on the distance the pupil travels to access education – the further they travel the higher the payment.

2.13 Families could spend their budget in whichever way is best for the pupil, giving them flexibility to tailor their travel arrangements based on individual needs.

2.14 The proposed payment amounts are:

Band	Mileage	Amount
1	<=3 miles	£300
2	>3 and <=10 miles	£1000
3	>10 and <=20 miles	£2000
4	>20 miles	£3000

2.15 The Council understands that a post 16 personal payment may not be appropriate in all circumstances, especially for those pupils with the most complex needs. Therefore, this approach includes provision for Council organised transport to be provided for individual pupils where a post 16 personal payment would not be appropriate.

2.16 Full details can be seen in the Transport Statement (appendix 1).

Data and evidence used to develop the proposed Transport Statement

2.17 This proposal has been developed based on:

- Our own consideration of our statutory duties
- An analysis of Policies of other authorities

3. Implications for the Council

3.1 Council Plan

The proposed Post-16 Transport statement seeks to provide assistance to students, while addressing the services financial position in a fair and balanced way.

3.2 Financial Implications

It is accepted that the proposed level of personal travel payment for families will not meet the full cost of transporting students to and from the post-16 educational setting. This will place additional financial burden on families, particularly those on low-income, or those that need to travel the furthest due to a lack of suitable educational provision within Kirklees.

The proposed policy seeks to mitigate the financial implications by directing families and students to other sources of potential financial assistance.

It should be noted that majority of students attending mainstream colleges do not receive travel assistance from the Council to enable them to attend further education.

3.3 Legal Implications

The proposed policy marks a significant shift in the assistance that will be provided to families and students. This significant shift invariably increases the risk of legal challenge. The service has sought to mitigate this risk by taking legal advice throughout the process and on the policy development.

3.8 Other (eg Risk, Integrated Impact Assessment or Human Resources)

Moving to a personal travel payment may result in passenger assistants currently on post-16 transport no longer being required for post-16 transport; however, any passenger assistant affected will move over to pre-16 transport where there is a shortage of passenger assistants.

There should be no impact on the armed forces community in terms of healthcare, housing and/or education.

4. Consultation

4.1 Consultation on the proposed Transport Statement took place between 14 November 2023 and 31 December 2023, with the following groups by:

- Parents of existing children on transport,
- Parents of Children with Additional Needs in Kirklees ('PCAN'),
- Public,
- Councillors,
- Schools/Colleges,
- Governors,
- Other local authorities
- Local transport body

4.2 The consultation took place primarily by the Council's online consultation platform – though a web survey. The survey was promoted via the Council's media and social media outlets. Offers were made through drop-in sessions and through working with PCAN to support respondents to fill in the online form with tables at drop-in sessions. In addition, all Councillors were emailed on the 15/11/23 notifying them of the proposed policy and that consultation had commenced.

4.3 Face-to-face drop-in sessions were arranged in partnership with PCAN and Kirklees College, these took place on: -

- 26th October 23 and 28th November 23– Special School Head Teachers meetings
- 14th, 15th and 22nd November 23, 7th, 11th and 13th December 23 – PCAN drop-in sessions,
- 28th November 23 and 7th December 23 – Kirklees College Parents evenings,
- 28th November 23 – Local Offer Live event,
- 29th November 23 – Session with Foundation Skills Group of learners at Kirklees College,
- 6th December 23 – Follow up session with Foundation Skills Group at Kirklees College
- 10th November 23 – Kirklees Learning Progression Board

4.4 Those consulted with were asked to complete an online questionnaire about the proposals.

4.5 A total of 130 people responded to the consultation, with the main themes arising from the consultation being – the data on demographics and yes/no responses are in Appendix II.

- Financial Impact (40)
- Environmental Impact (2)
- Impact on Education (15)
- Impact on Safety / Safeguarding (19)
- Impact on family / parents (36)
- Lack of suitable transport options (11)
- Promotes independence (4)

(numbers in brackets reflect the aprox. number of comments under each themes)

5. Engagement

- 5.1 Details of engagement that has taken place on the proposed changes are detailed within the main body of the report.

6. Options

- 6.1 Members are asked to consider the report and the proposed Transport Statement at appendix I

7. Next steps and timelines

- 7.1 Pending any final amendments, the proposed Post 16 Transport Statement will be presented to Cabinet on 9 April 2024 for endorsement.
- 7.2 Following Cabinet endorsement, the proposed transport statement will be published before 31 May 2024 to be implemented as the Post 16 Transport Arrangements for the start of the September 2024 academic year.

8. Contact officer

Martin Wood
Head of Service – Public Protection
martin.wood@kirklees.gov.uk

Russell Williams
Operational Manager – Public Protection
russell.williams@kirklees.gov.uk

Kathryn Westerby
Passenger Travel Manager
kathryn.westerby@kirklees.gov.uk

9. Background Papers and History of Decisions

N/A

10. Appendices

Appendix I – Proposed Post 16 Transport Statement

11. Service Director responsible

Katherine Armitage
Service Director
Environmental Strategy and Climate Change

Kirklees Council Post-16 Transport Policy Statement

September 2024 to July 2025 academic year

Section One: Introduction

Background to this policy

This document is the Kirklees Council Post-16 Transport Policy Statement covering the 2024 to 2025 academic year. All local authorities are required by law to publish a Statement each year and this document replaces all previous versions.

The policy outlines what travel assistance is available to support young people of sixth-form age to access further education/training. It covers:

- people who are over 16 years of age, but under 19 years of age
- people who become 19 partway through a course of education (continuing learners), and
- young people aged 19 to 25 for whom an Education Health Care Plan is maintained, where the course commenced before they turned 19.

The duty of the Council to provide free assistance with transport to education establishments ends at the age of 16. Responsibility for making, and covering the cost of, appropriate transport arrangements for people aged over 16 rests primarily with the student and/or parent/carer.

However, young people are now required to stay in education or training until their 18th birthday. As such, Kirklees Council offers discretionary travel assistance to young people meeting the eligibility criteria, with the aim of promoting effective participation in full-time education. The service is particularly focussed on ensuring young people with special educational needs and/or disabilities (SEND) can lead lives that are as independent as possible.

Kirklees Shared Outcome: Aspire and Achieve

People in Kirklees aspire to achieve their ambitions through education, training, employment and lifelong learning.

We want children to achieve well and leave school ready for life and work. We want people to enjoy and value learning throughout their lives and businesses to support a skilled workforce. The council has a role in making sure that education and learning is accessible and relevant to needs and opportunities, both now and in the future.

Kirklees Council works in partnership with other public bodies to support young people in further education. The partnership includes the Special Educational Needs Assessment and Commissioning Team in the Council, Kirklees College, Huddersfield New College, Kirklees sixth form schools including special schools, and Calderdale & Kirklees Careers Service.

What is included in this policy

This policy summarises the eligibility criteria, application process, and what you can expect to receive if granted travel assistance. It tells you about other help you can get, and who to contact to find out more. It also provides information on making a complaint or submitting an appeal.

The legislation and guidance for travel assistance is different for those aged 16 to 18 (including those who become 19 during their course) and those aged 19 and over. As a result, the two age groups are dealt with separately in this policy.

Section Two: assistance and concessions offered by other organisations

Introduction

The Council wants to support all people aged over 16 to continue their education and training. This section outlines details of assistance and concessions offered by local, regional, and national organisations to support students.

Concessionary fares

Kirklees Council is a member of the West Yorkshire Combined Authority, which runs the West Yorkshire Metro travel network. The Combined Authority spends around £50m annually on concessionary Metro fare schemes to provide reduced cost travel for groups including young people.

All full-time students using public transport are expected to take advantage of the subsidised concessionary fares or tickets schemes provided by Metro, or other travel providers, detailed below, to travel to and from their place of learning.

Metro offers a 16-18 Photo Card, which entitles eligible students to half fare bus and train travel. Metro also offers a 19-25 or Student Photo Card, which enables holders to buy concessionary bus and rail travel weekly or monthly.

For full and latest details, including how to apply, please see: [West Yorkshire Metro](#) or call Metroline on 0113 245 7676 (07.00 to 22.00 daily).

Bursary fund

Schools and colleges are allocated funding to award bursaries which can help to meet the costs of transport. The amount paid, and eligibility criteria will be decided by the school/college, except in the case of the most vulnerable students.

Vulnerable students, such as those in care, care leavers, those claiming Income Support or disabled students claiming Employment Support Allowance and Disability Living Allowance could get a Bursary up to £1200 for a full academic year. This will be adjusted pro rata for courses less than a full academic year.

The college / school are also able to award discretionary bursaries to students who face genuine financial barriers to participation, such as the cost of transport, meals, books and equipment.

Schools and colleges set their own eligibility and decide how much to award. To find out if a student is eligible for a bursary from school/college please contact the relevant school or college directly.

You can find more information at: [Bursary Fund: Overview](#)

Learner Support Fund

The Learner Support Fund can help towards the costs of starting or following your course. These costs could include:

- Transport, including fares to and from college.
- Books and equipment,
- Extras, like visits, field trips and placements,
- Emergencies affecting your living or learning arrangements,

Students who attend colleges should contact Student Services at the college being attended. Students who attend schools with sixth forms should contact their school's Head of Sixth Form for details and an application form.

You can find more information at: [Learner Support: Overview](#)

Care to Learn for young parents

The Care to Learn scheme can help with [childcare costs](#) while you study.

You must be aged under 20 at the start of your course.

The scheme is available for [publicly funded courses](#) in England.

You can find more information at: [Care to Learn: Overview](#)

Huddersfield New College transport

The college manage a fleet of vehicles which provide transport direct to the college from the following areas: Holme Valley, Dewsbury and Batley, Thornhill and Mirfield, Heckmondwike, Cleckheaton and Liversedge, Brighouse and Rastrick, Hebden Bridge and Halifax.

Students need a pass to use the college buses: either a pre-paid pass or a hop on/hop off pass. The pre-paid passes cost £80 for the first term or £185 for the academic year 2023 – 2024. The hop on/hop off passes are free to obtain, but each journey costs £1. Please see the college website for more details.

Independent Transport Training

Schools and colleges work together to encourage students to take full advantage of independent travel skills training where possible as this will provide them with more opportunity to access a wider range of facilities including public transport. However, not all students with a learning difficulty and/or disability will be capable of using public transport therefore, each case will be considered on its own merits. Students should contact their education provider to enquire what, if any, independent travel training they offer.

Section Three: Post 16 transport assistance for eligible children

Introduction to ‘sixth form transport assistance’

This section covers young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12, 13, 14). Eligible people with an Education Health and Care Plan can continue to receive help under this duty up to age 25 where they are continuing a course started before their 19th birthday.

The overall intention of ‘sixth form transport assistance’ is to specify support the Council considers necessary to facilitate the attendance of Post 16 students receiving education or training. The support that Kirklees Council can offer is limited by available resources and will be targeted towards people with special education needs and/or disabilities. Most people should rely on the assistance and concessions offered by other organisations as outlined in Section Two above.

For those who do apply to Kirklees for assistance, we will look at each case individually following receipt of an application form and supporting evidence. The Council will consider the needs of the young person, the eligibility criteria, and the available resources. See Section Seven for more information about how to apply.

Eligibility for support from Kirklees Council under its transport policy statement

The Council will generally provide transport assistance only if the following statements apply:

- Not able to travel independently and safely to education EITHER because they have a special educational need or disability, which may be identified in an Education Health and Care Plan OR because they can demonstrate other exceptional circumstances. Exceptional circumstances will be assessed on a case-by-case basis.
- Resident in the administrative area of Kirklees Council and are over 16 years of age but under 19 or a continuing learner who started their programme of learning before their 19th birthday (years 12, 13, 14).
- Attending a programme of learning at a suitable school or college

Exclusions under the ‘sixth form transport policy statement’

The Council will generally not provide travel assistance if any of the following statements apply:

- Where transport is subject to parental contributions, there is an outstanding balance from previous years, which must be paid in full for transport assistance to recommence.

What travel assistance we will provide your people of sixth form age

The normal offer of travel assistance for students aged over 16 but under 19 under, ‘sixth form assistance’ is a Post 16 Personal Transport Payment (PTP). A PTP is a direct payment and is designed to help you to get your child to school/college. It replaces council-organised transport (COT), although requests for traditional transport methods will be considered on a case-by-case basis. You can use the PTP in any way you wish that enables a young person to get to school or college.

A PTP is granted at the discretion of the Council, therefore even if a young person is assessed as being eligible for travel assistance, you may not be granted a PTP if it is not cost effective for the Council to do so, for example if your child could be placed onto existing transport at no, or limited, additional cost to the authority.

Unless continuing a course started before their 19th birthday, people aged 19 and over are generally dealt with under 'adult transport assistance' – see Section Five below. These students may still be offered council-organised transport instead of a PTP.

For more information, see Section Four on Post 16 Personal Transport Payments.

Council-organised transport and charging

As noted, the Council will usually give support to eligible young people and others under the 'sixth form transport assistance' by providing a Post 16 Personal Transport Payment. However, on some occasions, the Council may consider it necessary to organise transport directly. For example, where the Council considers the needs of the student are so great that it would not be possible for a parent or carer to arrange the transport needed.

All eligible students who receive Council-organised transport under this policy will be expected to contribute to the cost. For the academic year 2024/25 that contribution is {TBC}. Overcharges due to absences will be reimbursed at the end of the school year.

The person responsible for payment will be charged for the total annual amount due. Payments should be made directly to the Transport Team. Details of how to do this, including instalment arrangements, will be detailed when the charge notification is sent.

However, families in financial difficulties can apply to their college for assistance through the bursary fund (see Section Two above).

Families in financial hardship can submit a written request to have the charges waived. The Council will generally give consideration as to whether the student has applied for or is in receipt of the 16 – 19 bursary. Where the student receives a bursary, the LA will expect this to be used to contribute towards the student's daily transport costs.

Transport will not be provided if there is an outstanding balance from previous years. Outstanding balances must be paid in full for transport assistance to recommence. Parent/carers who sign the agreement on the Post 16 Transport application form is legally liable for any default in payment and all correspondence will be addressed to this person in pursuance of any debt.

Section Four: Post 16 Personal Transport Payments

Introduction to Personal Transport Payments

The normal offer of travel assistance for eligible students under 'sixth form assistance', is a Post 16 Personal Transport Payment (PTP). A PTP is a payment designed to help students get to college or school. Adults starting a course aged 19 and over will usually be assessed under 'adult transport assistance'. Under this requirement, the rules are different, and the Council may offer alternatives to PTP. See Section Five for more information.

A PTP is granted at the discretion of the Council, therefore even if a student is assessed as being eligible for travel assistance, you may not be granted a PTP if it is not cost effective for the Council to do so, for example if the student could be placed onto existing transport at no, or limited, additional cost to the authority.

A PTP can be used in any way that enables a student to get to college or school.

What are the benefits of a personal transport payment (PTP)?

- Freedom to make your own arrangements – to suit your family.
- Control over how the money is spent.
- Students may feel more secure and relaxed at college or school.
- the money could be used on travel that encourages / helps students become more independent.

You could use a PTP in many ways, the following are some examples:

- Drive a student to college or school yourself
- Arrange for a friend or relative to cycle or walk with the student
- Car share with other parents
- Get a bus pass for a friend to accompany you
- Pay for a bus pass
- Pay for childcare for another child – so you can take your eligible child to college or school
- Work with the college or school to join up with other parents
- Use it towards the cost of a taxi or share the cost of the taxi with other parents

Who can apply

An application for a PTP can be made by:

the parent, guardian, or carer on behalf of the student.

the student themselves if they are 18 years old or over.

a nominated person acting on behalf of the applicant if agreed by the applicant and that nominated person has capacity.

Please see Section Seven for more information on making an application.

Calculation of the PTP amount

The amount of money that is awarded is based on the shortest distance, by means of transport, between the young person's home and the nearest appropriate college / school the young person attends. Many available maps and internet-based measuring tools will give you an indication of the distance from your home to your child's college / school, but this is only an indication. Kirklees Council will use a combination of publicly available online route planning platforms and its own internal mapping systems to calculate the shortest distance. For fairness and consistency, the same process for determining distance is used for all applications.

Please refer to Annex One of this document for further information and guidance on personal budgets and to find out how much money you may receive.

Change of circumstances

You must notify the Council immediately in writing or by email about any change in your circumstances that may affect your eligibility to transport assistance and/or your PTP payment, for example:

- If you move address or change college / school or college / school site.
- Change of timetable that affects your child's college / school hours or days.
- Long term absences (5 consecutive academic days or more).

If you fail to notify the Council of any change to your circumstances, which the Council later decides would have had the effect of reducing or ending your child's entitlement to payments then the Council may terminate your PTP payments and will seek to recover any monies that you should not have received for the period in which you failed to notify.

If you are unsure about whether a change of circumstances will affect the PTP payments, you are advised to discuss this with the Council.

If any change to your circumstances means that your child's eligibility to transport assistance is withdrawn, then the PTP payments will cease.

Change of payment

There are circumstances in which the amount of PTP payment may be reviewed, adjusted, suspended or terminated. These are:

- Your child's attendance falls below 90%.
- Your child regularly arrives late at school/college in the mornings.
- Your child arrives at school/college in an unfit state to learn.
- The travel arrangements that have been put in place for your child using the PTP are deemed to be unsuitable or unsafe.
- Your child accesses short – break stays away from the family home.
- There is a change to national legislation and/or the Council's policies.
- You have more than one child or other member of the same household each receiving a PTP and attending the same school/college or another school/college nearby

Review of PTP arrangements

The PTP will be reviewed on a regular basis. As part of the PTP review, the Council will contact your child's school/ college to request their attendance records to confirm their level of attendance, and that they are able to fully access their learning opportunities.

Once this information has been received and the review has been completed, any decision to adjust or withdraw the PTP will be given to you in writing.

Payment of the PTP will be paid into a nominated bank account every calendar month in advance. In exceptional circumstances alternative payment arrangements may be made by agreement between you and the Council.

Annual Review of PTP

The amount payable under the personal travel payment will be reviewed on an annual basis and any amendments published as part of the transport statement each year.

Using the PTP

The purpose of the PTP is to facilitate the young person's attendance at a programme of learning.

- You can use the PTP in any way you wish to do this, for example:
 - You or someone in your family can drive your child to and from college / school.
 - You can arrange with a friend or relative to cycle with or walk your child to college / school.
 - You can car share with other parents.
 - You could provide a relative or friend with a bus pass to take your child to and from college / school.
 - You could pay for a place on a vehicle that the college / school organises to take children to and from their college/ school.

- You could pay for childcare for another child in order for you to take your eligible child to college / school.

If you use the PTP to employ someone yourself, then you will be responsible for complying with relevant rules regarding Tax and National Insurance, Employment Law, Insurance, Health and Safety or any other relevant rules or legislation in force at that time.

The Council always recommends that you have a check carried out by the Disclosure and Barring Service (DBS) on anyone that you are thinking of employing.

Making use of a licensed private hire or hackney carriage vehicle and driver does not class as 'employing'. All private hire / hackney carriage drivers licensed by Kirklees Council are subject to an enhanced DBS check, if you are using a private hire / hackney carriage driver licensed by another local authority you should check the DBS policy for that local authority to ascertain what level of DBS they are subject to.

If you use the PTP to enter into contracts with organisations e.g., after college / school clubs, or individuals: you are responsible for complying with the terms and conditions of those contracts e.g., payment arrangements, notice of cancellation, etc.

The Council advises you to seek your own independent legal advice on the terms of the agreement that you may be entering into and any obligations that are placed on you.

You will:

- have control over how the payment is used that allows you to get your child to college / school.
- accept responsibility for the decisions made regarding the use of the payments and understand what the consequences are for misuse.

You cannot use your payment:

- for any purpose that does not enable you to get your child to or from college/ school.
- for any activity that is illegal, unlawful, or unsafe.
- for other purposes that may bring the Council into disrepute.

Although you have control over how payments are spent, the money can be reclaimed by the Council if it is not used in accordance with this Guidance.

If you are granted a PTP, you may wish to discuss this with your child's college / school as they may be able to put you in touch with other parents who also receive a PTP. You could look into working collectively to ensure the best use of the PTP for all of the children and families.

Terminating the PTP agreement

You may terminate the agreement by providing at least one calendar month's written notice to the Council but note that when a PTP is awarded to start at the beginning of a new academic year then the earliest date that the agreement can be terminated is 31 October.

You must also tell anyone you have engaged to provide services under the PTP. The Council will provide you with at least one calendar month's written notice if it decides to terminate the PTP agreement with you.

Unsuccessful applicants

If your child or young person is not granted a PTP, you may be able to purchase a concessionary seat on existing transport for their journey, if a spare seat is available.

You may also want to ask your college or sixth form for details of any bursary schemes they may have to help with expenses. If their application for home to school transport has been unsuccessful, they can appeal the decision.

Section Five: travel assistance for young adults with SEND attending a course that started after their 19th birthday

Introduction to ‘adult transport assistance’

This section covers people aged between 19 and 25 years of age with special educational needs and/or disabilities (SEND) who start a new course of education after their 19th birthday.

The overall intention of ‘adult transport assistance’ is to ensure that those with the most severe disabilities with no other means of transportation can undertake further education and training after their 19th birthday to help them move towards more independent living.

Eligibility for support from Kirklees Council under ‘adult transport assistance’

The Council will generally provide a young adult with travel assistance if ALL the following statements apply to them:

- Resident in the administrative area of Kirklees Council and aged between 19 and 25 years of age and starting a new course of study after their 19th birthday.
- Enrolled on and attending a programme of learning
- Attending a programme of learning at a suitable school or college

Exclusions under ‘adult transport assistance’

The Council will not generally provide travel assistance for young adults if any of the following statements apply:

- Their study programme takes place at a privately funded organisation and is not supported by the local authority.
- They are employed and starting or continuing an apprenticeship.
- Their study programme is at Level 4 or higher, including a Foundation Degree.
- Travel assistance is requested for the purpose of accessing work experience and/or work placement.

What travel assistance we will provide under ‘adult transport assistance’

Travel assistance may be provided in the following ways (this list is not exhaustive):

- Independent travel training to enable students to use public transport or travel independently.
- Subsidised bus pass/travel card.
- Personal transport payment.
- Taxi or specialist transport to/from home or pick up point.
- A contribution towards mileage expenses.

Unlike under ‘sixth form transport assistance’, there is no charge for Council-organised transport under ‘adult transport assistance’.

Section Six: Details which apply to all groups

General

Transport provision will be reviewed as appropriate on a regular basis in order where possible to move towards a greater degree of independence for the young person.

Where the Council organises transport, it is only provided at the beginning and end of the college/school day. Additionally, Council organised transport will not be funded during the day e.g. Inter-site transport, work placement transport or induction/enrolment days. Any Council organised transport will be limited to one outward journey and one return journey timed for the start and finish of the college/school day.

In considering need, it is generally the needs of the young person, rather than of their parents or other family members that will be relevant.

Where transport assistance is provided this may be shared with other students who may also attend different sites and courses which have different timetables. This could result in longer travelling times and waiting times at college for the student. It may be necessary in certain circumstances (e.g. where students live within the same location and attend the same college but have different course times) for some students to make use of a degree of “positive study time” at college. These arrangements will not exceed a 2-hour “window of opportunity” to combine transport operations in order to achieve sustainable transport outcomes, re, reduce congestion, and overall emissions and secure cost-efficient transport arrangements.

The Council, when considering what provision to make, will need to have in mind the need to make the best use of the limited resources available.

Students who are in receipt of assisted transport and subsequently fail to attend school or college, without a valid reason, may have their transport support suspended or withdrawn. Similarly, travel assistance could be withdrawn in the case of persistent bad or disruptive behaviour during journeys.

Where a student shares equal time between different parental addresses eligibility will be assessed from the property nearest to the college or school attended.

In circumstances where a student requires additional assistance they should, in the first instance, contact their college.

Council organised transport will generally operate from and to the nearest pick-up point where possible.

Where transport assistance is provided it remains the responsibility of parents or carers to ensure the safety of the young person by making the necessary arrangements for their young person to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.

Where assisted transport is provided, no variation can be made to the journey without the prior consent of the transport team. Ten working days notification will be required of all changes or variations to existing journeys.

Behaviour

Where the Council do provide transport for a student, the passenger travel service will collaborate with colleges, schools and other internal / external teams to try and address the behavioural issues on transport. However, where behaviour issues persist transport assistance may be withdrawn as a last resort. Where this occurs the passenger travel service will consider what other assistance can be provided to facilitate the student's attendance at their educational establishment.

Travel times

We expect young people to reach their establishment of education and training without incurring such stress, strain or difficulty that they would be prevented from benefitting from the education provided. Best practice suggests a child of secondary school age may reasonably be expected to travel 75 minutes each way to access learning. It is reasonable to apply similar expectations to students of sixth form age.

Where the student has a learning difficulty and/or disability this may necessitate a shorter maximum journey time. Each case will therefore need to be assessed individually.

Specialist Residential schools/colleges

Students attending specialist residential school/colleges which cannot be accessed by daily travel, help may be available subject to the criteria set out in this policy.

Travel expenses may be provided based upon the most economical public transport rate for the journey in question, or depending on the individual circumstances, a personal transport budget may be considered where this is more economical than travelling in a shared vehicle or a taxi.

How to apply

Students previously in receipt of bespoke transport provision while at school will have their transport arrangements reviewed on transferring to further education / learning.

A new application will be required for each year that a student seeks support. Continuing learners will also have their transport needs assessed on an annual basis.

All applications for assistance should be made by completing the Transport request form which can be obtained by contacting:

Directorate Corporate Strategy, Commissioning & Public Health
Telephone - 01484 221 685
Email - post16transport@kirklees.gov.uk
[Kirklees Council](#)

This transport statement will be effective from the start of the 2024 academic year. Students should apply in the summer term [by the end of June] prior to the start of the academic year.

It is important that application forms are accompanied by the appropriate supporting information as failure to provide this may result in a delay in any application being processed. Incomplete application forms will be returned to the parent/carer for completion.

Each case is looked at individually and before a decision is taken regarding the provision of specialist transport, it is usual to have obtained the following type of evidence:

- medical evidence as appropriate from either a GP or specialist
- Education Health and Care Plan (EHCP) which explicitly identified transport support as a need at the time of leaving mainstream secondary or special school.

Completion of the Post 16 Transport Request Form does not mean students are eligible for transport assistance. The form is an expression of interest and checks will be in place to ensure that applications meet the criteria as detailed in this policy.

Section Eight: Appeals and Complaints

Appeals or complaints – what is the difference?

Complaints arise when you are unhappy about something, for example, you may feel you have not been dealt with properly or in a professional manner, that information given to you was incorrect or that there has been an unacceptable delay. For these issues, please follow the complaints procedure.

With an appeal, you may be perfectly happy with the way that you have been treated but feel that the wrong decision has been made and would like it re-examined. For these issues, please follow the appeals procedure.

Appeals

Kirklees Council has a two-stage appeal process in place for parents/carers/young people wishing to appeal against a decision on travel assistance.

Stage One is an Officer Appeal, where a Kirklees Council officer considers your appeal and the original decision. The officer will not have been involved in making the original decision. Parents/carers/young people would need to set out the basis of the appeal in writing and provide any information to support the case. A Stage One appeal should be sent to:

Transport Team
Civic Center 1
Huddersfield
HD1 2TG
Telephone: 01484 221 685
Email: post16transport@kirklees.gov.uk

Stage Two is a Member Appeal. If you are unhappy with the result of the Stage One appeal, a further appeal is possible. The form Notice of School/College Transport Appeal – should be completed (available from the SENACT). Again, you will need to provide any information you feel will support your case. Stage Two appeals will be heard by a panel of Councillors.

Further details can be obtained from the following;
Legal and Governance Service
Kirklees Council
Civic Centre 3
Huddersfield
HD1 2TG

Complaints

If you are unhappy about something, for example being given incorrect information or an unacceptable delay, you can make a complaint in line with the Kirklees Council complaints policy, which can be found here: [Complaint to the Council](#)

Section Nine: Key Contacts

Transport Team
Civic Center 1
Huddersfield
HD1 2TG
Telephone: 01484 221 685
Email: post16transport@kirklees.gov.uk

SEND Administration Team
Education, Safeguarding and Inclusion SEND Assessment & Commissioning Team
PO Box 1720
HUDDERSFIELD
HD1 9EL
Telephone: 01484 221 000
Email: senact@kirklees.gov.uk

Students at Kirklees College
All centres – Financial Support Service
Telephone: 01484 437 000
Fax: 01484 437057
Email: finsupp@kirkleescollege.ac.uk

Students at Huddersfield New College
Student Services
Huddersfield New College
New Hey Road
Huddersfield
Telephone: 01484 652 341
Fax: 01484 649923
Email: info@huddnewcoll.ac.uk
Website: Huddersfield New College

Students at Greenhead College
Student Services
Greenhead College
Greenhead Road
Huddersfield
HD1 4ES. Tel: 01484 422 032
Fax: 01484 518 025
Email: college@greenhead.ac.uk
Website: Greenhead College

West Yorkshire Passenger Transport Executive (Metro)
Wellington House
40-50 Wellington Street
Leeds
LS1 2DE
Telephone: 0113 245 7676
Website: West Yorkshire Metro

Calderdale & Kirklees Careers Service
24 High Street
Huddersfield
HD1 2LR
Telephone: 01484 226 800

Website: [Calderdale and Kirklees Careers Service](#)

Dewsbury Careers Centre

Dewsbury Library

Railway Street

Dewsbury

WF12 8EQ

Telephone: 01924 324 200

Website: [Dewsbury Careers Service](#)

Batley Careers Centre

YPS

Thomas Street

Batley

WF17 8PR

Telephone: 01924 326 235

Website: [Batley Careers Service](#)

Annex One: Introduction to Post 16 PTP's

Introduction

A Post 16 Personal Transport Payment (PTP) is a payment designed to help you to get your child to school. It is available to SEND children who have been assessed as eligible to receive Home to School transport by Kirklees Council.

A PTP is granted at the discretion of the Council, therefore even if your child is assessed as being eligible for transport assistance, you may not be granted a PTP if it is not cost effective for the Council to do so, for example if your child could be placed onto existing transport at no additional cost to the authority.

Benefits of a PTP

Some examples of the benefits of a PTP are:

- Freedom and flexibility to make travel arrangements that best meet your family's needs and circumstances.
- Choice and control on how funding to support your child's needs is spent.
- Your child may be more relaxed at school if they are dropped off or collected by someone close or familiar to them.
- Opportunities to co-ordinate with other parents with PTPs to arrange shared transport.
- Opportunity to use the PTP to support your child's personal development, for example to encourage independent travel such as public transport to enable them to access social and employment opportunities in the future.

Applying for a PTP

An application for a PTP can be made by:

- the parent, guardian, or carer on behalf of the child.
- the student themselves if they are over 18 years old.
- a nominated person acting on behalf of the applicant if agreed by the applicant and that nominated person has capacity.

If you would like to apply for a PTP, then please click on the following link to complete the application form:

Calculation of the PTP amount

The amount of money that is awarded is based on the shortest distance between your home and the school the young person attends. Many available maps and internet-based measuring tools will give you an indication of the distance from your home to school, but this is only an indication. Kirklees Council will use a combination of publicly available online route planning platforms and its own internal mapping systems to calculate the shortest distance. For fairness and consistency, the same process for determining distance is used for all applications.

There are four distance bands in which you would expect to receive a payment.

Band	Mileage	Amount
1	<=3 miles	£300 (equivalent to cost of bus pass)
2	>3 and <=10 miles	£1000
3	>10 and <= 20 miles	£2000
4	>20 miles	£3000

(< means less than, > means greater than)

PTP payments are made on the basis of your child attending a programme of learning at a appropriate college / school.

PTP payments will also not be made for days where your child is not required to attend school/college (e.g., study leave or other authorised absence from school/college premises). This means you may receive less than the total amount outlined above. Kirklees Council will send you a schedule each year that will detail what your expected monthly payments will be, based on 100% attendance (taking into account your child's timetable). Parents must confirm within 14 days if this schedule is incorrect. Failure to do so may mean that it is not possible to remedy underpayments at a later date.

Should your child be absent from school, even if this is through no fault of their own, your following month's payment will be reduced to account for the reduction in required travel. Free school transport is also not available for work experience or additional journeys that the school requires your child to take. You will be notified of the reduction that will be made in the following month's payment before that month's payment is due to be paid.

The Post 16 PTP calculation takes into account the contribution that parents would normally pay for council-organised transport, and no further payment will be required if you are in receipt of the Post 16 PTP.

CHILDREN'S SCRUTINY PANEL – WORK PROGRAMME 2023/24

MEMBERS: Cllr Andrew Cooper, Cllr Eric Firth, Cllr John Lawson, Cllr Richard Smith, Cllr Paul Moore, Oliver Gibson (Co-Optee)

SUPPORT: Helen Kilroy, Assistant Democracy Manager

Agenda item/area of focus	Lead Officer	Areas of Scrutiny carried forward from 22-23	Comments
<p>Standard items</p> <ul style="list-style-type: none"> • Pre-decision scrutiny (decisions by Cabinet) • Performance Information (Children's Service) – Informal meeting • Feedback from Panel Members on issues considered by Corporate Parenting Board • Ambition Board Minutes 	<p>Cabinet Members/Senior Officers (Children's Service)</p> <p>Presented by Service Directors (produced by Lucy Tiffany)</p> <p>Panel Members who attend Corporate Parenting Board</p> <p>Senior Officers and Cabinet Members</p>	<p>Panel will check at each meeting with Cabinet Members and Senior Officers from Children's Service if there are any potential areas of pre-decision scrutiny they need to consider at future meetings.</p> <p>The Panel will continue to monitor the performance of the Learning Early Support Service and Child Protection & Family Support (written report in informal session and verbal update on key issues in public meeting). Panel will be asked for questions prior to the Panel meeting so that these can be shared with Senior Officers and Cabinet Members in advance of the Informal meeting.</p> <p>Members of the Panel who attend the Corporate Parenting Board will feedback on key issues to the Scrutiny Panel as appropriate.</p> <p>The Panel will receive for information the minutes from the Ambition Board meetings which are held quarterly.</p>	<p>Every meeting</p> <p>Every meeting</p> <p>Every meeting</p> <p>Quarterly</p>
<p>Review of the Improvement Journey – ILACs Inspection</p>	<p>Tom Brailsford/Vicky Metherringham</p>	<p>The Panel will continue to review the Improvement Journey of Children's Service and receive regular updates of the ILACs Inspection and the outcome when it has been undertaken.</p>	<p>Immediate and ongoing</p>

		<p>The ILACS Self Evaluation May 2023 and Self Evaluation Summary was circulated to the Panel for consideration in June 2023. The Panel will consider the ILACS Self Evaluation (SEF) and agree what elements may be relevant to this work. The latest version of the Children’s Services Self Evaluation for January 2024 was shared with the Panel for information.</p> <p>The Chair of the Panel attended a Webinar on ILACS preparation.</p> <p>The Panel will consider the Front Door Health Check in July 2024.</p> <p>Panel meeting on 26th January 2024 – Working Together to Safeguard Children</p> <p>The Panel considered a report on Working Together to Safeguard Children, advising that in December 2023, the Department for Education published new statutory guidance on multi-agency working to help, protect and promote the welfare of children and the report will give a summary of the changes made. The Panel agreed to invite Julie Sykes, Independent Scrutineer, to a future meeting during the 2024-25 municipal year to discuss and reflect on the new arrangements and changes and how the service has acted as a safeguarding multi-agency partnership. The Panel also agreed to receive a copy of the latest Annual Report currently produced by Kirklees Safeguarding Partnership Board, so that they could see the work that is undertaken.</p> <p>The Panel agreed to attend appropriate meetings and undertake observation to see the key elements of the multi-agency safeguarding changes and new arrangements on working together with a particular focus on implementation of the new service and good practice.</p>	<p>Carry forward to 2024-25 - new municipal year - July 2024</p> <p>26.1.24</p> <p>Carry forward to 2024-25 – new municipal year</p>
<p>Review of Children’s Residential Homes and functions</p>	<p>Kieran Lord</p>	<p>The Panel will review the Children’s Residential Homes and functions and officers will update the Panel on visits to the Homes as appropriate.</p>	

		<p>Panel meeting on 26th March 2024</p> <p>In March 2024, the Panel will receive a verbal update in relation to a report considered by the Corporate Parenting Board on the 5th March 2024 on the developments within the Kirklees Children’s Residential homes. The key messages outlined in the report were as follows -</p> <ul style="list-style-type: none"> • All five of the residential homes in Kirklees were open and providing homes to children in care; • In the final stages of registering a new home to provide additional capacity for up to four children and young people in need of small group living within our authority and had also begun the process of purchasing an additional “small home” to add to the options in Kirklees; • Working closely with Ofsted to improve the residential homes and planned to have all homes in Kirklees rated as Good or Outstanding within the next inspection cycle; • Revised the staffing structures and job roles for the residential estate and currently rolling out staff training on the core model of care, working in conjunction with emotional wellbeing service, specifically including Dialectical Behavioural Therapy (DBT) 	
<p>Quality Assurance – impact of auditing the Children’s Service</p>	<p>Vicky Metherringham/Robert Fordyce/Service Directors in Children’s</p>	<p>The Panel will consider the Quality Assurance impact of auditing the Children’s Service, what difference it was making to children’s lives.</p> <p>Informal Panel meeting on 1st December 2023</p> <p>The Panel considered a Quarterly Overview report on Quality Assurance and the impact of auditing the Children’s Service. The report covered the 31 Learning Conversations and Practice Learning Days which had taken place during May, June, and July 2023. These conversations covered engagement with children, management oversight and supervision, partnership working, assessments and feedback from parents and carers.</p>	<p>In next 6 months</p> <p>1st December 2023</p>

		The Panel will consider the Annual Report on Quality Assurance in July 2024 which includes learning points and how they are being addressed.	July 2024 – new municipal year 24/25
<p>Educational and learning Outcomes</p> <p>- Our Kirklees Futures Learning Strategy</p>	Jo-Anne Sanders/Narinder Kaur/Paul Caladine/Emma Brayford	<p>The Panel will scrutinise/consider the following areas –</p> <ul style="list-style-type: none"> - Future updates on how the Learning Service and Cabinet Members are scrutinising the educational outcomes; Llongitudinal educational outcomes for the next 5 to 10 years, including 16+ and beyond. - That the Panel be invited to be involved in the development of the Transformation Plan going forward and that officers build into the action plan how the Panel might scrutinise the inspection outcomes; - To focus on the impact and effect of ethnicity, gender and socio-economic factors on educational outcomes; - Exclusions and attendance updates <p>Invite to the Our Kirklees Futures Learning Summit and Joint Headteacher Session on 27th June 2023 The Panel attended the Learning Summit on the 27th June 2023 at the John Smith’s Stadium. The Learning Summit focused on broad obsessions of Inclusion, Equity and Resilience and introduces the golden thread of Transition – moments of change across the education journey. This was in response to some of the shared challenge the Council faces across the education system. For the first time, the Learning Summit was followed by a joint session of Primary, Secondary, Special and AP Headteachers, allowing all sectors to work together to meet our shared challenges.</p> <p>Panel meeting on 28th July 2023 The Panel agreed to consider a future report on Exclusions and Suspensions, following engagement with schools and settings this will</p>	<p>27th June 2023</p> <p>28th July 2023</p>

		<p>include a plan to address challenges in this area. The panel would undertake a series of supported visits to schools to look at a range of good practice examples in this area, including inclusive approaches. The visits will be arranged to take place after the October 2023 half term. Visits will also be undertaken to the Education Learning Partnership Board and other multi-agency meetings where the level of suspensions and exclusions are discussed and addressed.</p> <p>Informal Panel meeting on 22 Sept 2023 Panel The Panel considered a report for information, giving an overview of the statutory outcomes achieved by learners in Kirklees during the academic year 2022-2023. The report covered outcomes at the end of the Foundation Stage, Phonics (Year 1), Key Stage 1 (Year 2), Key Stage 2 (Year 6), Key Stage 4 (GCSE) and Key Stage 5.</p> <p>The Panel have been informed that a report for decision by cabinet regarding the SEND Transformation plan and sufficiency regarding alternative provision would be available for them to consider at a future meeting.</p> <p>Visit to Education and Learning Partnership Board (ELPB) on 27th September 2023 The Chair of the Panel attended the Education Learning and Partnership Board (ELPB) on the 27th September 2023 as part of the Panel’s focus on exclusions and suspensions in Kirklees’ schools. The following key areas were considered –</p> <ul style="list-style-type: none"> - Exclusions and suspensions including data taken from 2022/23 - Support approach in place, including new DfE guidance published in May 22 	<p>22.9.23 Panel</p> <p>27th September 2023</p>
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<p>Sufficiency for Children’s Service (places/staffing resources)</p>	<p>Tom Brailsford and Service Directors</p>	<p>The Panel will consider future updates on vacancies and staff shortages within the Children’s Service and the approaches being taken by the service to bring professionals back into the workforce, eg retention packages. The Panel will also monitor this during visits to the Social Care Teams.</p> <p>Areas to be looked at by Panel (suggested by Service Directors) –</p> <ul style="list-style-type: none"> - Children’s Social Care (Social Workers) - Foster carers - Residential Homes staff - Over provision of primary places <p>Panel meeting on 28th July 2023 The Panel agreed to consider future data which would provide information relating to safeguarding training of frontline staff from the Housing Solutions Team Members who visit private homes and may become aware of safeguarding issues. Homes and Neighbourhoods have arranged with Children’s Services (via Children’s Services Duty and Advice) that they will deliver bespoke training on front door/children’s safeguarding issues direct to Housing Solutions team members. The training session took place in October 2023 and more dates would be arranged to take place in the</p>	<p>Within next 6 months</p> <p>28th July 2023</p>

		<p>future to pick up any other team members who could not attend. In addition, all staff in the Housing Solutions Team have been asked to refresh the basic safeguarding MI pod case and some bespoke training has been arranged on children’s safeguarding for all staff.</p> <p>Lead Member Briefing on 12th January 2024 The School Place Panning Document 2023 has been recently published and was shared with the Panel in January 2024 – the link to the main document: https://www.kirklees.gov.uk/beta/schools/pdf/securing-sufficient-school-places23.pdf The local school place planning area profiles can be found on this link - https://www.kirklees.gov.uk/beta/schools/school-organisation-and-planning.aspx</p>	
<p>Potential changes to Young People’s Activity Team (YPAT) provision - Provides after school activities for C&YP with the most complex disabilities and needs</p>	Kieran Lord/ Sara Miles	Panel to agree on areas of scrutiny.	
<p>Partnership Arrangements</p>	Vicky Metherington/Jo-Anne Sanders/Kieran Lord	<p>The Panel will continue to scrutinise partnerships and boards during the 2023/24 municipal year, for example, Corporate Parenting Board and Health and Wellbeing Board, visits to internal teams and partners and the Panel can look at how data was collected and used to improve outcomes. The Panel can be represented at meetings, events and visits to internal teams and external providers and agree to focus on the following areas:-</p> <ul style="list-style-type: none"> • Data collection • Partnership working • Is the voice of the young person being heard? (as below) • Good practice • Delivery of quality service 	

Voice of the Young Person	Tom Brailsford/Service Directors (Children’s Service)	The Panel will keep a watching brief on all areas of scrutiny by the Panel and explore whether the voice of the child was being heard, whether they are empowered to speak up and ensure that lessons have and are being learned.	
Special Educational Needs and High Needs (SEND)	Jo-Anne Sanders/Kieran Lord/Adrian Wisniewski	<p>The Panel will scrutinise the following areas –</p> <ul style="list-style-type: none"> - Increase in special school places by the rebuild of Joseph Norton Academy and Woodley School and College - SEND Transformation Plan - the role of the voluntary sector partnerships, third/private sector - New provision – schools and additional resources - Sufficiency of SEND, foster care and residential care – key challenges - High Needs block funding (quarterly reports – Jo Sanders to confirm dates) - Visits to PCAN drop-in sessions to engage with parents of children with SEND and get their views and experiences on accessing the services. - Post 16 Home to School Transport for SEND Young People <p>Informal meeting on 22nd September 2023 The Panel considered a verbal update regarding Post 16 Home to School Transport to include costs, action plans to address and manage the current challenges and a position statement.</p> <p>Informal Panel Meeting on 1st December 2023 The Panel considered a briefing note giving an update on Post 16 Home to School Travel outlining the current arrangements, future plans for proposed changes and next steps. The Panel agreed to consider a further update in January giving an update on the outcome of the consultation which was due to finish on the 31st December 2023. The Panel noted that following the consultation, responses would be taken into account on the final Statement and a decision made by Cabinet in March 2024.</p>	<p>(ongoing)</p> <p>22nd September 2023</p> <p>1st December 2023</p>

		<p>Visit to Education and Learning Partnership Board (ELPB) on 27th September 2023</p> <p>The Chair of the Panel attended the Education Learning and Partnership Board (ELPB) on the 27th September 2023 as part of the Panel’s focus on SEND. The Board considered SEND data, SEND Transformation Plan and challenges. The ELPB also received an update on the Kirklees SEND Partnership WSoA whose meetings had been attended by representatives from the DfE, PCAN, Headteachers and health and care professionals.</p>	27 th September 2023
Special Guardianship Orders (SGO’s)	Kieran Lord/Joel Hanna	The Panel will scrutinise the support given to Special Guardianship Orders, not just financial but also to check they are getting the support they need.	Within next 6 months
<p>Mental Health in Schools</p> <ul style="list-style-type: none"> - Provision of service - Waiting lists <p>Emotional Wellbeing Provision in Kirklees</p>	Kieran Lord/Stewart Horn	<p>The Panel will scrutinise the experience verses the provision of service and seek feedback from service users on their perception on using the service. The Panel will also consider the fluctuation in the waiting times and trends for children’s emotional health and wellbeing.</p> <p>Panel meeting on 26th January 2024</p> <p>The Panel considered performance data in relation to the waiting lists for assessment of children with ADHD and Autism and agreed to receive a future update on the new triage system for the support being put in place to meet the needs of the young person to ensure they were keeping well whilst they waited for their assessment.</p> <p>Emotional Wellbeing Provision in Kirklees – “Keeping Kirklees in Mind”</p> <p>The Panel noted that the new Kirklees Keep in Mind service will launch on the 1st April 2024 and agreed to consider a future update on the implementation of the new service and how it is working in practice, which will include a visit to the service or attendance at an appropriate meeting to understand how it is being implemented.</p>	<p>Review post xmas 23 and agree approach to scrutiny</p> <p>New municipal year 2024/25</p>

Lead Member Briefings

(Bi-monthly LM Briefings with Cabinet Members for Learning and Children's; and Strategic Director/Service Directors in Children's Services during 23/24) –
Actions from these meetings will be included within the Panel's Work Programme where appropriate

Elective Home Education	Jo-Anne Sanders	The Lead Member will keep a watching brief on any issues relating to Elective Home Education and consider updates regarding the overview of statistical neighbours.	Within next 12 months
Structure Review of multi-disciplinary teams	Vicky Metheringham	The Lead Member will receive updates on the structure review of multi-disciplinary teams where services are being brought together.	Sept 24 (23/24 municipal year)
School Improvement Offer	Jo-Anne Sanders	The Lead Member will receive regular updates regarding the following areas:- <ul style="list-style-type: none"> - Education and Learning Board - Early Years Development Board 	
Kirklees Support Offer to Schools	Jo-Anne Sanders/Isabel Brittain	The Lead Member will receive updates on the issues around budget management for schools, what role the local authority is taking in supporting schools and are multi academy schools included in this work.	
Redesign of short break, respite and support provision for disabled children, young people and their families	Kieran Lord/Tom Brailsford/Joel Hanna	The Chair received a briefing on the 15 th September 2023 to update that a report will be considered by Cabinet on the 26th September 2023 asking for the consultation process to start on the Redesign of short break, respite and support provision for disabled children, young people and their families. No decisions will be taken at this stage until consultation has taken place, as part of this consultation the Children's Scrutiny Panel will be given the opportunity to have a view on the results of the consultation and any subsequent proposals.	LM Briefing on 15.9.23 and Cabinet on 26.9.23

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Children's Scrutiny Panel

Agenda Plan 2023/24

Date of Meeting	Issues for Consideration	Officer Contact
<p>6th June 2023</p> <p>Informal Meeting</p>	<p>(with Panel, Officers and Cabinet Members)</p> <p>To consider potential areas of focus for the Panel during 2023/24 municipal year which will include the Council's key priorities for the children's service.</p>	<p>Helen Kilroy</p>
<p>28th July 2023</p> <p>Informal meeting 10am-11am</p> <p>Public meeting 11am-12.30 pm</p> <p>Hybrid meeting Meeting Rm 3, HTH</p> <p>Report deadline: 14.7.23</p>	<p style="text-align: center;">Informal items:-</p> <p style="text-align: center;">Ambition Board Minutes (13.3.23)</p> <p style="text-align: center;">Performance slides</p> <p style="text-align: center;">Public Items:</p> <p style="text-align: center;">Pre-decision Scrutiny – Cabinet decisions on the horizon</p> <p style="text-align: center;">Feedback from Panel Members on issues considered by Corporate Parenting Board</p> <p style="text-align: center;">Cabinet Priorities – verbal update</p> <p style="text-align: center;">Work Programme and Agenda Plan for 23/24</p>	<p style="text-align: center;">W Harris to provide</p> <p style="text-align: center;">J Sanders/K Lord/V Metheringham to present</p> <p style="text-align: center;">Senior Officers/Cabinet Members</p> <p style="text-align: center;">Panel Members</p> <p style="text-align: center;">Cllrs Kendrick/Pattison</p> <p style="text-align: center;">H Kilroy</p>
<p>22nd September 23</p> <p>1.30- 3.00pm Informal meeting</p> <p>3pm-4pm Public meeting</p> <p>Hybrid Meeting</p>	<p style="text-align: center;">Informal items:-</p> <p style="text-align: center;">Corporate Risk Update</p> <p style="text-align: center;">Briefing note on Post 16 Home to School Travel</p>	<p style="text-align: center;">Alice Carruthers</p> <p style="text-align: center;">Jo Sanders/Katherine Armitage/Martin Wood</p>

Date of Meeting	Issues for Consideration	Officer Contact
<p>Meeting Rm 3, HTH</p> <p>Report deadline: 8.9.23</p>	<p>Performance report</p> <p>Headlines of KS1, KS2 and GCSE and A Level Outcomes (to include an early synopsis of achievement overall)</p> <p>Public Items:</p> <p>Performance highlights (verbal)</p> <p>Pre-decision Scrutiny – Cabinet decisions on the horizon</p> <p>Feedback from Panel Members on issues considered by Corporate Parenting Board</p> <p>Work Programme and Agenda Plan for 23/24</p>	<p>J Sanders/K Lord/V Metheringham to present</p> <p>J Sanders/ Narinder Kaur/Paul Caladine/Emma Brayford</p> <p>J Sanders/K Lord/V Metheringham to present</p> <p>Senior Officers/Cabinet Members</p> <p>Panel Members</p> <p>H Kilroy</p>
<p>1st December 23</p> <p>1pm-2.30pm Informal meeting</p> <p>2.30 pm-3.30 pm Public meeting</p> <p>Hybrid Meeting</p> <p>Meeting Rm3, HTH</p> <p>Report deadline: 17.11.23</p>	<p>Informal items:</p> <p>Ambition Board Minutes (25.9.23)</p> <p>Performance report</p> <p>Quality Assurance – impact of auditing the Children’s Service</p> <p>Post 16 Home to School Travel</p> <p>Public Items:</p> <p>Work Programme and Agenda Plan for 23/24</p>	<p>W Harris to send</p> <p>J Sanders/K Lord/V Metheringham to present</p> <p>V Metheringham/R Fordyce</p> <p>Martin Wood</p> <p>H Kilroy</p>

Date of Meeting	Issues for Consideration	Officer Contact
	<p>Performance highlights</p> <p>Pre-decision Scrutiny – Cabinet decisions on the horizon</p> <p>Feedback from Panel Members on issues considered by Corporate Parenting Board</p>	<p>J Sanders/K Lord/V Metheringham to present</p> <p>Senior Officers/Cabinet Members</p> <p>Panel Members</p>
<p>26th January 24</p> <p>9.30-10.30am Informal meeting</p> <p>10.30am-12 noon Public meeting</p> <p>Hybrid Meeting</p> <p>Meeting Rm 3, HTH</p> <p>Report deadline: 12.1.24</p>	<p>Informal items:</p> <p>Corporate Risk Update – emerging risks</p> <p>Ambition Board Minutes (11.12.23)</p> <p>Performance report</p> <p>Public Items:</p> <p>Minutes of Children’s Scrutiny Panel on 22.9.23 and 1.12.23 – to be approved</p> <p>Membership change – Cllr Eric Firth to replace Cllr Anwar</p> <p>DfE Guidance ‘Working Together to Safeguard Children – December 2023’ (presentation at Panel meeting)</p> <p>Performance Highlights (verbal)</p> <p>Pre-decision Scrutiny – Cabinet decisions on the horizon</p> <p>Feedback from Panel Members on issues considered by Corporate Parenting Board</p> <p>Work Programme and Agenda Plan for 23/24</p>	<p>Alice Carruthers</p> <p>W Harris to send</p> <p>J Sanders/K Lord/V Metheringham to present</p> <p>H Kilroy</p> <p>H Kilroy</p> <p>T Brailsford/J Sanders</p> <p>J Sanders/K Lord/V Metheringham to present</p> <p>Senior Officers/Cabinet Members</p> <p>Panel Members</p> <p>H Kilroy</p>

Date of Meeting	Issues for Consideration	Officer Contact
<p>26th March 2024</p> <p>10am-11am Informal meeting</p> <p>11am-12.30pm Public meeting</p> <p>Hybrid Meeting Meeting Rm 3, HTH</p> <p>Report deadline: 14.3.24</p>	<p>Informal items:</p> <p>Performance report</p> <p>Public Items:</p> <p>NO PUBLIC QUESTIONS (pre-election period)</p> <p>2024 – 2025 Post 16 Transport Statement</p> <p>Performance Highlights (verbal)</p> <p>Pre-decision Scrutiny – Cabinet decisions on the horizon</p> <p>Feedback from Panel Members on issues considered by Corporate Parenting Board</p> <p>Work Programme and Agenda Plan for 23/24</p>	<p>J Sanders/K Lord/V Metheringham to present</p> <p>H Kilroy</p> <p>M Wood/K Westerby/ K Armitage</p> <p>J Sanders/K Lord/V Metheringham to present</p> <p>Senior Officers/Cabinet Members</p> <p>Panel Members</p> <p>H Kilroy</p>