



## Consultation Plan

### Home to School Transport Policy

#### Version control

Version 1	13/05/20	SA
Veron 2	08/06/20	ME

## **1. Introduction and background**

The Learner Travel (Wales) Measure states that all local authorities have a duty to transport learners to their nearest suitable school if they meet the qualifying distance criteria. The Council's current Home to School Transport Policy was approved in 2018, however since its implementation in September 2019, it has become apparent that there is a need to further review the policy to reduce ambiguity in order to ensure that the policy can be applied consistently.

In June 2020, the Council's Cabinet will be asked to approve carrying out consultation on a draft policy. Should this be approved, it is intended that consultation on the policy will be carried out during June and July 2020.

Following consultation, a Consultation Report will be prepared summarising the issues raised during the consultation period and the Policy will be updated as needed. The Consultation Report and the post-consultation version of the policy will be considered by the Cabinet in September 2020.

It is intended that the updated policy will be implemented from September 2021.

## **2. Consultation Scope/Mandate**

Since the implementation of the Council's current Home to School Transport policy in September 2019, it has become apparent that there is a need to further review the policy to reduce ambiguity in order to ensure that the policy can be applied consistently in a financially sustainable way. A mandate for carrying out the consultation will be sought from the Council's Cabinet in June 2020.

## **3. Governance Structure**

The review of the Council's Home to School Transport policy is being carried out by the Senior Manager – Corporate Fleet and Transport, in conjunction with officers from the Schools Service, with advice and support from the Council's Communications Team.

Cabinet will have sole responsibility for making the decision on whether or not to go to carry out consultation on a revised policy, as well as making a decision on the final policy.

## **4. Stakeholders**

The following stakeholders will be consulted:

- Parents (and prospective parents), carers and guardians
- Headteachers / staff members at Powys schools
- Governing bodies of Powys schools
- Current pupils
- Neighbouring local authorities in Wales and England
  - Wrexham
  - Denbighshire
  - Gwynedd
  - Ceredigion
  - Carmarthenshire
  - Neath Port Talbot
  - Merthyr Tydfil
  - Caerphilly
  - Blaenau Gwent
  - Monmouthshire

- Shropshire
- Herefordshire
- RCT
- Church in Wales and Roman Catholic Diocesan Authorities
  - Diocese of St Asaph
  - Diocese of Swansea and Brecon
  - Diocese of Menevia
- Any other appropriate religious bodies
- Constituency and Regional Assembly Members and Members of Parliament
  - MSs
    - Montgomeryshire – Russell George
    - Brecknock and Radnorshire – Kirsty Williams
    - Regional AMs – Mid and West Wales – Neil Hamilton, Helen Mary Jones, Eluned Morgan, Joyce Watson
  - MPs
    - Montgomeryshire – Craig Williams
    - Brecknock and Radnorshire – Fay Jones
- Estyn
- Teaching trade unions:
  - NASUWT
  - NAHT
  - NEU (ATL)
  - Voice
  - UCAC
  - ASCL
- Non-teaching staff trade unions:
  - Unison
  - GMB
  - Unite
- The relevant Regional Education Consortium – ERW
- The Police and Crime Commissioner for the area
- Town and Community Councils in Powys
- Pre-school providers in Powys
- Any relevant health or third sector bodies with an interest
  - Powys teaching Health Board
- Further education institutions in Powys and neighbouring authorities
  - NPTC Group of Colleges
  - Shrewsbury Group of Colleges
  - Hereford Arts College
  - Cardiff and Vale College
  - Christ College Brecon
  - Marches Sixth Form
  - Roseheath College
  - Hereford and Ludlow College
  - Merthyr College
  - Gower College
  - North Shropshire College

- Coleg Cambria – Llysfasi
- Glynllifon Agricultural College
- Coleg Meirion-Dwyfor
- Coleg Ceredigion
- Coleg Sir Gar
- Hereford 6<sup>th</sup> Form College
- Llandovery College
- Bridgend College
- Oswestry School
- The Welsh Language Commissioner
- Groups representing the protected characteristics under The Equality Act 2010 (Statutory Duties) (Wales)
  - Menter Maldwyn (Welsh language)
  - Menter Brycheiniog a Maesyfed (Welsh language)
  - Disability Powys (Disabilities)
  - Freedom Powys (Sexual orientation/Marriage and Civil Partnership/Gender Reassignment)
  - Pride Cymru (Sexual orientation/Marriage and Civil Partnership/Gender Reassignment)
  - Men in Sheds in Powys (Sex)
  - Brecknock / Montgomeryshire Women’s Aid (Sex)
  - Women’s Institutes (Sex)
  - PAVO (Various equality groups come under their umbrella)
  - Powys People First (Learning Disabilities)
  - Brecknock Access Group (Disability)
  - Hope Community Church, Newtown (Religion)
  - New Life Church, Llandrindod Wells (Religion)
  - The Diocese of Swansea and Brecon, Church in Wales (Religion)
  - The Diocese of St Asaph (Religion)
  - Diocese of Menevia, Catholic (Religion)
  - Newtown Mosque (Religion)
  - Race Council Cymru (Race)
  - Credu Young Carers (Age)
  - Powys Pride

In addition, information about the consultation will be shared with Powys citizens via the following:

- Powys County Councillors
- Communication to Powys County Council staff
- Media:
  - County Times and Express
  - Brecon and Radnor Express
  - Mynewtown/Mywelshpool.com

## 5. Risks Analysis

The following risks are identified:

Risk Identified	Inherent Risk Rating	Mitigating Actions	Residual Risk Rating
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i) Difficulties sharing information with stakeholders due to Covid-19 restrictions	3 (Possible) x 3 (Moderate) = 9	<ul style="list-style-type: none"> <li>- See Communications Plan in Appendix A</li> <li>- Information to be shared via e-mail with stakeholders</li> <li>- Information about the consultation to be widely publicised using the Council's social media channels throughout the consultation period</li> <li>- Press release to be issued at the start of the consultation period</li> <li>- Follow-up press release(s) to be issued during the consultation period to raise awareness</li> </ul>	1 (Rare) x 3 (Moderate) = 3
ii) Legal challenge to consultation process	2 (Unlikely) x 3 (Moderate) = 6	<ul style="list-style-type: none"> <li>- Legal advice to be sought</li> <li>- Advice to be sought from Communications Team</li> </ul>	1 (Rare) x 3 (Moderate) = 3
iii) Officer capacity to prepare Consultation Report in time to be considered by Cabinet in September 2020	3 (Possible) x 2 (Minor) = 6	<ul style="list-style-type: none"> <li>- Officers to prepare Consultation Report to be identified prior to the start of the consultation period</li> <li>- Level of responses to be monitored throughout consultation period, additional officer capacity to be identified if needed</li> </ul>	1 (Rare) x 2 (Minor) = 2

## 6. Documentation

A consultation draft of the Home to School Transport Policy will be prepared. This will be hosted on the council's website at [www.powys.gov.uk/haveyoursay](http://www.powys.gov.uk/haveyoursay). Paper copies will be available on request by telephoning 01597 826750.

The documents will be produced in Word and where required, copies will be printed in-house.

In addition to the consultation draft of the Policy, the following documents will be hosted on the Council's website, [www.powys.gov.uk/haveyoursay](http://www.powys.gov.uk/haveyoursay):

- Consultation document
- Young people's version
- Questionnaire
- An initial Equality Impact Assessment

## 7. Methodology

- The consultation documentation will be published on the Council's website, along with an online survey to be used to provide consultation responses.
- In addition, stakeholders will be able to provide responses to the consultation in writing, by e-mail or in the post.
- Paper copies of the consultation document and response form will also be available on request.

The questions to be asked in the consultation response form are outlined in Appendix B.

## **8. Communications plan**

The following methods will be used to promote the consultation:

- News releases
- Social media postings (Facebook and Twitter)
- Information on the council's website at [www.powys.gov.uk/haveyoursay](http://www.powys.gov.uk/haveyoursay) and on the 'carousel' on the front page of [www.powys.gov.uk](http://www.powys.gov.uk).
- Direct correspondence (email/letters) to identified stakeholders, with consultation document and questionnaire.
- Communication with Powys schools, with a direction for schools to promote via their social media
- Communication with Pre-School settings, with a request for pre-school settings to promote via their social media

The full communications plan is attached as Appendix A.

## **9. Project plan/timeline**

The consultation is due to be launched on the 15<sup>th</sup> June 2020, and will run for 6 weeks until 27<sup>th</sup> July 2020.

A consultation report will be prepared during July / August, and the policy will be updated as necessary to reflect feedback received during the consultation period.

The consultation report and updated policy will be considered by Cabinet in September 2020.

## **10. Data capture**

### **a. Online questionnaires**

Data recorded on the online survey is automatically stored in a database which can be used to analyse responses.

### **b. Paper questionnaires**

Returned paper questionnaires will need to be input into the online system. These will be input as they are received during the consultation period and not kept until the closing date.

### **c. Emails**

Emails sent to the council will be stored in a folder on the network. A standard acknowledgement will be sent to all those who email, thanking them for their interest and advising that it will be included in the analysis.

### **d. Postal correspondence**

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Postal correspondence received will be scanned and stored in a folder on the network. 'Hard copies' of correspondence will be kept in a central folder within the Schools Service and included within the analysis.

### **11. Analysis**

Consultation responses will be analysed by staff in the School Transformation Team.

### **12. Reporting**

A report will be produced setting out what the council has heard in response to the consultation document. This will be supplied to the Senior Manager – Corporate Fleet and Transport.

The report will not include any information which will identify respondents unless they are responding on behalf of an organisation or public body.

A paper file copy of all correspondence received will also be made available to the Cabinet as background material for making their final decision.

### **13. Feedback**

A copy of the consultation report will be:

- published on the consultation page accessible via [www.powys.gov.uk/haveyoursay](http://www.powys.gov.uk/haveyoursay)
- emailed to those who requested a copy.

## Appendix A – Communications Plan

### Home to school transport policy communication action log and tactics

Activity	Description	Audience	Outcome
<b>i) Launch of consultation</b>			
E-mail to stakeholders	E-mail to stakeholders at the start of the consultation period to advise of the consultation and how to respond	All identified stakeholders	Start of consultation is communicated to identified stakeholders via e-mail
Press release	Press release informing the general public of the consultation, how they can access the consultation documentation (online and paper copies) and how to respond	General public	Start of consultation is communicated to the general public
Social media posts	Social media posts via the Council's social media accounts to inform the general public of the consultation, how they can access the consultation documentation (online and paper copies) and how to respond	General public	Start of consultation is communicated to the general public
Communication with schools	E-mail to schools to advise of the consultation, how to access the consultation documentation (online and paper copies), and ask schools to publicise to pupils, parents, staff, governors, and via their social media channels	Schools – parents, staff, governors, pupils	Start of the consultation is communicated to stakeholders associated with schools
Communication with pre-school settings	E-mail to pre-school settings to advise of the consultation, how to access the consultation documentation (online and paper copies), and ask pre-school settings to publicise to parents, staff, and via their social media channels	Pre-school settings – parents, staff	Start of the consultation is communicated to stakeholders associated with pre-school settings



<b>ii) During consultation period</b>			
Follow up press release(s)	Follow up press release(s) to be issued to inform / remind the general public that the consultation is ongoing, how they can access copies of the consultation documentation (online and paper copies) and how to respond to the consultation	General public	Raising awareness of the consultation with members of the general public who might not have seen the initial press release.
Follow up social media posts	Follow up social media posts via the Council's social media accounts to inform / remind the general public that the consultation is ongoing, how they can access copies of the consultation documentation (online and paper copies) and how to respond to the consultation	General public	Raising awareness of the consultation with members of the general public who might not have seen the original posts.

## Appendix B – Questions to be included in Consultation Response Form

### Consultation Response

1. **To what extent do you agree with the proposal to remove the reimbursement of Post 16 out of county travel expense?**

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Please provide any further comments on this aspect of the policy:

[text]

2. **To what extent do you agree with the proposal to change the arrangements for Transport appeals, so that these are no longer considered by Elected Members?**

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

Please provide any further comments on this aspect of the policy:

[text]

3. Insert Question from Scrutiny Here?

4. Insert Question from Scrutiny Here?

5. **Do you have any concerns or evidence to suggest that the Council is treating/using the Welsh language less favourably than English in respect of Home to School Transport?**

- Yes
- No
- I don't know

**If yes, please give details**

[text]

- 5a. **Are there any changes that could be made to the policy so as to have a more positive effect on the Welsh language?**

[text]

6. **Please provide any other comments on the policy which you would like the Council to consider:**

[text]

### About You

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**Please indicate how you are associated with the provision of Home to School Transport in Powys:**

- Pupil
- Member of Staff
- Prospective parent, carer or guardian
- Governor
- Parent, carer or guardian
- Member of the community
- No association
- Other

**Please provide your postcode:**

[text]

**Are you?**

- Male
- Female
- Gender Fluid/Non-binary/Gender neutral
- Prefer not to say

**Is your gender the same now as when assigned at birth?**

- Yes
- No
- Prefer not to say

**How old are you?**

- Under 16
- 16-24
- 25-34
- 35-44
- 45-54
- 55-65
- 65-74
- 75-85
- 85+
- Prefer not to say

**Do you have a substantial and long term physical or mental health condition or illness that reduces your ability to carry out normal day to day activities?**

- Yes
- No
- Prefer not to say

**If you answered 'Yes' please indicate all that apply to you:**

- Hearing Impairment
- Visual Impairment
- Speech Impairment

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- Learning Disability or difficulty
- Mental Health Issues
- Physical/Mobility Impairment
- Other
- Prefer not to say

**How would you describe your national identity?**

- Welsh
- English
- Scottish
- Northern Irish
- British
- Irish
- Other
- Prefer not to say

**What is your ethnic group? Choose one option that best describes your ethnic group or background.**

- White
- Bangladeshi
- Black Caribbean
- Black Other
- Chinese
- Mixed Ethnicity
- Gypsy/Traveller
- Irish Traveller
- Indian
- Pakistani
- Any Other ethnic group
- Prefer not to say

**What is your preferred language?**

- Welsh
- English
- BSL - British Sign Language
- Other
- Prefer not to say

**Can you....?**

- Understand spoken Welsh – Yes/No
- Speak Welsh – Yes/No
- Read Welsh – Yes/No
- Write Welsh – Yes/No

**What is your religion?**

- Christian (all denominations)

- Buddhist
- Hindu
- Muslim
- Sikh
- Jewish
- Atheist
- No religion
- Other
- Prefer not to say

**Are you?**

- Working full time
- Working part time
- Unemployed
- Still in education
- Volunteering
- Retired
- Other
- Prefer not to say

**Which of the following best describes how you think of yourself?**

- Heterosexual/Straight
- Gay Man
- Gay Woman/Lesbian
- Bisexual
- Other
- Prefer not to say

**Which of the following best describes your partnership status?**

- Single
- Married
- Co-habiting
- Separated
- Divorced
- Widowed
- Civil Partnership
- Other
- Prefer not to say

**Do you have dependants, or caring responsibilities for family members or other persons?**

- Yes
- No

**If yes, are your dependants or the people your look after...?**

- A child or children:
- A disabled person or persons:

- An elderly person or persons:

**Consultation Report**

Would you like to receive a copy of the consultation report produced at the end of the consultation period?

- Yes
- No

If yes, please provide an e-mail or postal address:

[text]

Draft