

## OVERVIEW AND SCRUTINY MANAGEMENT BOARD

**Date and Time :-** Wednesday, 11 April 2018 at 11.00 a.m.  
**Venue:-** Town Hall, Moorgate Street, Rotherham.  
**Membership:-** Councillors Brookes, Clark, Cowles, Cusworth, Evans, Mallinder, Napper, Sheppard, Short, Steele (Chair) Walsh and Wyatt.

### AGENDA

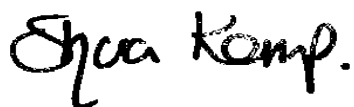
1. Apologies for Absence
2. Declarations of Interest
3. Questions from Members of the Public and the Press

#### **Items for Pre-Decision Scrutiny**

In accordance with the outcome of the Governance Review, the following item is submitted for pre-scrutiny ahead of the Cabinet and Commissioners' Decision Making Meeting on 16 April 2018. Members of the Overview and Scrutiny Management Board are invited to comment and make recommendations on the proposals contained within the report.

4. Waste Collections Service Review (Pages 1 - 87)
5. Home to School Transport Policy (Pages 88 - 165)
6. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency
7. Date and time of next meeting

The next meeting will take place on Wednesday 25 April 2018 commencing at 5.00p.m. in Rotherham Town Hall.



SHARON KEMP,  
Chief Executive.



Public Report  
Cabinet and Commissioners' Decision Making Meeting

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## Summary Sheet

### **Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 16 April 2018

### **Report Title**

Waste Collections Service Review

### **Is this a Key Decision and has it been included on the Forward Plan?**

Yes

### **Strategic Director Approving Submission of the Report**

Damien Wilson, Strategic Director of Regeneration and Environment.

### **Report Author(s)**

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### **Ward(s) Affected**

All

## Executive Summary

This report provides details of the outcome of the waste consultation exercise and proposes the introduction of changes to the Council's waste collection service. The proposed changes are to introduce kerbside plastic collection as soon as practicable, and introduce an all year round green waste chargeable service from October 2018.

## Recommendations

1. That approval be given to the cessation of the free garden waste collection service with effect from 26 October 2018 and to replace with an optional, all year round, chargeable garden waste collection service from 29 October 2018.
2. That the operating policies in paragraph 6.2 and 6.15 of this report be approved.
3. That the fee for the garden waste collection service be set at £39 for an initial subscription period from 29 October 2018 until January 2020, with the price of future annual subscriptions subject to review each year.

4. That approval be given to the introduction of a two-stream recycling service that includes the collection of plastic materials at the kerbside from early 2019 – Option 1(b) – with the specific date to be confirmed as part of the procurement exercise. New 180 litre residual bins will be provided to all households in time for the launch of the two-stream recycling service to enable the existing 240 litre residual bins to be used for recycling plastic, tin cans and glass thereby reducing capital expenditure.
5. That the Council be recommended to add the capital costs of the vehicles and bins at an estimated cost of £5.54m to the Council's Capital Programme.
6. That authority be delegated to the Assistant Director of Community Safety and Street Scene to make all necessary arrangements for the smooth introduction of the revised waste collection service including the purchase of bins and refuse vehicles.
7. That officers develop a comprehensive communications and marketing plan, in consultation with the Cabinet Member for Waste, Roads and Community Safety, to sit alongside the implementation plan for the revised waste collection service.

#### **List of Appendices Included**

- Appendix 1 Waste Consultation Analysis report
- Appendix 2 Financial analysis of options
- Appendix 3 Equality impact assessment

#### **Background Papers**

- Amec Foster Wheeler (now Wood Group) 39375 Waste Options Appraisal final report
- Amec Foster Wheeler (now Wood Group) technical annex modelling assumptions

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
Overview and Scrutiny Management Board – 11 April 2018

#### **Council Approval Required**

Yes

#### **Exempt from the Press and Public**

No



## **Waste Collections Service Review**

### **1. Recommendations**

- 1.1 That approval be given to the cessation of the free garden waste collection service with effect from 26 October 2018 and to replace with an optional, all year round, chargeable garden waste collection service from 29 October 2018.
- 1.2 That the operating policies in paragraph 6.2 and 6.15 of this report be approved.
- 1.3 That the fee for the garden waste collection service be set at £39 for an initial subscription period from 29 October 2018 until January 2020, with the price of future annual subscriptions subject to review each year.
- 1.4 That approval be given to the introduction of a two-stream recycling service that includes the collection of plastic materials at the kerbside from early 2019 – Option 1(b) – with the specific date to be confirmed as part of the procurement exercise. New 180 litre residual bins will be provided to all households in time for the launch of the two-stream recycling service to enable the existing 240 litre residual bins to be used for recycling plastic, tin cans and glass thereby reducing capital expenditure.
- 1.5 That the Council be recommended to add the capital costs of the vehicles and bins at an estimated cost of £5.54m to the Council's Capital Programme.
- 1.6 That authority be delegated to the Assistant Director of Community Safety and Street Scene to make all necessary arrangements for the smooth introduction of the revised waste collection service including the purchase of bins and refuse vehicles.
- 1.7 That officers develop a comprehensive communications and marketing plan, in consultation with the Cabinet Member for Waste, Roads and Community Safety, to sit alongside the implementation plan for the revised waste collection service.

### **2. Background**

- 2.1 The waste collection service in Rotherham has developed over the last 14 years and currently consists of a hybrid of previous kerbside sorting arrangements and current collection operations. The service is provided to around 116,000 households using a range of bins, boxes and bags. The latter two container types are not as easy to handle by waste collection operatives or residents and can result in windblown litter on collection days.
- 2.2 The projected increase of households and economic growth in Rotherham will generate more waste in the Council's administrative area, adding to the costs of providing both a waste collection service and waste disposal service. The combination of these factors and the ongoing pressure on the Council's budget means that it is essential to review the waste collection service to ensure it continues to fulfil statutory obligations and local priorities. The Government's latest 25 year environment strategy also focuses on reducing plastics, minimising waste and improving recycling amongst other things.

- 2.3 The Council needed to review its waste management arrangements to ensure value for money is achieved, as well as increasing recycling rates to help meet the national target of 50% recycling by 2020. To assist the Council, external expertise was commissioned to review alternative arrangements for the waste collection service design and delivery as well as the implications of new proposals on:
- Waste minimisation, re-use and recycling of waste material;
  - Composting arrangements; and
  - Implications on the residual waste disposal Private Finance Initiative (PFI) contract and the South Yorkshire Municipal Waste Strategy adopted by the Council, Barnsley Borough Council, Doncaster Borough Council and Sheffield City Council.
- 2.4 The review of waste collection arrangements in the Council's administrative area produced a series of options for consideration. This included details of different waste and recycling collection options as well as delivery options. This work provided a financial assessment of the different options and their perceived impact on performance and customer satisfaction. The work also highlighted alternative delivery models such as:
- Retention of the current in-house arrangement;
  - Establishment of a local authority trading company (often referred to as a Teckal company);
  - Creation of a joint venture arrangement with a private sector operator as a service delivery vehicle; and
  - Outsourcing the whole waste collection service to a private sector operator.
- 2.5 In terms of changes to the way in which waste is collected, a wide range of different scenarios and options each with a variety of financial implications were modelled. The options included the introduction of kerbside plastic collections to remove plastics from the remaining residual waste stream. However, the level of financial savings that could be generated from the inclusion of kerbside plastics collections was estimated to be significantly lower than the other options and was therefore initially excluded from the consultation.
- 2.6 The combination of operational changes which was projected to give the Council the most acceptable level of financial savings and improved recycling levels was as follows:
- Introduction of a subscription based garden waste collection service;
  - The removal of the bags and box container types that are currently used for collecting recycling materials;
  - Existing black and green wheeled bin types to be used for recycled materials to avoid the cost of providing new bins for collecting recycling materials; and
  - Introduction of a new 180 litre bin to minimise general household waste i.e. residual waste, and to increase recycling.

2.7 It was projected that this approach would save the Council approximately £1.38M per annum and increase recycling rates due to the additional capacity that would be available by using the wheeled bins instead of boxes and bags. The savings would arise from:

- The cessation of the free garden waste collection service;
- Additional income from a subscription based garden waste collection service;
- Reduced transport and seasonal staffing costs; and
- Lower waste disposal costs (including increased recycling income).

2.8 This proposal was considered by Cabinet Members and the Commissioners in November 2017 and approval was given to consult residents across the Council's administrative area before a final decision would be made on the way forward.

### **3. Current service provision**

3.1 The Council currently spends over £11 million per annum on waste collection and disposal services. The current kerbside collection consists of 4 waste collection streams:

- Black 240 litre wheeled bin (household general waste) – collected fortnightly;
- Green 240 litre wheeled bin (household garden waste) – collected fortnightly (seasonal);
- Blue 60 litre bag (cardboard, newspapers and magazines) – collected fortnightly; and
- Blue 55 litre box (mixed glass, food tins, drinks cans, foil and textiles) – collected fortnightly.

3.2 The kerbside dry recycling service is currently collected from approximately 116,000 properties across the Council's administrative area. The garden waste service is free of charge and operates between April and October each year. There are also facilities available to residents for recycling other materials, including plastics and garden waste, at the Council's four Household Waste Recycling Centres (HWRCs) at Bramley, Greasbrough, North Anston and Rawmarsh, alongside various recycling points (bring banks) which also take recyclates including plastics across the Council's administrative area.

3.3 Barnsley Metropolitan Borough Council (MBC), Doncaster Borough Council and the Council (BDR) have jointly managed waste across their administrative areas for more than 20 years. The success of their "BDR Waste Partnership" helped secure PFI funding from DEFRA to build, maintain and operate the award-winning residual waste treatment facility at Manvers. This facility treats 250,000 tonnes a year of residual household waste delivered from the residual waste collected from 340,000 households across Barnsley, Doncaster and Rotherham. It also extracts some further recyclable materials from the residual waste stream (beyond kerbside collections) including plastics, metal, glass and organic matter. The PFI project creates fuel from residual waste and produces low carbon electricity for the National Grid rather than sending residual waste to landfill.

- 3.4 Since the PFI facility opened in 2015, over 95% of Rotherham's household black bin residual waste has been diverted from landfill. The national target for the UK is to recycle at least 50% of household waste by 2020. In 2016-2017 Rotherham's recycling rate was 45.15% of all collected household waste.
- 3.5 The recycling material that is collected at the kerbside is currently processed locally by two private contractors: paper and card recycling is taken to Newport Papers and the glass and metal cans are taken to Beatson Clark. Garden waste is processed at SJB's composting facility. HWRC waste and bring sites are serviced by other contractors. With the exception of the SJB contract, which is due for renewal in 2021, most of these contracts will be due for renewal within the next 12 months and this will be factored into the implementation of the final agreed option.

#### **4. Consultation and engagement**

- 4.1 The Council's Waste Management Team has undertaken a full public consultation, in line with the agreed decision of Cabinet Members and Commissioners, which commenced on 28 November 2017 and ran until 26 January 2018.
- 4.2 As part of the consultation, residents were asked to give their views on the proposed changes to the waste collection and recycling service and a range of activities were undertaken to promote the consultation as widely as possible. These activities included:
- A members' seminar;
  - A report to the Council's Overview and Scrutiny Management Board;
  - Letters to all residents were included with their new 2018 waste collection calendars;
  - Contact with voluntary service groups offering bespoke discussion with their members;
  - Nine drop-in sessions across the Council's administrative area at various locations and times. These sessions also provided residents with the facility to fill in the consultation questionnaire on-line or manually or make written comments and suggestions to staff;
  - Promotion of the consultation through various media channels before and throughout the consultation period; and
  - The use of on-line, social media and traditional media. Rother FM, the Rotherham Advertiser and the Rotherham Record were amongst those who featured the consultation.
- 4.3 Feedback was elicited primarily via the Council's website in the form of a questionnaire, letters and direct e-mails as well as comment sheets and survey forms obtained from drop-in sessions, libraries and the Council's Customer Services contact centre were all accepted. Written feedback was received from Barnsley MBC and Sheffield City Council. The Council's Waste Management Team responded to many letters and emails that were received. Trade Unions and staff were also engaged with as part of the consultation process.



## 5. Consultation responses and feedback

- 5.1 The online survey attracted 6,998 responses from residents. There were an additional 1,293 contacts via other means such as through the Council's contact centre, website and comments directly to the service. Social media hits and comments were monitored during the period which included views of the waste review video, comments in response to the Rotherham Advertiser and RotherFed's Facebook posts and Twitter posts. A comprehensive analysis of the responses is set out in Appendix 1.
- 5.2 The trend in terms of response rates was high in the first fortnight of the consultation process and then subsequently declined over the remainder of the consultation period. However, the general message every week from respondents was consistent.
- 5.3 The majority of respondents felt that providing regular waste collections (62%), sufficient capacity in bins (58%) and a system that is easy to use (38%) were important factors to consider when making any changes to the service. There was significant support (73%) for using bins rather than bags and boxes for recycling, and there was overwhelming support (86%) for the re-use of existing wheeled bins if it saved the Council money to do so. However, there was very little support (3%) for the introduction of a smaller bin with the majority of respondents (80%) preferring more materials to be collected (primarily plastics).
- 5.4 In terms of recycling habits, most respondents stated they recycled all the materials that are collected by the Council. Regarding garden waste, most respondents (92%) used this service and 81% disagreed with the proposal to charge for the service. 31% of respondents would prefer to pay the Council to collect their garden waste if the free service ceased. The modelling assumed a take up rate of 25% for a chargeable service, therefore, if the results of the consultation materialised in actual take up, the Council would be able to cover the costs of operating a chargeable garden waste service. There is however a risk that the actual rate of take up could be less than both the modelling assumptions and the results from the consultation exercise.
- 5.5 The on-line survey provided respondents with two free "text fields" where they were able to provide additional comments and a sample of these comments was examined to ascertain the key emerging themes. The majority of comments focused on plastics collection, garden waste service charges, bin sizes and fly tipping concerns. A synopsis of the comments is highlighted below:
- **Plastics** - On a weekly basis, the majority of comments around plastics were requests for the Council to start collecting them. Responses included comments such as "*collect plastics*", "*the council should be like their neighbours*" [referring to Barnsley, Doncaster and Sheffield], and "*recycle plastics*", "*give me a container for plastics*", "*it is outrageous our plastics are not recycled*" and "*recycling plastics would be an idea.*"

- **Fly Tipping** – The comments around fly tipping were linked to the possibility of having a smaller bin and concerns about a resultant increase in fly tipping. Comments included *“there will be an increase in fly tipping”* and *“...lead to more fly tipping”*.
- **Smaller bin** – Comments such as *“having a smaller bin, will lead to more fly tipping”*, *“my bin is always full”*, *“I am concerned with these proposals”*, *“a plastic container would help”* are a few of the generic comments that were repeated on a weekly basis.
- **Garden waste** - *“I’d rather burn it, charging to remove my garden waste is not fair”*, *“bigger gardens are getting penalised”*, *“I have got no transport to take to the tip”*, *“garden waste should continue longer in the year”*.
- **Reducing bin** – *“keep the bin”*, *“how is the council saving any money?”*, *“I don’t have enough capacity in my current bin!”*, *“this would not work for us”*, *“I currently recycle everything”*, *“I make regular trips to the tip and bin is still full”*.
- **Charge** - *“I think it is ridiculous to charge”*, *“give me more recycling capacity”*, *“I am not happy with this proposal”*, *“people will put green waste in their black bin”*.
- **Council Tax** – *“I pay enough council tax”*, *“garden waste collection is included in my council tax”*.
- **Storage** – *“range of bins will be hard to store”*, *“extra bins will attract pests and rodents”*, *“where am I supposed to put it”*.

5.6 Whilst there were elements of the proposals that were supported by residents, the consultation exercise highlighted residents’ desire to include the recycling of plastics as part of the waste stream, with questions raised about the rationale for excluding this service from the proposed changes. Currently, the Council is one of only 3 mainland English local authorities that does not offer a plastic kerbside recycling service, and by 2019, it is likely that it would be the only English local authority not to do so if the original proposals are implemented.

5.7 Written comments were also received from Barnsley MBC and Sheffield City Council both of whom supported the replacement of the bags and box collection receptacles to help increase recycling and also supported the introduction of smaller general household waste bins for residual waste. However, Barnsley MBC, Doncaster Borough Council and Sheffield City Council expressed some concern about proposals to reuse existing bins for recycling waste, as this would result in the colour of bins for recycling being different to elsewhere in South Yorkshire and felt that some of the objectives of the South Yorkshire Municipal Waste Strategy may be compromised by this.

5.8 It is worth noting that the aim of the South Yorkshire Waste Strategy is to reduce, re-use and recycle waste across the region. In order to achieve this, the strategy is to pursue five key priorities. These are outlined below:

- Educate and inspire
- Deliver a reliable service
- Work together
- Utilise technology
- Influence decision making

## 6. Way forward

### Garden waste collection service

- 6.1 Currently, about 65% to 70% of the Council's residents actively use the free garden waste collection service. Whilst the consultation exercise has highlighted residents are not in favour of the introduction of an optional subscription-based garden waste collection service, almost 33% of respondents would be prepared to pay for this chargeable garden waste service. Garden waste collection is a discretionary service rather than a statutory service. The data from the Waste and Resource Action Programme (WRAP) indicates that in 2016-2017, a total of 177 local authorities [in England] (53%) operated a subscription-based garden waste collection service. WRAP is currently compiling data for 2017-2018 and it is likely that the numbers will increase. The introduction of a chargeable garden waste service as proposed would lead to reduced collection costs and generate enough revenue to cover the costs of introducing a chargeable garden waste service. Therefore, it is proposed that a subscription-based garden waste collection service is introduced on the following basis as "Phase 1" of the changes to the service:

### Proposed Charging Mechanism

- Garden waste collection service subscription fee to be set at £39 per annum (with an initial subscription period of 15 months from 29<sup>th</sup> October 2018, which will revert to 12 months in the years following.
- The charge will be reviewed as part of the fees and charges setting process for subsequent years after the initial 15 month period;
- The charge will need to be paid either as a one-off payment or a maximum of two instalments within 45 days from the customer signing up for the service;
- The same charge will be applied to all customers;
- Full payment of initial subscription will be required with no reduction/refund for part year subscription or cancellation;

### Proposed Service Provision

- Customers will receive fortnightly collection between April to October and monthly collections from November to March, with a 4 week suspension between Christmas and New Year; an increase in the number of garden waste collections from the current 15, to 19 collections per year;
- Collection of the garden waste will be in a 240 litre brown bin;
- The existing green garden waste bin will be utilised as paper and cardboard recycling container to increase recycling and cease usage of the blue bag for collection. This service will also commence on 29<sup>th</sup> October 2018.

6.2 The operational procedures for a subscription-based garden waste collection service are set out below:

<b>Operational Procedure</b>	<b>Policy Details</b>
Charges and payment	<p>£39 annual fee;</p> <p>If a resident wishes to have a second bin, this will be charged at £30 per annum;</p> <p>Method of payments (direct debit, on-line using debit/credit card);</p> <p>The charge can be paid either as a one-off payment or a maximum of two instalments within 45 days from the customer signing up for the service;</p> <p>No part year discount will be offered;</p> <p>If the service is cancelled part way through a year, there is no entitlement to a refund and the bin remains Council property.</p>
Stolen damaged bins	<p>Any bins which are lost or damaged will need to be paid for by the resident (resident's responsibility to manage and secure bins);</p> <p>Replacement garden waste bins will be £23.40 plus £8.36 delivery charge; Rothercard holders will receive 50% discount.</p> <p>The first time a bin is stolen it will be replaced for free. After that the charge will apply.</p> <p>Replacement garden waste bins will</p> <p>Any bins which are damaged by the Council's crew or collection vehicle will be replaced free of charge. The crew will report any bins damaged by them.</p>
Contamination	<p>Bins will not be collected if contaminated with non-organic garden waste;</p> <p>Resident to be required to remove contamination;</p> <p>Only collected on next collection day if contamination removed;</p> <p>No soil;</p>
Hours and days of operation	<p>Collections from 7:00 am Monday to Friday; To include extended hours if required and working Saturdays instead of bank holidays.</p>
Collection frequency	<p>Fortnightly collection between April to October, monthly collection from November to March (with 4 week suspension around Christmas and New Year).</p>
Side waste policy	<p>No side waste to be collected for any waste collection container;</p> <p>Waste collection container's lid must be closed;</p>
Additional bins	<p>Opportunity to offer more than a single bin for larger gardens with additional fees chargeable at £30 per year (maximum two per household).</p>
Missed collection	<p>If the collection is missed by the Council's waste collection crew, it needs to be reported within 24 hours and a crew will return to collect within 48 hours.</p>

Operational Procedure	Policy Details
Moving address	The Garden waste collection service belongs to the property, not to the individual resident. If residents move house, the responsibility for transferring the service lies with the householder. Should a resident move house, as with all other collection services, the bins should remain at the property. Any financial reimbursement for the paid for service, should be dealt with through the conveyancing process. The Council does not provide a service outside the administrative boundary.
Sharing the service with others	Garden waste bins can be shared with neighbours, but bins containing garden waste will only be collected if the service has have been paid for. It is the residents' responsibility to make arrangements as to who pays for the service, and which individual household is responsible for it.
Cancellation of service	Residents will not receive a refund if they no longer require the service (for whatever reason). The bin must be returned to the Council. The council will arrange for the bin to be collected.
Waste containers storage / management	Residents' responsibility to store, secure and manage their own containers at own property; Bins owned by Council; Responsibility to not block pavement or cause obstruction.
Assisted collection	Residents with medical conditions or disabilities can apply for the assisted bin collection service.

### 6.3 Payment options for garden waste

Customers of the garden waste collection service will be able to make payment of the full amount on-line or through the Council's Customer Services contact centre. The process will operate on the following basis:

- The customer will contact the Council via on-line form or telephone (if contacted by other means such as letter, e-mail, face to face etc. residents will need to be directed to the correct channel);
- Payment can be made by debit or credit card;
- A report will be generated for the Council's Business Support team confirming payment received and subscribers details;
- Council's back office shared services team will enter collection schedule onto Council's system and arrange for bin to be delivered; and
- Confirmation letter and terms and conditions of service will be sent to the resident to inform subscription collection is active, with details of when the new bin is to be delivered and date the collections will commence.

Alternatively an invoice for payment can be issued to residents who wish to make the payment over two instalments. Once the invoice has been issued, the process will work as follows:

- Payment can be made by direct debit / standing order, debit or credit card, online, automated line or call to telephone team. Cheque or cash payments will also be accepted at payment kiosks in Customer Services Contact Centre, Post Office or any store offering PayPoint;
- A report will be generated to Council's Business Support team confirming payment received and subscriber's details;
- Periodic reports will be generated of outstanding invoices not paid. If a payment is not received within 45 days of the invoice being raised then the subscription will be cancelled;
- The Council's shared services back office team will enter collection scheduled onto the Council's system and arrange for bin to be delivered;
- A confirmation letter and terms and conditions of service will be issued to the resident to inform subscription collection is active, when new bin is to be delivered and date and day collections will commence.













#### 6.4 Introduction of kerbside plastic collections

The Council acknowledges residents' strong desire to have a kerbside plastic collection service. In recognition of this it is proposed that the Council will introduce plastics collection from the household waste stream as "Phase 2" of the implementation process. As the Council will need to procure and put in place new contracts for the disposal of plastics which have been collected at the kerbside, it is anticipated the new arrangements will commence between January and March 2019. This approach will bring the Council into line with the vast majority of the rest of the local authorities in England and across the South Yorkshire local authorities.






- 6.5 The range of plastics that can be collected is constrained by available markets for each type of plastic. The Council needs to ensure that any materials collected for recycling have financially sustainable outlets, and that any plastics collected can be recycled by its contractors. There are currently very limited markets for certain types of plastics, such as films and hard plastics. If these were collected in the recycling stream, in the current market it is likely that they would be sent for incineration, rather than being recycled. This would neither be acceptable to residents who have sorted their waste for recycling, or acceptable financially, as additional costs would be incurred for this method of disposal. The Council therefore proposes to collect plastic bottles, pots, tubs and trays as a minimum from the outset, but will continue to work with contractors to expand the range of plastics that can be recycled, should markets develop.
- 6.6 Whilst there is an additional cost for the introduction of plastic materials being collected at the kerbside as a separate waste stream, it is anticipated this will increase the Council's recycling rates and the quality of recycled material collected.
- 6.7 The modelling work identified a range of options. Two of the options available to the Council to introduce the collection of plastics at the kerbside are to:
- Include the plastics with the existing glass and cans waste stream or the paper and card waste stream (a two-stream system); or
  - Co-mingle all recycling (plastic, paper and card, cans, plastics) in one bin.

- 6.8 The two-stream option would operate on an alternate monthly collection of each bin (different recycling bin each fortnight) whereas the co-mingling option would require a single recycling bin to be collected every fortnight.

















6.9 The tables below show the different options assessed by the Council, along with the potential impact on recycling and the costs of each option.

Option	Current Recycling collection				Recycling Rate	
	 60ltr – Fortnightly.	 55ltr Fortnightly.	 240ltr Fortnightly (30 weeks)	 Residual waste 240ltr Fortnightly.	45.15% 2016/17 recorded out-turn	
<b>1(a)</b>	<b>240ltr residual bin with two stream recycling</b>				<b>Recycling rate</b>	<b>Saving per annum</b>
	 240ltr Bin swap - 4 Weekly (Alternative). Paper and Cardboard	 New 240lts – 4 Weekly (Alternative) Glass bottles and jars and steel and aluminium tins and cans and plastics	 New 240ltr Fortnightly summer Monthly winter (Christmas Break) Subscription.	 Original Residual waste 240ltr Fortnightly	There is a risk that the initial recycling rate may decrease by 1.7%	<b>£430,000</b>
<b>1(b)</b>	<b>180ltr residual bin with two stream recycling</b>				<b>Recycling rate</b>	<b>Saving per annum</b>
	 240ltr bin swap 4 Weekly (Alternative). Paper and Cardboard	 240lts bin swap 4 Weekly (Alternative) Glass bottles and jars and steel and aluminium tins and cans and plastics	 New 240ltr Fortnightly summer Monthly winter (Christmas Break) Subscription.	 New Residual waste 180ltr Fortnightly – Bin colour to be confirmed	Expected recycling rate increase of 1.5%.	<b>£550,000</b>



2(a)	240ltr residual bin with co-mingled recycling			Recycling rate	Additional cost per annum
 <p data-bbox="342 475 622 667">240ltr bin swap fortnightly Paper and cardboard, Glass bottles and jars and steel and aluminium tins and cans and plastics</p>		 <p data-bbox="936 507 1227 619">New 240ltr Fortnightly summer Monthly winter (Christmas Break) Subscription.</p>	 <p data-bbox="1240 539 1464 671">Original Residual waste 240ltr Fortnightly – Bin colour to be confirmed</p>	<p data-bbox="1503 300 1720 411">There is a risk that the initial recycling rate may decrease by 1.7%.</p>	<p data-bbox="1832 300 1966 331"><b>£390,000</b></p>
2(b)	180ltr residual bin with co-mingled recycling			Recycling rate	Additional cost per annum
 <p data-bbox="342 1058 622 1281">240ltr bin swap fortnightly  Paper and cardboard, Glass bottles and jars and steel and aluminium tins and cans and plastics</p>		 <p data-bbox="936 1066 1227 1177">New 240ltr Fortnightly summer Monthly winter (Christmas Break) Subscription.</p>	 <p data-bbox="1240 1050 1464 1182">New Residual waste 180ltr Fortnightly – Bin colour to be confirmed</p>	<p data-bbox="1503 853 1720 933">Expected recycling rate increase of 1.4%.</p>	<p data-bbox="1832 853 1966 885"><b>£530,000</b></p>

6.10 The following table describes the collection regime under each assessed option:

	<b><i>Two stream recycling</i></b>	<b>240ltr residual</b>	<b>180ltr residual</b>		<b>Co-mingled recycling</b>	<b>240ltr residual</b>	<b>180ltr residual</b>
<b>Week</b>	<b><i>Collection</i></b>	<b>Bin</b>	<b>Bin</b>	<b>Week</b>	<b>Collection</b>	<b>Bin</b>	<b>Bin</b>
<b>One</b>	<i>Residual waste bin</i>			<b>One</b>	Residual waste bin		
<b>Two</b>	<i>Recycling bin 1 (Paper &amp; card ) and Subscription garden waste (summer and winter, collection day to be determined)</i>			<b>Two</b>	Co-mingled recycling bin (bottles, tins and cans, paper and card and plastics) and (summer and winter, collection day to be determined)		
<b>Three</b>	<i>Residual waste bin</i>			<b>Three</b>	Residual waste bin		
<b>Four</b>	<i>Recycling bin 2 (bottles, tins and cans, and plastics and Subscription garden waste (summer only)</i>			<b>Four</b>	Co-mingled recycling bin (bottles, tins and cans, paper and card and plastics) and Subscription garden waste (summer only)		

### Waste Review – Financial Options Summary

	Two Stream Recycling		Co-mingled Recycling	
	180 litre bin	240 litre bin	180 litre bin	240 litre bin
	Additional cost/(saving)	Additional cost/(saving)	Additional cost/(saving)	Additional cost/(saving)
	£000	£000	£000	£000
<b>Overall (saving)/cost compared to cost of current service</b>	<b>(550)</b>	<b>(430)</b>	<b>530</b>	<b>390</b>
Annual Budget Savings Requirement (2019/20 onwards)	(1,383)	(1,383)	(1,383)	(1,383)
Additional Earmarked Council Tax Income (1%)	965	965	965	965
<b>Net Budget Savings Requirement</b>	<b>(418)</b>	<b>(418)</b>	<b>(418)</b>	<b>(418)</b>
<b>Overall (saving)/cost compared to Budget Savings Requirement</b>	<b>(132)</b>	<b>(12)</b>	<b>948</b>	<b>808</b>

- 6.11 The increase in costs for the co-mingled option is due to the change in the recycling materials collected together (i.e. all in one bin). The Council currently receives income of £60 per tonne for paper and card by separating this out at the kerbside. If the paper and card are co-mingled with other recyclates the material has a negative value as it becomes contaminated and also requires separation before it becomes a usable commodity (a processing cost of £38 per tonne will be incurred by the Council rather than being an income generator).
- 6.12 The most cost effective option that includes plastics would be to introduce the two-stream recycling option with a 180ltr residual bin, which will deliver both (a) the Council's objective of delivering a more efficient service and increasing recycling and (b) resident's desire for a plastic collection service. Whilst the Council has consulted on the introduction of smaller residual household waste bins, as outlined below, this approach did not gain favour with residents. Therefore, an alternative could be the provision of a new 240 litre blue recycling bin and retention of the 240 litre residual black bin. This approach would bring the materials collection receptacles used by the Council more in line with the rest of the local authorities in South Yorkshire. However, we anticipate that this would cost an additional £90K per annum due to the potential for the larger bins' spare capacity to be filled with additional waste by residents (e.g. garden waste). This may have implications on the number of residents who sign up to the subscription-based garden waste collection service.

### Introduction of 180 litre residual household waste bin

- 6.13 Throughout the public consultation phase, there has been support for reducing waste and increasing recycling. However, whilst the great majority of respondents did not support the introduction of a 180 litre household waste wheeled bin, the modelling undertaken on bin capacity confirmed a smaller bin would be sufficient for the majority of residents if they recycled everything that was recyclable. The introduction of a 180 litre bin still provides an overall increase in waste capacity to residents, compared to the current system. Larger households and those with specific medical requirements may need to have alternative arrangements in place, but this should be the exception rather than the norm and an assessment will need to be undertaken to determine their requirements. The policy below reflects this requirement.
- 6.14 As with the introduction of plastics collection at the kerbside to improve recycling, the Council has options regarding changes to the residual household waste bin size but there is an inter-relationship with the approach adopted for plastics recycling which could affect the size of the residual bin.
- 6.15 The operational procedures for non-garden waste collection service are set out below:

<b>Operational procedure</b>	<b>Policy details/comments</b>
Hours and days of operation	Collections from 7:00 am Monday to Friday;
Alternative weekly/ fortnightly/ seasonal collection	Council's obligation to collect and ability to set frequency; To cover alternate weekly collection, alternate fortnightly collection for recycling streams, Christmas and Bank Holiday alternate collections.
Side waste policy	No side waste to be collected for any waste container; Waste containers lid must be closed; and Excess waste will be placed back into empty bin for next collection.
Plastic materials collected	Pots, tubs, trays and bottles will be collected as a minimum. Other materials such as films, tetrapak, carrier bags and hard plastic will be introduced if the disposal technology allows this to be done efficiently in the future.
Additional red top residual bin	Cease collection of additional red topped residual bin (estimated to be in 240 households) which were purchased by households during 1994 – 2003 as additional bins for household waste.
Missed collection	If collection missed by Council's waste collection crew needs to be reported within 24 hours; and will return to collect within 5 days.
Waste container specification	Council's has a duty to collect waste but ability to stipulate the type of containers to be used.
Additional waste capacity (medical and large family)	If family of 5 or more = extra 140 litre bin; If family of 7 or more = extra 180 litre residual bin will be provided;

Operational procedure	Policy details/comments
	<p>Charges for these additional bins will apply as per below.</p> <p>If there is a medical need extra bins are provided (dependant on circumstances) free of charge; Application process and assessment; and review all current recipients on a bi-annually basis.</p>
Assisted collection	<p>Qualifying criteria – age (70+), medical requirements (infirm, impaired movement), proof required to qualify; Collection of all bins from property and return to same position by the Council’s waste collection crews; There is an application process and assessment; and Review all current recipients on a bi-annual basis.</p>
Waste containers storage and management	<p>Resident’s responsibility to store, secure and manage their own containers;</p> <p>Bins owned by the Council;</p> <p>Require storage on resident’s property where available;</p> <p>Responsibility to not block pavement or cause obstruction; and</p> <p>Present bins at the kerbside on collection day (unless assisted collection) by 7.00 am.</p>
Replacement bin policy	<p>If a new 180 litre residual bin is supplied to replace the old 240 litre bin, the initial 180 litre bin will be supplied free to residents. Thereafter, payment will be required for lost or damaged residual waste bins; These are:</p> <p>140 litre bin = £20.86 plus £8.36 delivery charge;  180 litre bin = £22.13 plus £8.36 delivery charge;  240 litre bin = £23.40 plus £8.36 delivery charge;  Rothercard holders will receive 50% discount.</p> <p>Bins used for recycling will be replaced free of charge.</p> <p>Bin swap – free replacement for homes with no bins to swap but will be issued with old returned bins. If the resident prefers to have a new bin, a fee is payable and any new replacement bins or supply of bins to new property will be 180 litres for residual household waste bin.</p> <p>All new build property owners / developers will need pay for the bins.</p> <p>Any bins which are lost or damaged will need to be paid for by the resident (resident’s responsibility to manage and secure bins);  The first time a bin is stolen it will be replaced for free. After that the charge will apply.</p>

Operational procedure	Policy details/comments
	Any bins which are damaged by the Council's crew or collection vehicle will be replaced free of charge. The crew will report any bins damaged by them.
Flats/HMOs/ restricted size properties	Request for alternative bins will be considered on an individual basis taking account of the household and also the dwelling / available storage / access. Flats and complexes will be individually assessed.
Contamination	No waste to be collected if any of the waste collection containers/bins are contaminated; Residents will be informed; Residents need to remove contamination; Return policy for collection once contamination removed (next collection).

6.16 The issue of storage of extra bins has mainly been associated with terrace houses, flats or sheltered housing complexes. This was an issue of concern that was raised by residents at the drop-in sessions. There are many households who currently keep their blue box, and especially their blue bag, collection receptacles indoors, in garages or sheds. Consideration will be given to offering reduced sized bins to help alleviate the pressure on space if needed. Officers are working with housing providers to identify the changes that may need to be made to ensure suitable arrangements can be introduced. Therefore, the Council needs to have a flexible policy when implementing the changes and work with residents to deliver the change successfully.

#### 6.17 Flats

There are approximately 9,500 flats and multi occupancy dwellings in the Borough and due to the variety of accommodation types, containers and infrastructure differences the Council's Waste Management service staff have met with Council's Housing team colleagues to discuss the consultation, the challenges they are currently encountering and which they envisage could occur should service changes be introduced. The following accommodation types have been identified which require consideration if a change in service model is introduced:

- Maisonettes;
- Balconied access flat;
- High rise flats; and
- Sheltered accommodation.

The Council's Housing team have indicated the bin swap proposals and any changes would need to consider the following:

- Restricted bin storage;
- Unsecure/unmanaged bin storage;
- Estate infrastructure;
- Fire risk; and
- Anti-social behaviour.

The next step is for the Council's Waste Management team to undertake a review of properties identified and agreed with the Council's Housing team colleagues, to enable individual proposals to be developed (rather than adopt a one size fits all view). The approaches being considered are:

- Communal residual bins;
- Secure compound development;
- Communal recycling arrangements;
- Collection frequency;
- Lockable bins;
- Bin design; and
- Individual property collections.

A schedule of flat collections and containers has been updated in preparation for the works with solutions being developed. Once this initial work is completed engagement will be commenced with registered providers of housing to develop regimes for these accommodation areas.

### **6.18 Introduction of changes to staff shift patterns**

The consultation asked if residents would support a longer working day by the bin crew. The aim of this approach is to make more efficient use of vehicles and staff, however, more work needs to be undertaken to establish the practicality of introducing this approach in Rotherham. Given there was overall support from residents for introducing longer working days, it is proposed that this is considered following further detailed assessment of the operational implications of this approach.

The new waste disposal contract(s) for plastics and other recyclates collected at the kerbside will also have an implication on this proposal and therefore detailed modelling cannot be undertaken until the outcome of the tendering exercise and the final disposal point for the recyclates taken out of the residual household waste is known.

### **6.17 Changes to waste collection service fleet**

A significant cost of the waste collection service is on fuel and vehicle costs. For many years, the Council has been hiring refuse collection vehicles on a long term basis and has a fleet renewal policy of 5 years' life cycle replacement. This practice is expensive and needs to change to deliver some of the efficiencies. It is, therefore, proposed that vehicles are purchased by the Council. The changes proposed above will require new vehicles to be procured and therefore, if agreed, the procurement process will need to commence as soon as possible.

## **7. Options considered and recommended proposal**

7.1 The final four options considered were as outlined in the table above (see 6.8) and were assessed as follows:

- 7.2 Option 1(a) – Subscription-based garden waste collection service. Change containers [from boxes/bags to bins] and introduce kerbside plastics recycling into the residual household waste stream on a phased approach. This results in a 21% increase in bin capacity (excluding garden waste) per household from the current 595 litres per fortnight to 720 litres per fortnight.

Although this option does not achieve the same level of savings as option 1(b) due to the risk of higher disposals costs of residual waste resulting from maintaining the 240 litre bins, it does help move towards achieving the aims of South Yorkshire Municipal Waste Strategy in materials collected and container colour. The current higher disposals costs could potentially be off-set by future reductions in household waste through the replacement of 240 litre residual bins over the longer term with the smaller 180 litre bins. However, this would clearly take some time. This approach could help to assuage some concerns from residents about capacity and bin size. However, this option is expected to cost £120,000 more than the best value option (Option 1(b) and there is a significant risk that the recycling rate would fall due to the significant additional capacity being provided (more than 125 litres more per fortnight). This option also does not fit with the consultation outcome where residents clearly stated that they would wish the council to reuse existing bins if it meant costs could be saved. This option is not therefore recommended.

- 7.3 Option 1(b) – Subscription-based garden waste collection service. Provide new 180 litre wheeled bin for household waste and introduce two stream recycling using the existing green 240 litre bin for paper and card and existing 240 litre black bin for other recycling. This results in a 11% increase in bin capacity (excluding garden waste) per household from the current 595 litres per fortnight to 660 litres per fortnight.

This option provides the greatest level of monetary savings of the 4 options (£550,000 per year) and delivers on the ambition to provide kerbside plastic recycling. The provision of a smaller (180 litre) residual waste bin will immediately reduce the level of residual waste, and reduce disposal costs. Whilst this option reduces the capacity residents have for residual waste, overall capacity for waste and recycling is increased by 65 litres per fortnight. This option does not provide the same level of harmonisation with other South Yorkshire Authorities as Option 1(a) with respect to bin colours. However, it does still move Rotherham to a more consistent service in terms of kerbside materials collected and so supports the aims of the South Yorkshire Municipal Waste Strategy. The introduction of additional kerbside recycling capacity will also increase recycling rates, with this option delivering the highest increase in recycling rate of the options, for the lowest cost. It also delivers on the principle as outlined during the consultation, that residents would like existing bins to be reused where possible. **This is therefore the recommended option.**

- 7.4 Option 2 (a) – Implement the subscription-based garden waste collection service, introduce co-mingled recycling using green 240 litre green bin for paper and card, tins and plastics and 240 litre black bin for residual waste. This option results in a 21% increase in bin capacity (excluding garden waste) per household from the current 595 litres per fortnight to 720 litres per fortnight.



This option would increase costs by £390,000 per year. Clearly this option means that residents have fewer bins, and a simpler overall service. However, the commingled option presents large risks in terms of the quality of recycling being collected and the available markets for such recycling. For example commingling glass with paper, reduces the quality of the paper material, restricts available markets, and increases disposal costs. Additional costs are also incurred through the need to separate materials for recycling. There is, as with Option 1(a) above, a significant risk that the recycling rate would fall due to the significant additional capacity being provided (more than 125 litres more per fortnight). This option is not therefore recommended.

- 7.5 Option 2 (b) – Provision of smaller 180 litre residual bin and the introduction of a co-mingled recycling service using the green 240 litre green bin for paper and card, tins and plastics and subscription based garden waste collection service. This option results in an 11% increase in bin capacity (excluding garden waste) per household from the current 595 litres per fortnight to 660 litres per fortnight.

This option would increase costs by £530,000 per year. Clearly this option means that residents have fewer bins, and a simpler overall service. However, the same issues as in Option 2(a) above apply in terms of the commingled service. This option could increase recycling levels. This option is not therefore recommended.

## 8. Timetable and accountability for implementing this decision

- 8.1 A project delivery plan detailing implementation of the proposals has been produced and shown below is a summary of the indicative timetable for delivering key milestones:

Activity	Milestone from	To	Action
Cabinet decision on the proposals to be introduced	16 April 2018		Allows mobilisation of implementation plan and roll out of service changes.
Creation of communications plan	April 2018	June 2018	Robust plan to be created and approved including: <ul style="list-style-type: none"> <li>• Social media</li> <li>• Council media</li> <li>• Bin stickers, waste calendars, leaflets</li> <li>• Rotherham Show</li> <li>• Pro-active engagement and out-reach to residents</li> <li>• Roadshows, community engagement, FAQ etc.</li> </ul>

New operating models for garden waste and plastics roll out created	April 2018	January 2019	Integration into existing council financial payment and invoicing systems.  Integration with on-line services/web systems.  Re-scheduling of collection rounds.
Procurement process for fleet renewal	April 2018	October 2019	Specification of vehicle requirements and writing of tender documents. Vehicle build and deliver period.
Procurement process for bin supply of up to 40,000 brown bins and circa 116,000 residual 180 litre bins	April 2018	November 2018 (brown) and January (residual) 2019	Specification of bin types and volumes and writing of tender documents.  OJEU compliant procurement process: invite to tender, evaluation of tenders, standstill period, tender award.
Procurement process for waste treatment contracts	April 2018	January 2019	Specification of disposal requirements and writing of tender documents.  OJEU-compliant procurement process: invite to tender, evaluation of tenders, standstill period, tender award (4 months).
Communications campaign for garden waste collection service (continues after roll out)	July 2018	October 2018 and beyond	Promotion of garden waste collection service and early subscription and incentive period.
Sign up garden waste customers	September 2018	Ongoing	
Launch garden waste service	October 2018		

Communications campaign begins plastics collection (continues until after roll out)	September 2018	January 2019 and beyond	Promotion of plastics recycling and when to be introduced.  Explanation of new blue bin, when due to be delivered, when to use.  Engagement campaign.
Residual (180 litre) bin delivery to residents	September 2018	January 2019	Roll out can commence at the same time as production to save stockpiling of bins.
Go-live for commencement of collection of plastics in the recycling stream  Commencement of new recycling disposal contracted.	End of January 2019		

- 8.2 A comprehensive communication plan detailing all aspects of communication of the changes will be required and has been scheduled into the project delivery plan and will include:
- Communication of changes;
  - Engagement with residents and communities;
  - Promotion and marketing of garden waste service;
  - Promotion of home composting; and
  - Education of waste minimisation, increased recycling and details of the services
- 8.3 A range of different options will need to be used to maximise publicity and customer engagement and participation in recycling. This will include traditional media routes, social media and also face to face engagement with those parts of the Council's administrative area where there is likely to be greatest impact in changing behaviour and increasing recycling. Face to face engagement will be the most resource intensive and additional staffing resources will be needed to undertake this role as this does not currently exist within the Council's Waste Management services team. Whilst a low number of respondents to the consultation (4%) felt that face to face communications was their preferred method of communications, it is likely that a small number of this type of event will be necessary to engage fully in some areas.
- 8.4 The Assistant Director of Community Safety and Street Scene, the Head of Street Scene Services and the Waste Manager will be responsible for implementing this decision.

## 9. Risks and Mitigation

9.1 The key risks for implementation of the changes are set out below:

Risk	Mitigations
Reputational risk if the changes are not implemented effectively	Deliver changes on a phased approach; Provided dedicated project management support; Develop detailed implementation plan; Set up project board to monitor delivery; and Undertake a comprehensive communication exercise to ensure clarity and smooth transition.
Financial risk if insufficient residents sign up to subscription-based garden waste collection service	Develop communications and marketing strategy; Publicise new service; Set up dedicated engagement/sales team; Ensure processes established to provide excellent customer experience at sign up stage; and Decommission service if insufficient take up.
Procurement risks associated with procurement of: <ul style="list-style-type: none"> <li>• Bins;</li> <li>• New disposal contracts if plastics collection included; and</li> <li>• Vehicles</li> </ul>	Soft market testing has been undertaken which suggests there are suppliers who would be interested in providing a disposal service which includes plastics; Commence procurement process early; If procurement process slips for new disposal contract, existing contract would require appropriate notice to terminate; Set up project team with all relevant specialists to deliver procurement including accessing external support if required; and Only place orders for minimum number of garden waste bins to avoid over supply if service take up does not reach anticipated levels.
Supplier unable to deliver the quantity of bins in the required time period	Utilise alternative suppliers and frameworks. Use standard common bins.
Recycling markets collapse	Consider risk sharing in the procurement of recycling contracts. Investigate the feasibility of shared material recycling facilities with South Yorkshire Councils.
Recycling rates may decrease and fly tipping will increase	Local authorities that have introduced chargeable garden waste collection service have not seen a significant increase in fly tipping and recycling may go down by about 1.7%.

Risk	Mitigations
	<p>The Council will continue to deliver a strategy to prevent fly-tipping where it occurs, through the robust use of enforcement powers, and the use of CCTV to support this.</p> <p>Promoting the benefits of the services and encouraging more residents to sign up for the subscription-based garden waste collection service and increasing recycling of other waste materials, will also help to mitigate. The Council could also promote home composting but, if it were to offer free or discounted compost bins to residents, this would be an additional cost (average cost of compost bin is estimated to be £20) for the Council.</p>
The new changes may not comply with statutory requirements for recycling	A new self-assessment would be conducted to ensure the proposals are compliant with TEEP regulations.
Household waste recycling centre may not cope with residents using it for garden waste and potential traffic issues at facilities	Early engagement with contractor to plan for the changes and review traffic management arrangements and more publicity to inform residents.

## 10. Financial and Procurement Implications

- 10.1 Within the revenue budget agreed by Council on 28<sup>th</sup> February 2018 annual revenue savings of £1.383m from 2019/20 have been agreed in respect of a review of waste collection services. In addition the Council also agreed that £965k of additional Council Tax income generated from a 1% increase be earmarked for the introduction of the kerbside collection of plastic waste, giving an ongoing net savings requirement of £418k.
- 10.2 A summary of the annual revenue implications of the 4 options considered is shown above in section 7.0, with a more detailed breakdown shown in appendix 2. All information is based on the first full year of operation of the new service i.e. 2020/21 and figures quoted are based on the difference to the current cost of waste collection and thus can be easily compared with the £418k savings requirement.
- 10.3 Total capital costs for vehicles and bins are estimated at £5.54m. This sum needs to be added to the capital programme funded by the service as revenue prudential borrowing costs.
- 10.4 It should be noted that there is potential future risk to the Council in respect of the volatility in recycling markets for plastics, paper and card in the light of the Chinese decision on imports of these materials and a lack of infrastructure for plastics recycling. This is a national issue which will impact on all councils.

- 10.5 The recommended option is to introduce a two stream recycling service which includes the collection of plastic bottles, pots, tubs and trays as a minimum from the outset, but will continue to work with contractors to expand the range of plastics that can be recycled, should markets develop. This will be introduced alongside smaller 180 litre bins for residual household waste. The required budget saving will be delivered in 2019/20 with the full saving of £550k i.e. £132k greater than that required as part of the Council budget, being delivered from 2020/21.
- 10.6 There are some initial one-off costs in 2018/19 arising from the implementation of the revised service. These are estimated at circa £440k and will be funded on an Invest to Save basis given that greater savings than those required, will be delivered on full implementation. This investment will be funded from corporate Council resources and thus will not impact on the agreed revenue budget. Although there is a potential risk that it may not be feasible to procure, mobilise and implement a replacement contract including disposal of plastics within this timeframe.
- 10.7 In addition to procurement of a new recycling waste disposal contract, there is a requirement to procure new garden waste bins and/or recycling bins/smaller residual bins. It is anticipated the procurement exercise and production of potentially 115,000 to 150,000 bins will take up to 7 months to complete.
- 10.8 Finally, procurement will be required for the acquisition of the new fleet of waste collection vehicles. Following the determination of the vehicle specification, the tender process and the building of the vehicles can take anything between 12 to 18 months which will need to be factored into the implementation.
- 10.9 Following the decision and finalisation of requirements, the Procurement Manager will work with the Waste Management service area to investigate and identify the preferred procurement routes to market and the procurement process will be carried out in accordance with the Council's Contract Procedure Rules and to be compliant with the EU public procurement regime and any domestic UK procurement law.

## **11. Legal Implications**

- 11.1 The Council is a waste collection authority with a statutory duty under the provisions of the Environmental Protection Act 1990 (as amended) (EPA) to arrange for the collection of household waste in its area. The statutory duty does not prescribe the method of collection of household waste. The Council can consider options, therefore, in terms of the type and frequency of collections that are made available in the Borough.
- 11.2 Under Section 46(4) of the EPA, the Council has specific powers to stipulate:
- the size and type of the collection receptacles;
  - where the receptacles must be placed for collecting and emptying;
  - the materials or items which may or may not be placed within the receptacles.
- 11.3 Also pursuant to the EPA, the Council must make arrangements for the collection of at least two types of recyclable waste together or individually separated from the rest of the household waste.

11.4 Further the Controlled Waste Regulations 2012 gives waste collection authorities the power to charge for the collection of garden waste.

11.5 This reports sets out how the Council, taking into account the responses to the consultation, proposes to make arrangements which discharge the duty referred to above and also exercise the power to charge for the collection of garden waste.

## **12. Human Resources Implications**

12.1 It is anticipated that any staff reductions in relation to the garden waste collection service (green bin collection) will be achieved through the ending of temporary posts.

12.2 Operational changes required by the service e.g. changes to staff shift patterns (i.e. 4 day working week), hours of working, duration of working day and/or other changes to working arrangements will be undertaken in full consultation with employees and Trade Union representatives.

## **13. Implications for Children and Young People and Vulnerable Adults**

13.1 There are no implications for Children and Young People, however, there may be implications for vulnerable adults and appropriate action will be taken as outlined below.

## **14. Equalities and Human Rights Implications**

14.1 A full equality impact assessment has been undertaken (see appendix 3) and there is the potential that the elderly and people with a disability may be affected in moving the bins due to mobility constraints. To mitigate this, the Council will continue to provide assistance to such residents via its assisted domestic waste collection policy.

14.2 For residents where English is their second language, and for those who have difficulty reading or understanding written information, this can be mitigated by putting a sticker with pictograms on bins, showing what can and cannot go in each bin. In addition to this, additional resources will need to be allocated to the Council's Waste Management team to provide outreach visits to community groups and households supported by the Council's Communications Team. Messages will be available to all using a range of media appropriate to the target audience.

14.3 Targeted support will be provided in specific communities to assist with the transition and ensure a sustainable improvement in recycling rates. Currently there are a number of households across some communities that do not fully comply with the requirements of the existing waste collection service determined by the Council. It is proposed that a range of options, including face to face engagement, needs to be developed early in the implementation phase to assist householders living in these areas to more easily achieve good levels of recycling performance.

## **15. Implications for Partners and Other Directorates**

- 15.1 There are likely to be implications for the Council's Housing Service relating specifically to tenants in flats and sheltered housing schemes. Officers are working collectively to identify all the issues and develop appropriate solutions on an estate/dwelling basis.
- 15.2 The introduction of plastics to the kerbside waste collection service affects the waste tonnage and its composition being supplied to the residual waste disposal PFI contract which is due to continue until mid-2040. It may qualify as a "Significant Collection Change" under the PFI contract and as such the PFI contractor (3SE (Barnsley, Doncaster & Rotherham) Limited and its operator Renewi UK Services Limited), DEFRA (as the awarding authority for the Waste Infrastructure Credits that subsidise the PFI project), Barnsley MBC and Doncaster Borough Council will need to understand and determine the impacts of the plastics collection as a change which may affect the PFI contract. The Council has begun to engage with DEFRA and the PFI contractor informally around our proposals and will engage formally once the proposal is agreed.
- 15.3 The introduction of a kerbside collection for plastics to improve recycling does have potential impact on the residual waste PFI contract. The PFI project is jointly and severally entered into with a PFI contractor by Barnsley MBC, Doncaster Borough Council and the Council, who have themselves entered into an Inter-Authority Agreement (the IAA) that governs their relationship and decision making between themselves as it affects the performance of the PFI project.
- 15.4 Where any of the IAA parties e.g. the Council has an idea which may affect the PFI project operation they should table an "operational change" summary for the other IAA parties to consider. Some or all may be supportive. If a unilateral decision is made to proceed with an "operational change" that has a detrimental effect on the PFI contract which could then flow back to require compensation to be paid to the PFI contractor then the proposing IAA party is responsible to protect each other IAA party from loss (by way of an uncapped indemnity).
- 15.5 As an example the "operational change" for plastics recycling may be a "Significant Collection Change" under the PFI contract that could require trials to be conducted. The impact could be to shift the waste composition and its potential calorific value, when residual household waste is converted into fuel for burning at a thermal power station which is optimised for a "firing diagram" for a range of calorific value. Outside the design/operational range the fuel may be rejected so could affect the PFI contractor's commercial and operational performance
- 15.6 If there are material changes to the PFI contract which compromise the recycling performance against pre-set targets or vary the PFI project materially then DEFRA may be entitled to withdraw some or all of the Waste Infrastructure Credits which support the PFI project. DEFRA have indicated they do not require a variation business case to the original PFI project final business case but there is always an ability to ask for further justification.



- 15.7 However, the Council believes that the proposed new waste arrangements provide mitigation to any potential impact on the contractor and the risk to the PFI contract is therefore low. Firstly the the removal of plastic from the residual waste stream may reduce costs at the PFI facility and therefore provide better value for money. Secondly, the introduction of kerbside plastic recycling will increase the Council's overall recycling rate and provide better value plastic into the market, which will militate against the volatility within low-value recycling markets. Finally, the Council believes it would be not in keeping with DEFRA's own priorities, or the South Yorkshire Strategy for the Council to suffer any contractual financial detriment for introducing kerbside plastic recycling, when the other authorities in the BDR Partnership already have it in place.
- 15.8 Since the proposed waste collection service is involving several new procurement exercises (plastics recycle offtakes contract, bin supply and vehicles supply etc.) there will be legal implications in supporting the service, procurement and HR teams in delivering the new contracts and any staffing consequences.
- 15.9 A revised TEEP assessment may be required to assess the revised waste collection service against the TEEP criteria. This will require legal team support.
- 15.10 The garden waste collection service invoicing for the subscription-based service will require consideration of data handling and information security, potentially on the same terms as existing Council arrangements, unless a bespoke arrangement is prepared.

## **16. Conclusion**

- 16.1 The proposals in this report set out the Council's direction of travel regarding waste collection services. The consultation exercise revealed a number of areas where the residents of Rotherham felt that the Council needed to revisit its original proposals for the waste collection service. Specifically, residents felt that a kerbside collection of plastics should be introduced.
- 16.2 The Council has considered the feedback carefully from residents and partners and the recommendations in this report reflect this. The changes will deliver financial and environmental benefits for the Council and residents across its administrative area as well as future proofing the Council's waste collection service from any further changes that may arise from changes to government policy or locally such as population and accelerated economic growth. The proposals also go some way to bringing the services in line with the other South Yorkshire local authorities who partner the Council in delivering the residual waste disposal PFI contract and other joint waste management service contracts as well as delivering consistently with the objectives of the South Yorkshire Municipal Waste Strategy.

**17. Accountable Officers**

Tom Smith, Assistant Director – Community Safety and Street Scene

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Graham Saxton	26.03.2018
Assistant Director of Legal Services	Dermot Pearson	05.03.2018
Head of Procurement (if appropriate)	Louise Hayter	16.02.2018
Head of Human Resources (if appropriate)	John Crutchley	26.02.2018

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<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

# Kerbside Waste - Consultation Analysis Report

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## Introduction

This report provides high level overview of the findings from the public consultation which was undertaken by Rotherham Metropolitan Borough Council (RMBC) between 27/11/18-26/01/18. The purpose of this consultation was to seek the views of Rotherham residents regarding proposed changes to kerbside collection.

To ensure full engagement with Rotherham residents, the council sought to collect data from multiple channels. This included the following:

- Online web survey
- Drop in sessions (Paper forms were completed)
- Social media engagement via Facebook, Twitter and YouTube
- Comments received

Data collected through the above channels has been received on a weekly basis and collated in to this final summary report. Majority of the graphical information presented in this report is from the online survey, which constituted as the formal consultation mechanism. However in addition, this report also contains volume of interactions via other communication channels.

Information received through the online survey has been compared against RMBC postcode data to provide detailed analysis of responses from different postcode areas and electoral wards in the RMBC borough.

Appendix 1 at the end of this high-level report contains a detailed comparison of the data gathered on size of households and the volume of waste disposal. In appendix 1, there is a detailed synopsis of assisted collections and the relationship with disability rates in Rotherham.

# Kerbside Waste - Consultation Analysis Report

## Number of Online Form Responses – Weekly Totals

Date: w/c	Total
27/11/2017	2115
04/12/2017	2185
11/12/2017	619
18/12/2017	445
25/12/2017	228
01/01/2018	397
08/01/2018	319
15/01/2018	251
22/01/2018	441
<b>Total Consultation responses</b>	<b>6998</b>

Table 1

The table above shows the number of responses captured weekly. The consultation received an overall response rate of **6998** responses.

## Consultation Drop in session – Total no of attendees

Venue	Date	No of attendees
Riverside	06/12/2017	73
Swinton	14/12/2017	112
Maltby	22/12/2017	48
Riverside	03/01/2018	70
Maltby (Maltby Model Village TRA)	09/01/2018	30
Kiveton Park & Wales	12/01/2018	138
Riverside	16/01/2018	5
Wath (Montgomery Hall)	17/01/2018	69
Dinnington	19/01/2018	173
<b>Total attendees for drop in sessions</b>		<b>718</b>

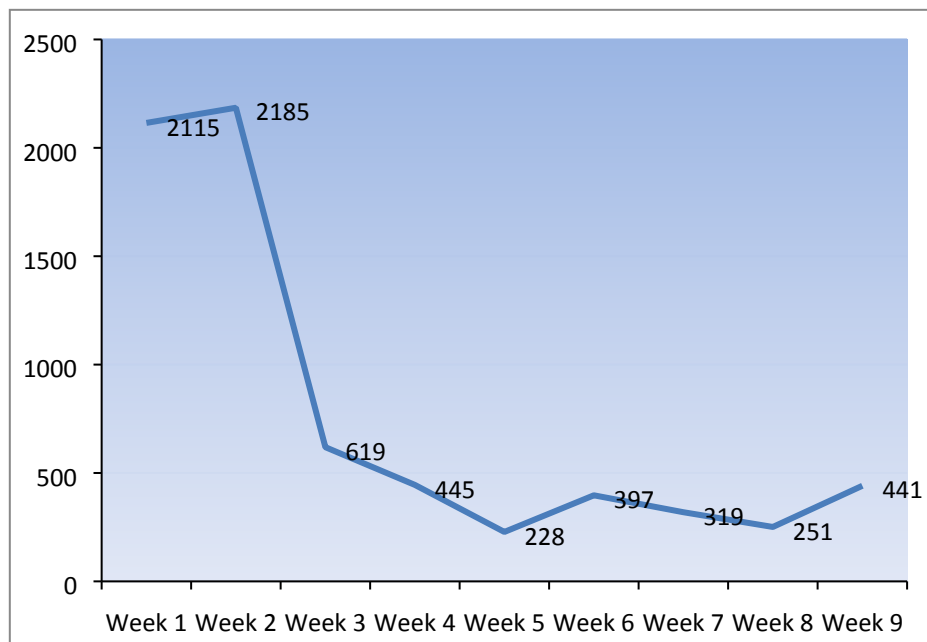
Table 2

Table 2 shows the **total amount** of people who attended the consultation drop in sessions. A total of nine consultation drop-in sessions have now taken place. The drop in session at Kiveton Park had the highest number of attendees, with the most recent Riverside House drop in session having the lowest. It is assumed that this low attendance was due to adverse weather conditions on that date.

# Kerbside Waste - Consultation Analysis Report

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**Trend line showing weekly consultation response rate**



**Figure 1**

In figure 1, (see above) shows the trend of responses received on a weekly basis. The responses peaked in week 2 of the consultation and declined on a weekly basis after this period.

# Kerbside Waste - Consultation Analysis Report

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## Total Running Response Rate

Total Number of Responses for the Online Form to date	6998
Total Number of Comments Received Through Other Forms of Contact	1203
Total Social Media Engagement	91,974
<b>Grand Total</b>	<b>100,175</b>

Table 3

Table 3 (see above) shows the communication channels which service-users used to engage with the council on proposed changes to Kerbside Collection. A total of 6698 consultation forms were completed online.

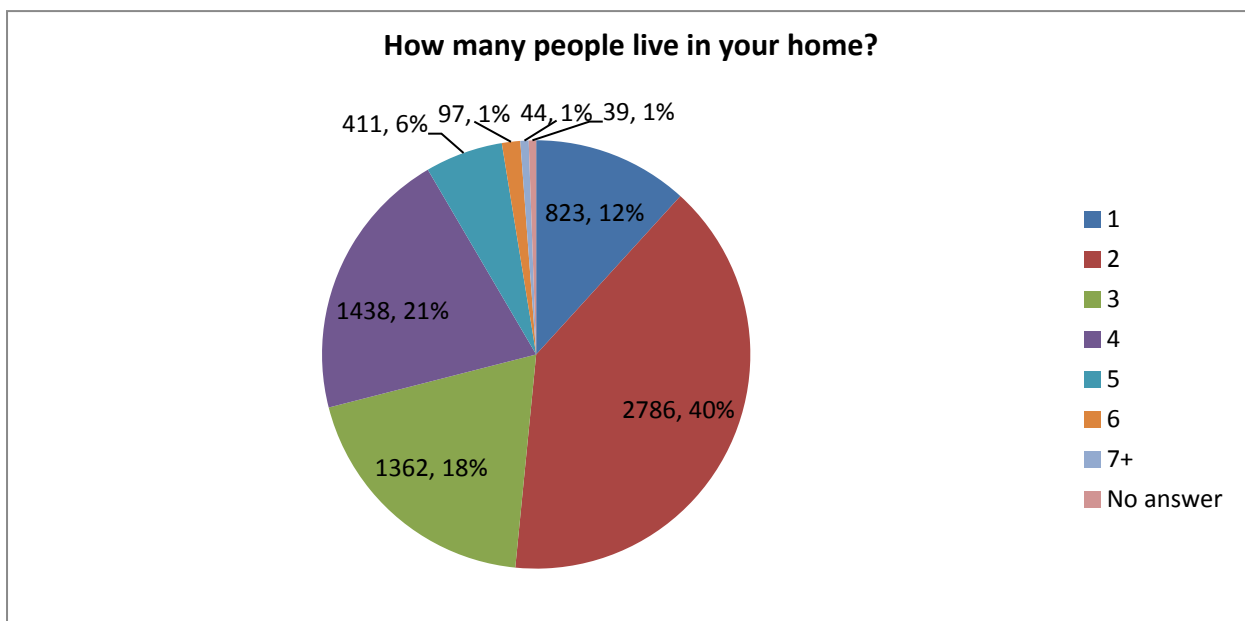
The Council also recorded comments received via other channels, including comments made directly to the Waste Service, messages to the contact centre and the 'was this information helpful?' section of the consultation form. 1203 comments were received through other such forms of contact.

Social media hits and comments were monitored during the consultation process, and in particular viewing figures for the waste review video. Also, comments in response to the Rotherham Advertiser's Facebook post, comments in response to RotherFed's Facebook post and any other Facebook and Twitter comments were recorded. The total number of comments and hits recorded by the Council was 100,175.

# Kerbside Waste - Consultation Analysis Report

## Online Data Form Responses

The tables below are based on a total response rate of **6998**. Some of the questions allow users to select more than one answer. The percentage figures are rounded up or down to the nearest decimal place and the **No** answer segment represents where the question has been left unanswered.



**Figure 2**

**Figure 2:** Of the **6998** responders, the highest proportion came from residents living in a 2 person household (**2786 respondents or 40 %.**) The second highest number of responses came from residents living in a 4 person household (1438 respondents, or 20%), followed by residents living in a 3 person household (1362 respondents, or 19 %.)

The lowest response rate has come from households with 7 or more occupants.

Of the **6998** people that have responded, **2786** of them live in a 2 person household which equals to 40%. Following from this, the highest number of responses comes from residents with 4, then 3 total numbers of people in the household.

# Kerbside Waste - Consultation Analysis Report

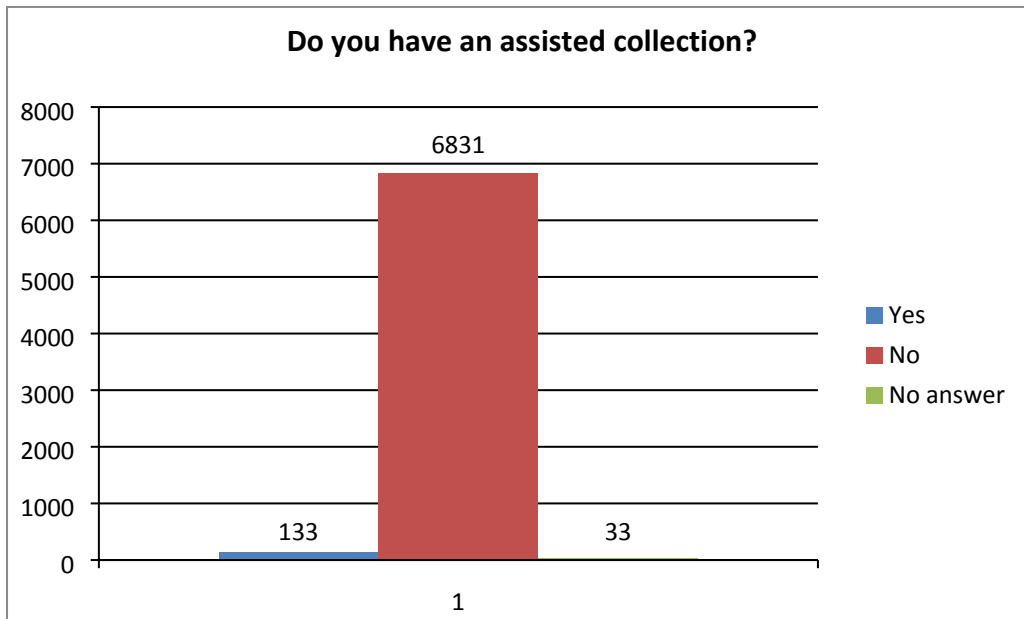


Figure 3a

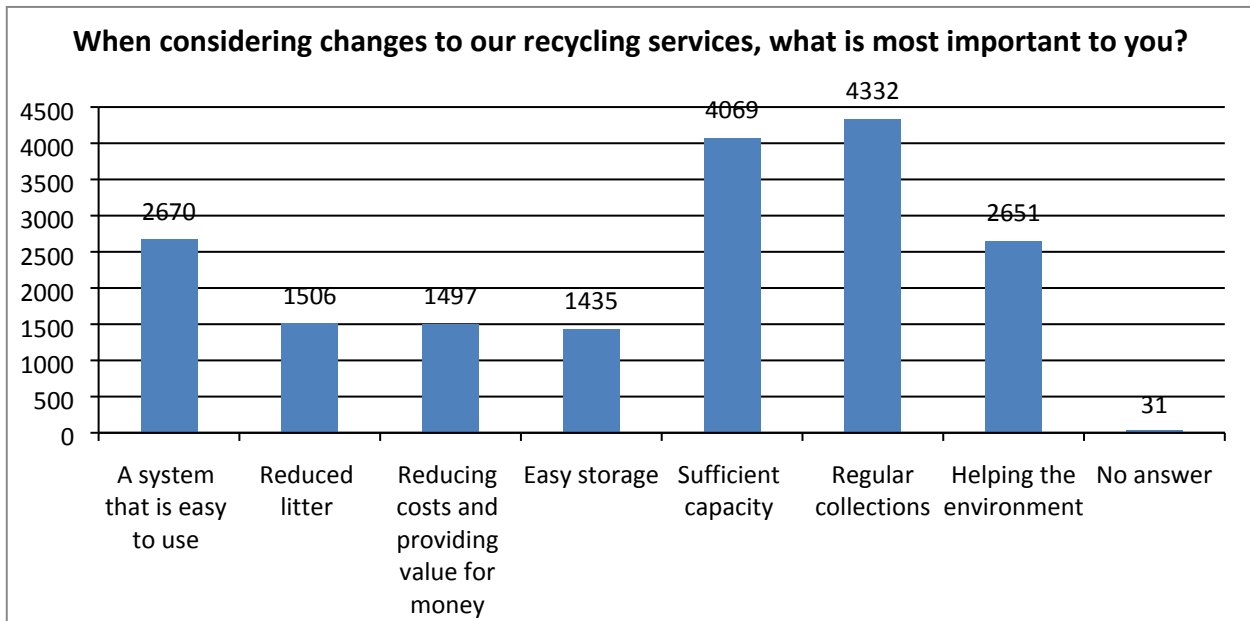
**Figure 3:** A total of 6831 of respondents answered that they do not have an assisted collection which equates to 98%. Therefore, only 2% have an assisted collection from those who responded which totals 133 respondents out of the 6998. 33 respondents did not answer this question.

Answer	Total	Percentage
Yes	133	2%
No	6831	98%
No answer	33	1%

Figure 3b The chart shows the percentages for each of the responses



# Kerbside Waste - Consultation Analysis Report

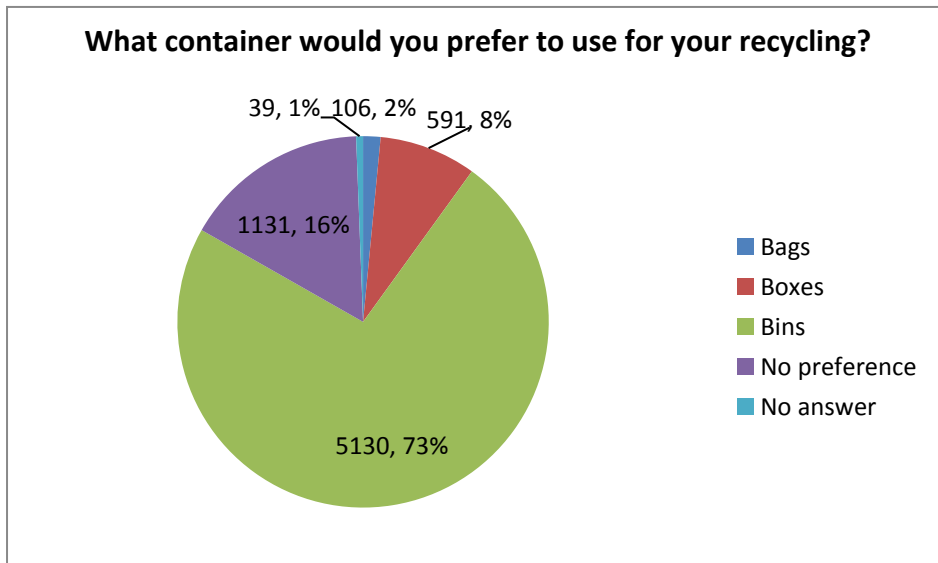


**Figure 4a**

**Figure 4a:** The majority of respondents answered that regular collection was the most important factor when considering changes to the service. A total of 4332 people selected this option, followed by 4069 people who selected sufficient capacity.

Responses to this question total 18191, this is significantly higher than the total response rate of 6998 for the whole online consultation survey. The high response rates for this question are due to respondents having the choice of selecting multiple answers to this single question. Consequently, converting the responses in to a percentage format would deliver a distorted figure.

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**Figure 5a**

**Figure 5a:** Out of the 6998 people who have filled out the online survey, 5130 of them would prefer to use a bin for recycling. This equates to 73% of the total responses received.

Answer	Total	Percentage
Bags	106	2%
Boxes	591	8%
Bins	5123	73%
No preference	1131	16%
No answer	42	1%

**Figure 5b** The chart shows the percentages for each of the responses

# Kerbside Waste - Consultation Analysis Report

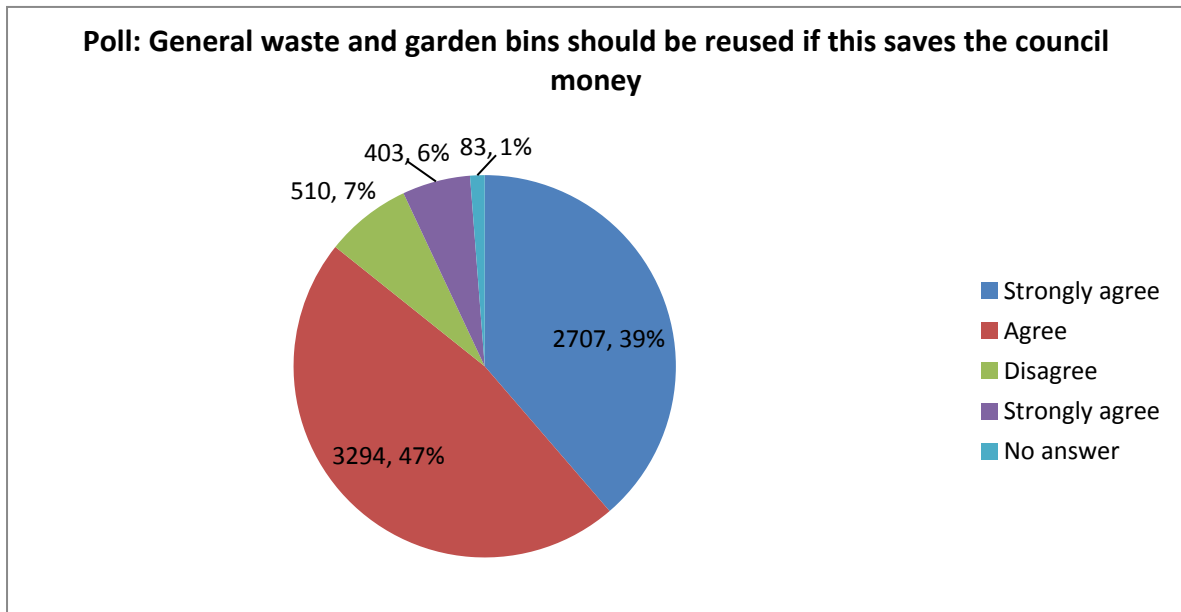


Figure 6

**Figure 6:** In combination 6001 respondents' states favourable to the reuse of bins, as 2707 strongly agreed and an additional 3294 agreed to this question. Only 13% of respondents disagree or strongly disagree.

# Kerbside Waste - Consultation Analysis Report

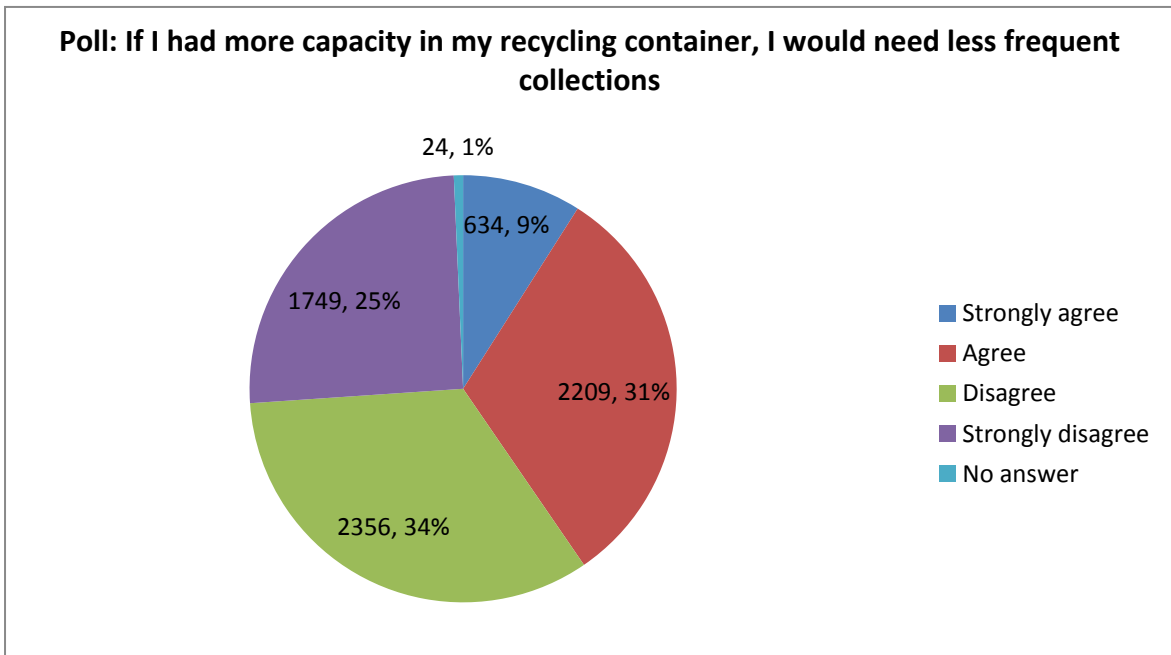


Figure 7

**Figure 7:** A total of 4141 out of 6998 responses chose disagree and strongly disagree. 2843 people agreed.

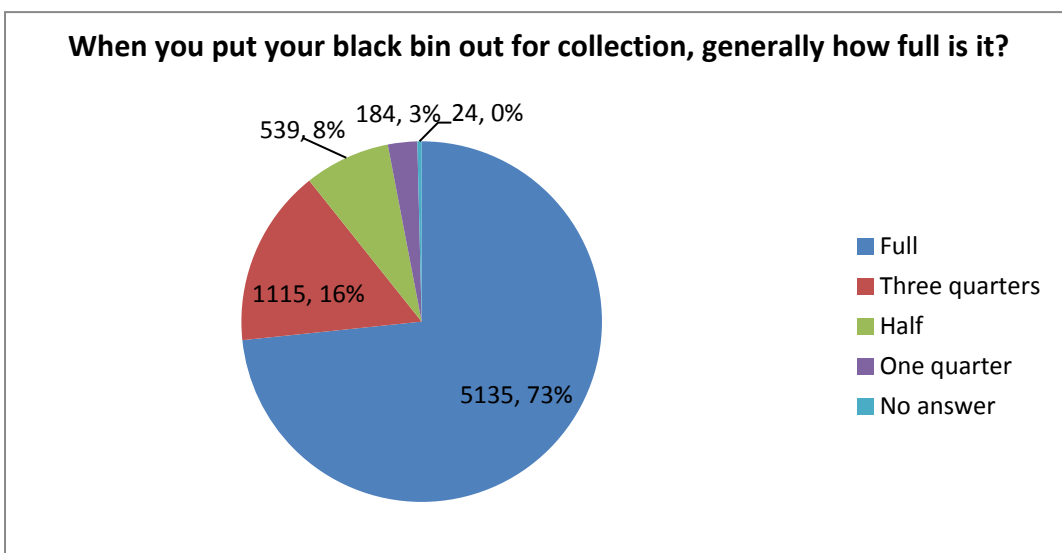


Figure 8

**Figure 8:** Over **70%** of householders present their black bin as full on collection day; this is **5135** out of 6998 total responses.

# Kerbside Waste - Consultation Analysis Report



Figure 9a

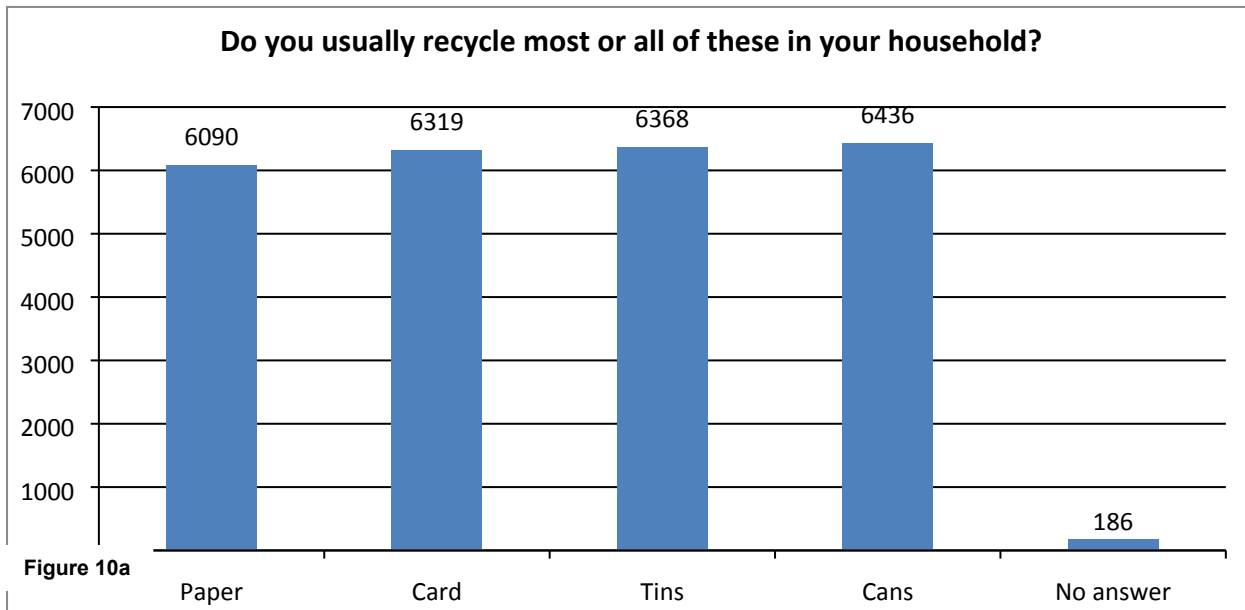
**Figure 9:** 5596 or 80% of the respondents selected that if more materials are collected, then this would increase their recycling.

Answer	Total	Percentage
A reduced sized black bin	236	3%
More communication about recycling	874	12%
More information about reducing food waste	304	4%
More materials collected	5596	80%
More information about smarter buying	143	2%
More information about re-use	287	4%
No answer	546	8%

Figure 9b

The chart above shows the percentages for each of the responses

## Kerbside Waste - Consultation Analysis Report



**Figure 10a:** The majority of respondents stated that they usually recycle all of these materials. Cans are the most widely recycled material, equating to 92% of the total responses.

Answer	Total	Percentage
Paper	6090	87%
Card	6319	90%
Tins	6368	91%
Cans	6436	92%
No answer	186	3%

**Figure 10b** The chart above shows the percentages for each of the responses.

# Kerbside Waste - Consultation Analysis Report

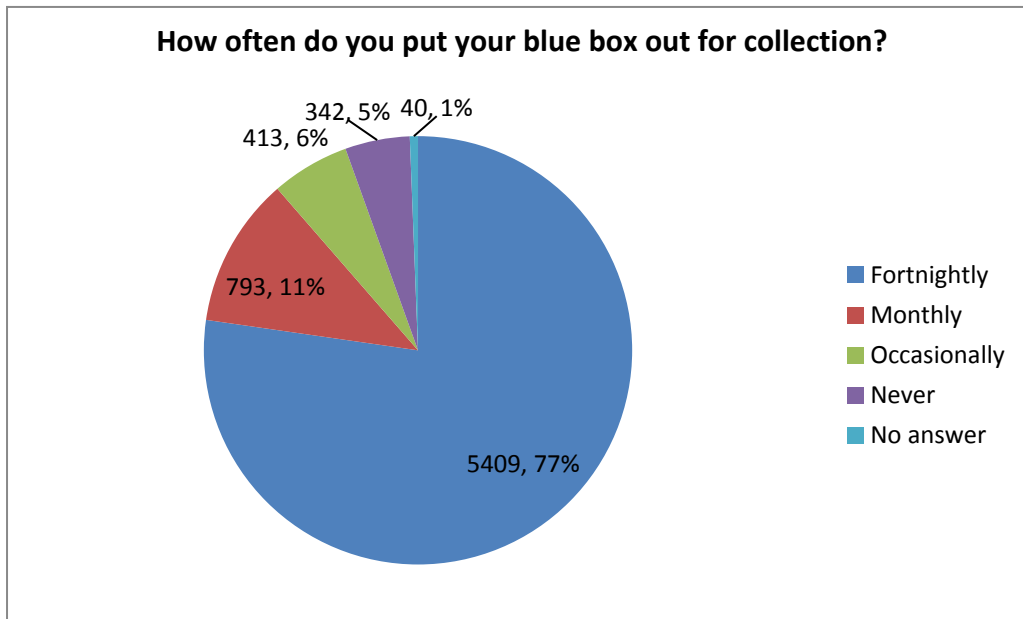


Figure 11

**Figure 11:** 77% (5409) of respondents present their blue box for collection fortnightly. 1% of people who responded do not present their blue box at all.

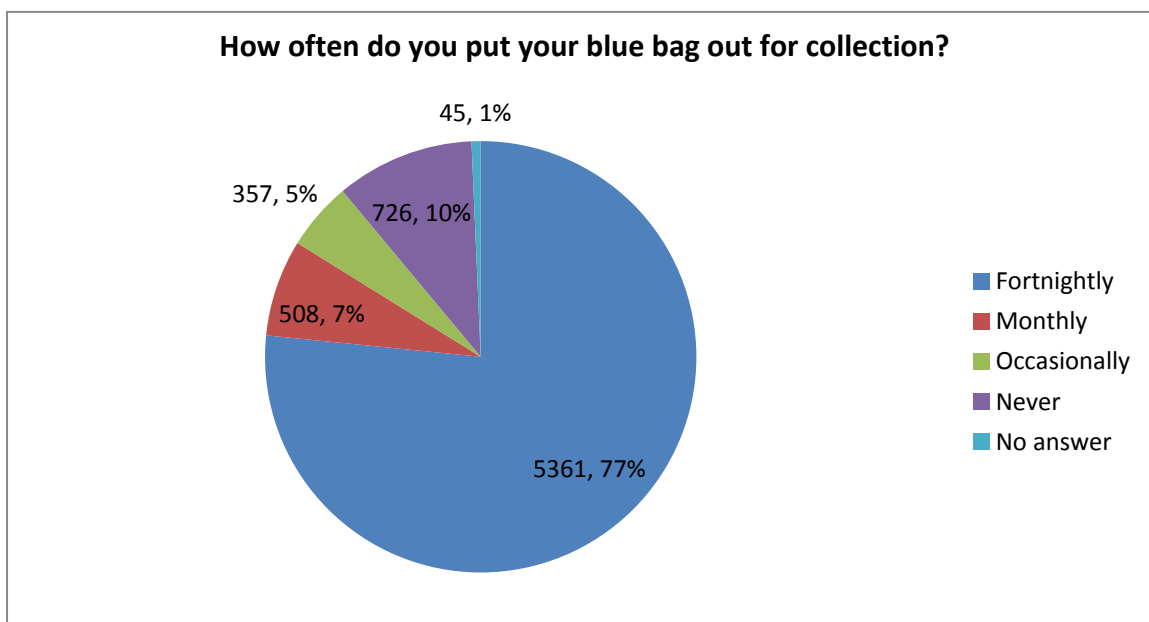


Figure 12

**Figure 12:** 77% (5361) of respondents put their blue bag out for collection each fortnight. 10% (726) of respondents answered that they never present their blue bag for collection.

# Kerbside Waste - Consultation Analysis Report

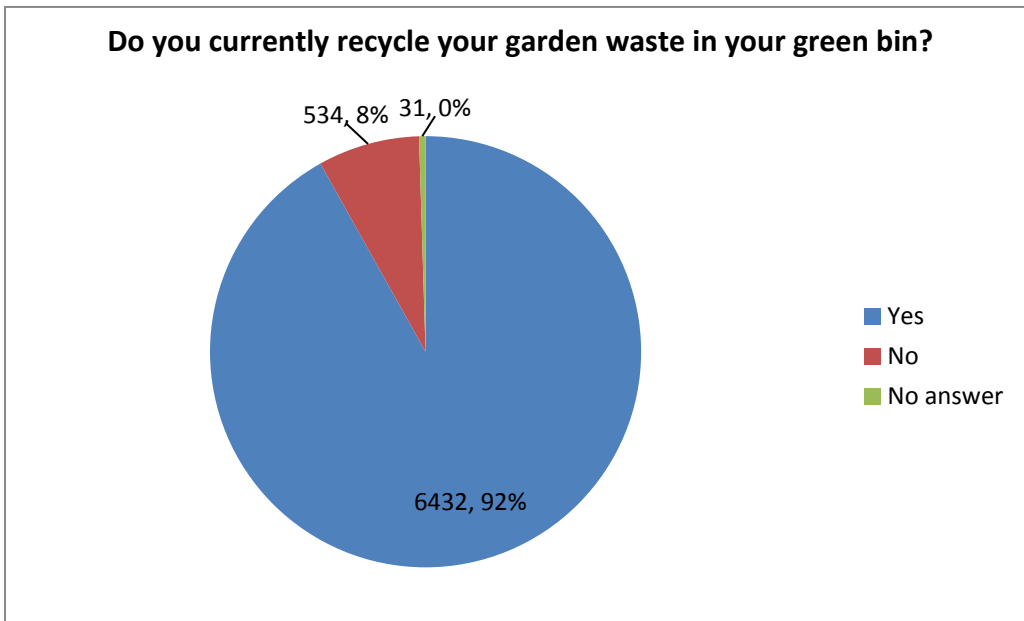


Figure 13

**Figure 13:** 92% or 6432 responders answered that they currently recycle garden waste in their green bin as opposed to 534, (8%) who do not. Based on this response, the majority of respondents stated they do recycle their green waste.

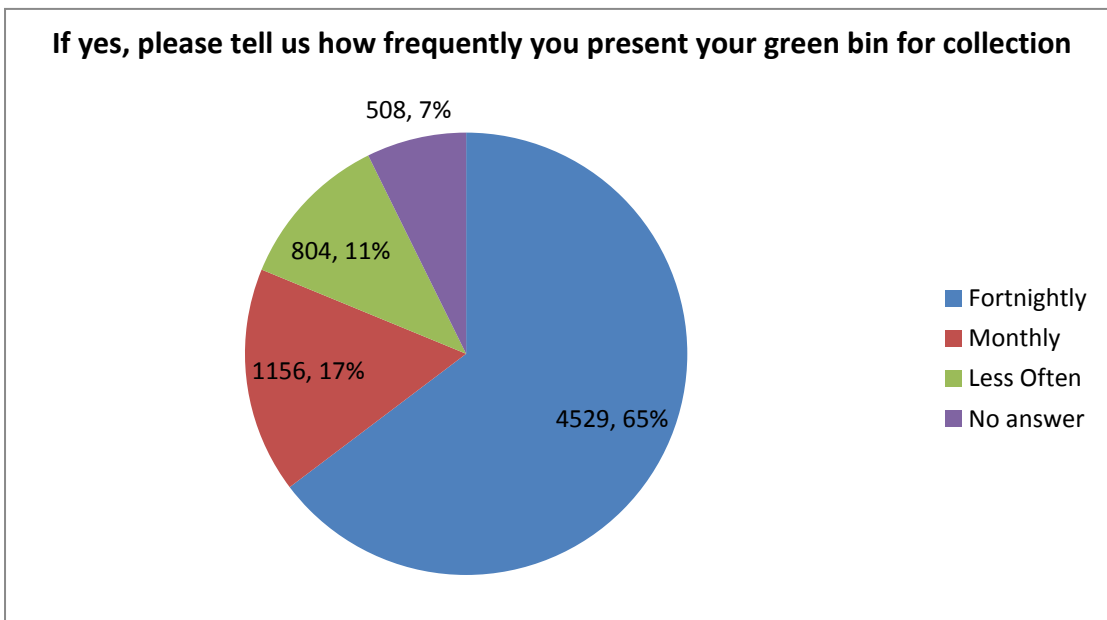
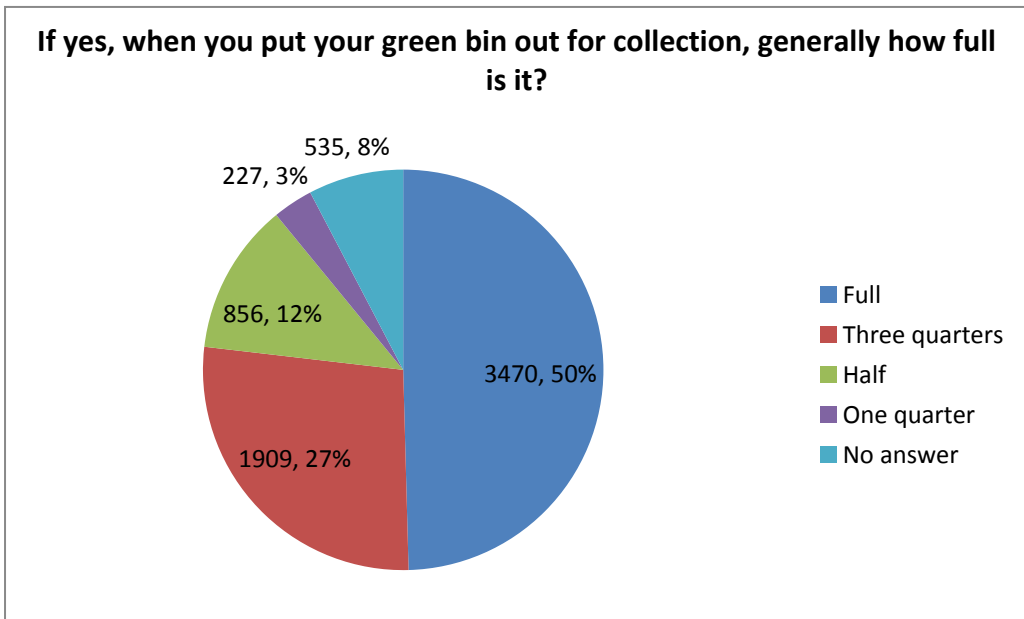


Figure 14

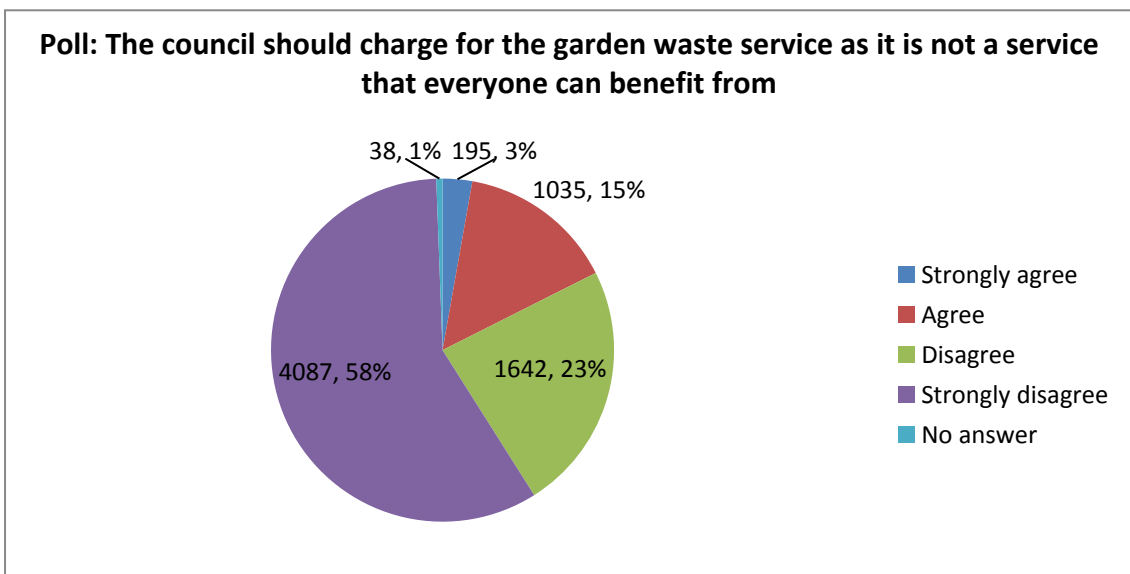
**Figure 14:** 4259 respondents (65%) answered yes to presenting their green bin for collection every fortnight.



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**Figure 15**  
**Figure 15:** 3470 respondents (50%) stated that their green bin was full when presented for fortnightly collection.



**Figure 16**  
**Figure 16:** 81% (5729) of responses disagreed or strongly disagreed with the proposal to charge for a garden waste collection service. Of those numbers, 4087 of respondents strongly disagreed and 1642 disagreed. Only 15% (1035) selected agree with only 3% (195) strongly agreeing (amounting to 1230 favourable responses out of 6998).

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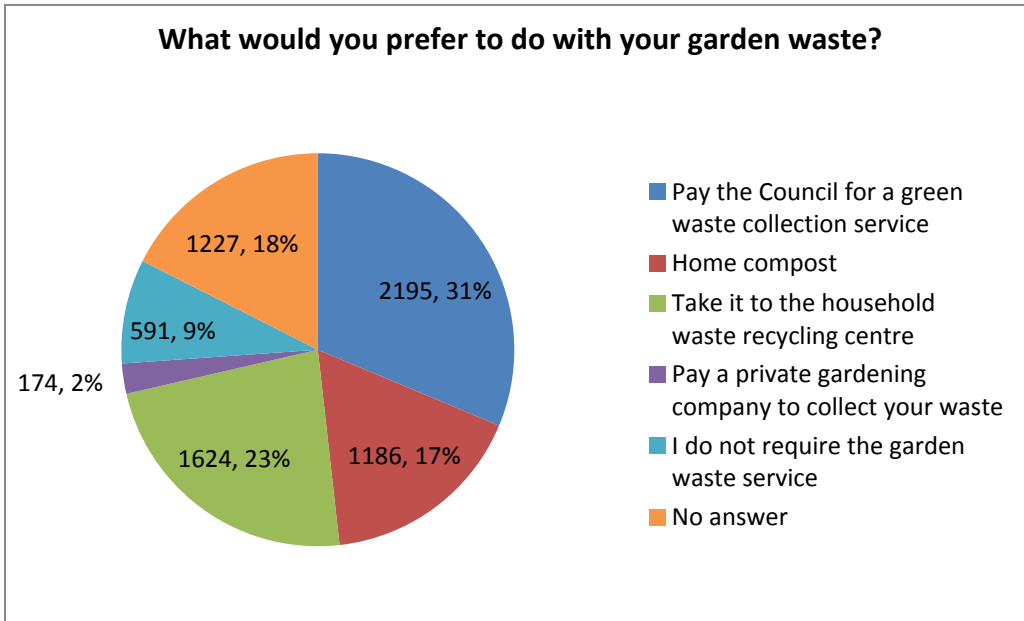


Figure 17

**Figure 17:** When asked what residents would prefer to do with their garden waste, a total of 2195 or 31% respondents chose the option of “pay the council for a green waste collection service. Following this, a total of 1624 or 23% of respondents chose the option “take it to the household waste recycling centre”.

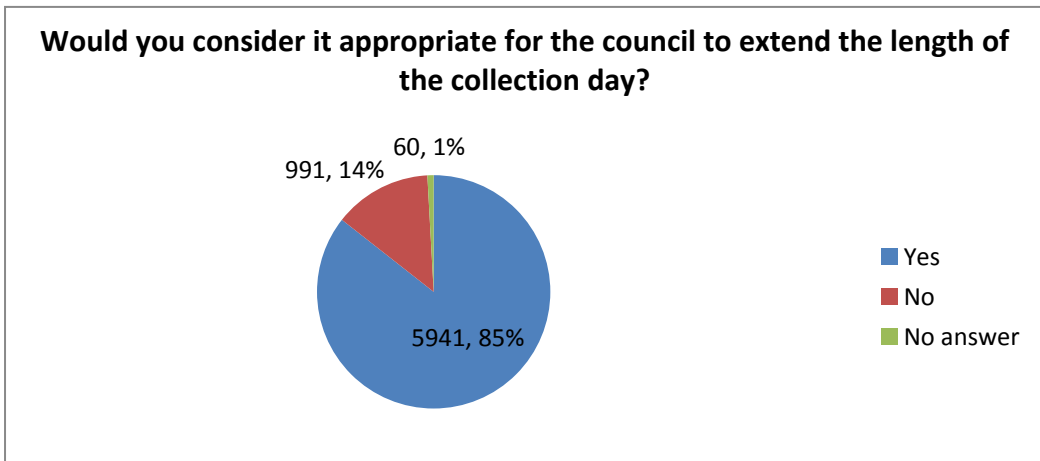


Figure 18

**Figure 18:** 5941, (85%) of responses consider it appropriate for the council to extend the length of the collection day. 991 respondents, (14%) selected the option, no.

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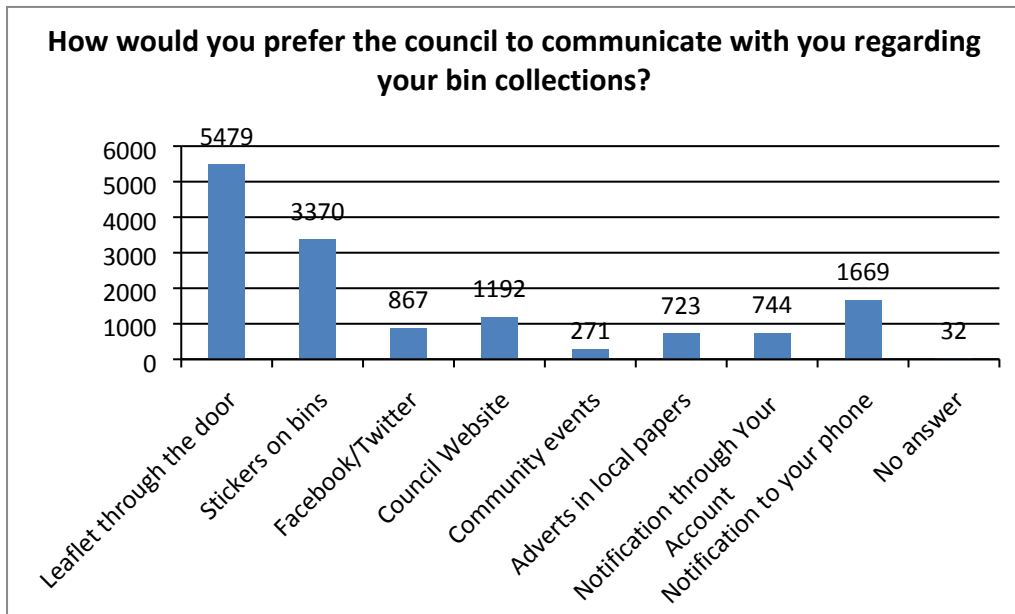


Figure 19a

**Figure 19a.** This graph shows that 5479 people (78%) would prefer to have a leaflet through the door rather than any other method of communication. This is followed by 3370 (48%) responses stating stickers on bins as the secondary preferred method of communication.

Answer	Total	Percentage
Leaflet through the door	5479	78%
Stickers on bins	3370	48%
Facebook/Twitter	867	12%
Council Website	1192	17%
Community events	271	4%
Adverts in local papers	723	10%
Notification through Your Account	744	11%
Notification to your phone	1669	24%
No answer	32	0%

**Figure 19b** This table shows the percentage of responses.

# Kerbside Waste - Consultation Analysis Report

Ethnic Origin	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Total Overall	%
British	1921	1951	543	411	208	348	292	229	394	6297	90.0 %
Irish	9	12	6	0	0	0	3	0	0	30	0%
Any other white background	18	31	12	6	2	5	2	1	2	79	1%
White and Black Caribbean	3	4	3	0	0	0	0	0	0	10	0%
White and Black African	1	4	1	0	1	1	0	0	0	8	0%
White and Asian	2	9	1	1	1	0	1	2	0	17	0%
Any other mixed background	3	6	2	1	0	0	1	0	0	13	0%
Indian	4	4	2	0	0	1	0	0	0	11	0%
Pakistani	4	12	1	1	1	2	1	0	2	24	0%
Bangladeshi	2	4	1	0	0	0	0	0	0	7	0%
Any other Asian background	4	3	1	0	0	0	0	0	1	9	0%
Caribbean	1	4	1	0	0	1	0	0	0	7	0%
African	2	4	1	0	0	0	0	0	1	8	0%
Any other Black background	2	3	1	1	0	0	1	0	0	8	0%
Chinese	2	4	1	1	0	0	0	0	0	8	0%
Any other ethnic group	2	8	2	0	1	0	1	0	0	14	0%
Not stated	151	165	52	25	15	35	14	17	30	504	7%
No answer	28	34	9	1	2	8	5	5	16	105	2%

Figure 20a

# Kerbside Waste - Consultation Analysis Report

**Figure 20a:** The table above shows the response rate for the question relating to how people describe their ethnic origin, as well as the overall percentage. It shows that 90% of all responses for the waste consultation online form are from people who describe their ethnic origin as British. Additionally, this question allowed for the selection of multiple choices and therefore some respondent's e selected more than one ethnicity.

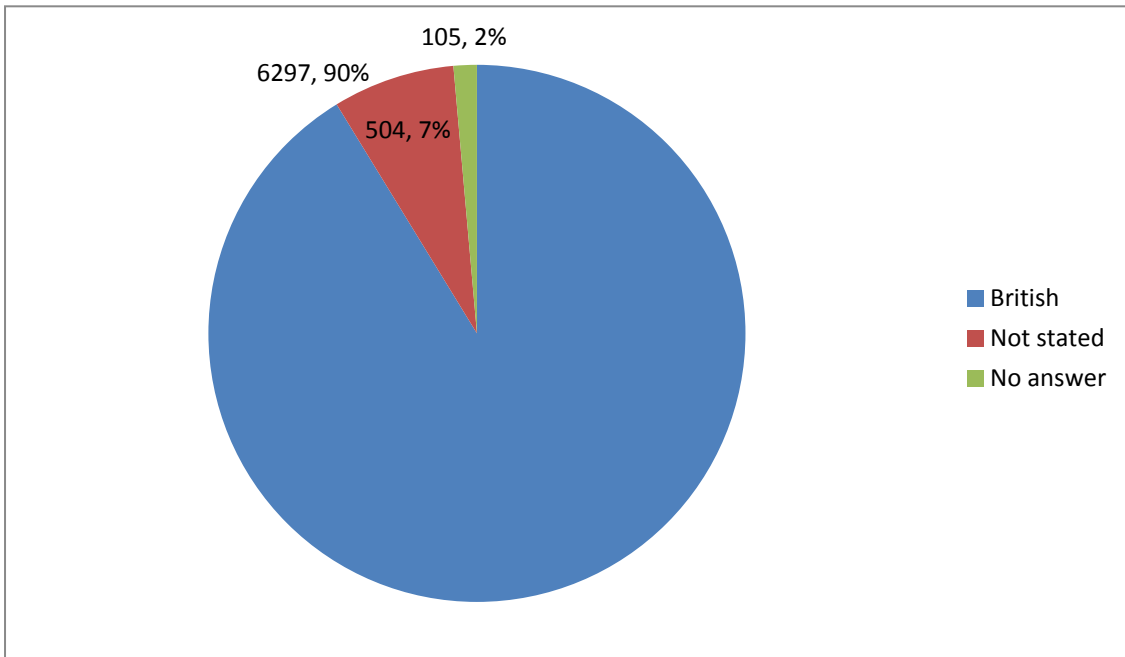


Figure 20b

The figure above is the top three selected option ethnicity options. 90% of responses chose British.

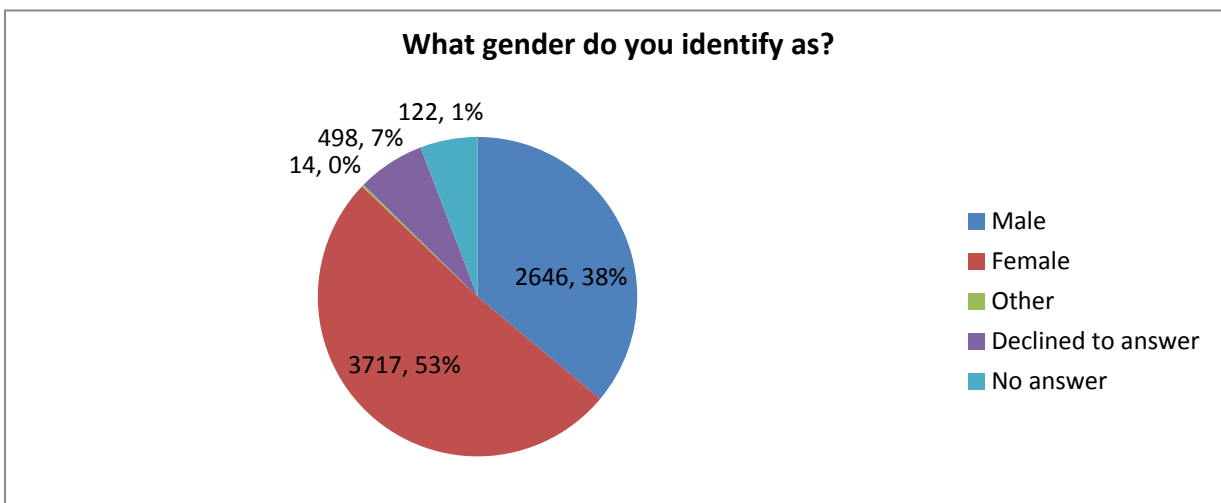


Figure 21

## Kerbside Waste - Consultation Analysis Report

**Figure 21:** (See above) A total of 3717 responses (53%) selected female as their gender with 2646 (38%) responses selecting male as their gender. 498 people declined to answer and a further 406 people didn't answer this question.

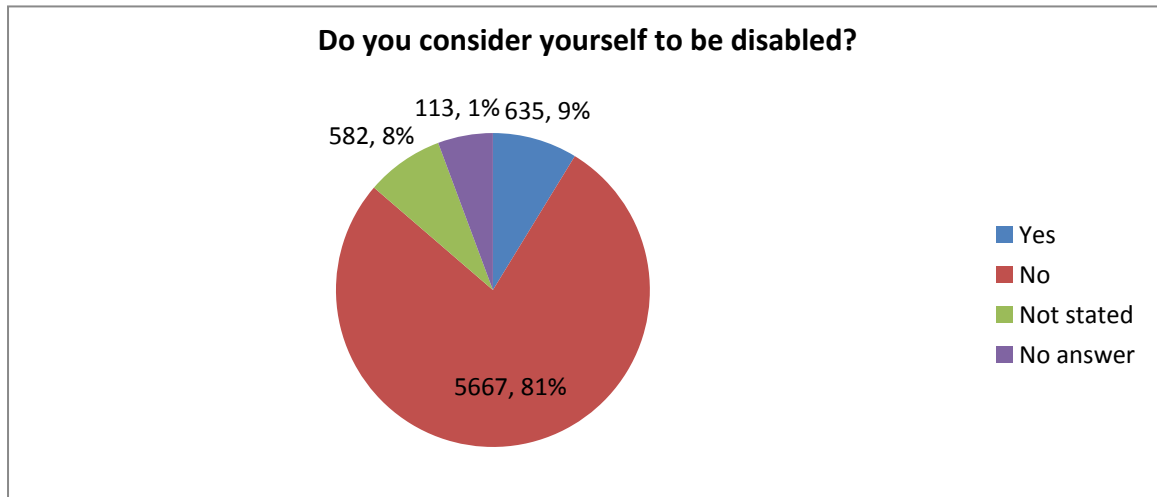


Figure 22

**Figure 22:** 81% (5667) of people do not consider themselves to have a disability. 9% of respondents stated they have a disability, with 582 selecting not stated and 113 respondents not answering the question.

# Kerbside Waste - Consultation Analysis Report

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## Thematic analysis of comments

The online form (survey) included two free text fields; the analysis of the comments was from the further comments box only. Due to the substantial amount of comments received, samples of comments were examined to ascertain the key themes of the comments.

The following keywords/phrases have been highlighted as the key themes throughout the consultation period and they include the total number of comments received on the key themes below.

- Plastic –**6088**
- Fly tipping - **1334**
- Smaller bin - **1785**
- Garden waste - **2619**
- Reducing bin - **2268**
- Charge - **1525**
- Council Tax - **1177**
- Storage - **367**
- BLANK (people that have not used the free text box to give an opinion) **1946**

## Key themes Analysis

When analysing the data, the total number of responses was used to find out the total percentage of comments relating to each area above, not a selection of them.

- **Plastics** - on a weekly basis the majority of comments around plastics were in relation to collecting them. Responses included comments on “collect plastics” and “the council should be like their neighbours and recycle plastics”, “give me a container for plastics”, “it is outrageous our plastics are not recycled”, “recycling plastics would be an idea”
- **Fly Tipping** – The comments around fly tipping were linked to the possibilities of having a smaller bin, and such if it was to happen there would be an increase in fly tipping. Comments includes “there will be an increase in fly tipping” and “...lead to more fly tipping”
- **Smaller bin** – Comments such as “having a smaller bin, will lead to more fly tipping, “ my bin is always full”, “ I am concerned with these proposals”, “ a plastic container would help”, are a few of the generic comments that were repeated on a weekly basis.

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- **Garden waste** - “I rather burn it”, charging to remove my garden waste is not fair”, “bigger gardens are getting penalised”, I have got no transport to take to the tip” “garden waste should continue longer in the year”
- **Reducing bin** – “keep the bin” “how is the council saving any money?” “ I don’t have enough capacity in my current bin!”, “this would not work for us”, “ I currently recycle everything”, “ I make regular trips to the tip and bin is still full”
- **Charge** - “ I think it is ridiculous to charge “,” give me more recycling capacity”, “ I am not happy with this proposal”, “people will put green waste in their black bin”, “
- **Council Tax** - I pay enough council tax”, “ garden waste should be included in council tax”
- **Storage** – “range of bins will be hard to store” “extra bins will attract pests and rodents”

## Other comments include

“Great idea of swapping the bags and boxes for bins as they get blown away”

“I agree with the charge but not £40”



# Kerbside Waste - Consultation Analysis Report

## Additional Comments received

The following set of data comparisons includes data collected from the following areas;

- Waste Service
- Contact Centre – Recorded
- Contact Centre – Staff
- Facebook
- Complaints Team
- Twitter

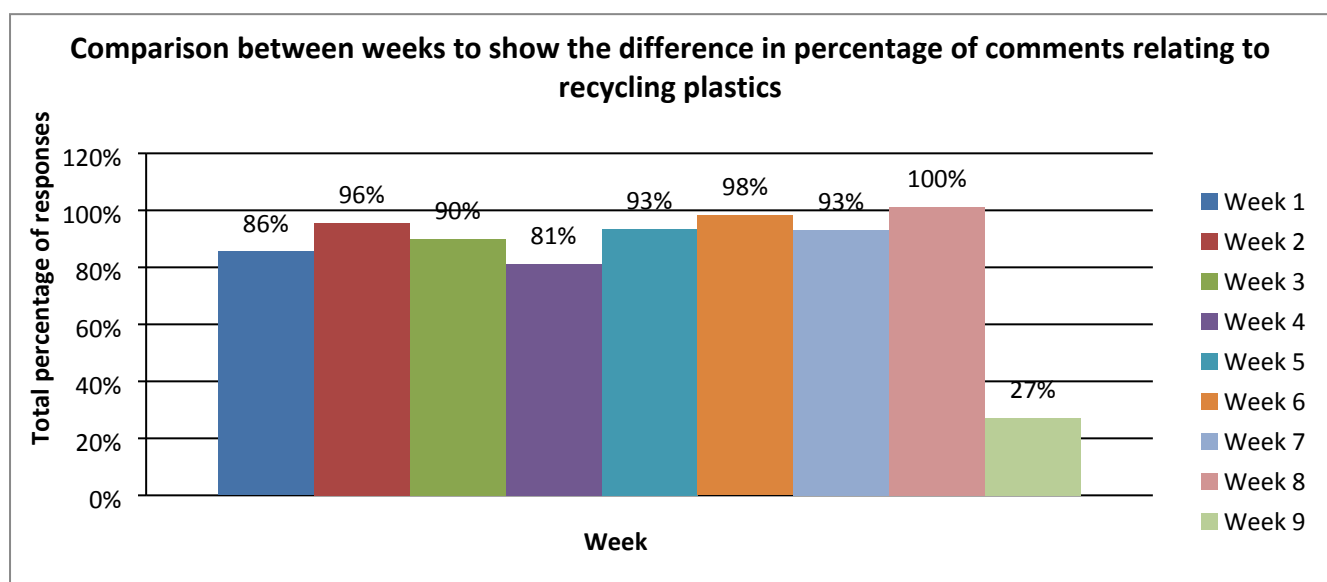


Figure 23

**Figure 23:** This shows the difference in the percentage of comments relating to the council recycling plastics. From all of the responses the main comments were suggesting the council should recycle plastics at the kerbside. Week 8's figure is 100% as there are 2 text boxes allowing people to comment twice on the same matter.

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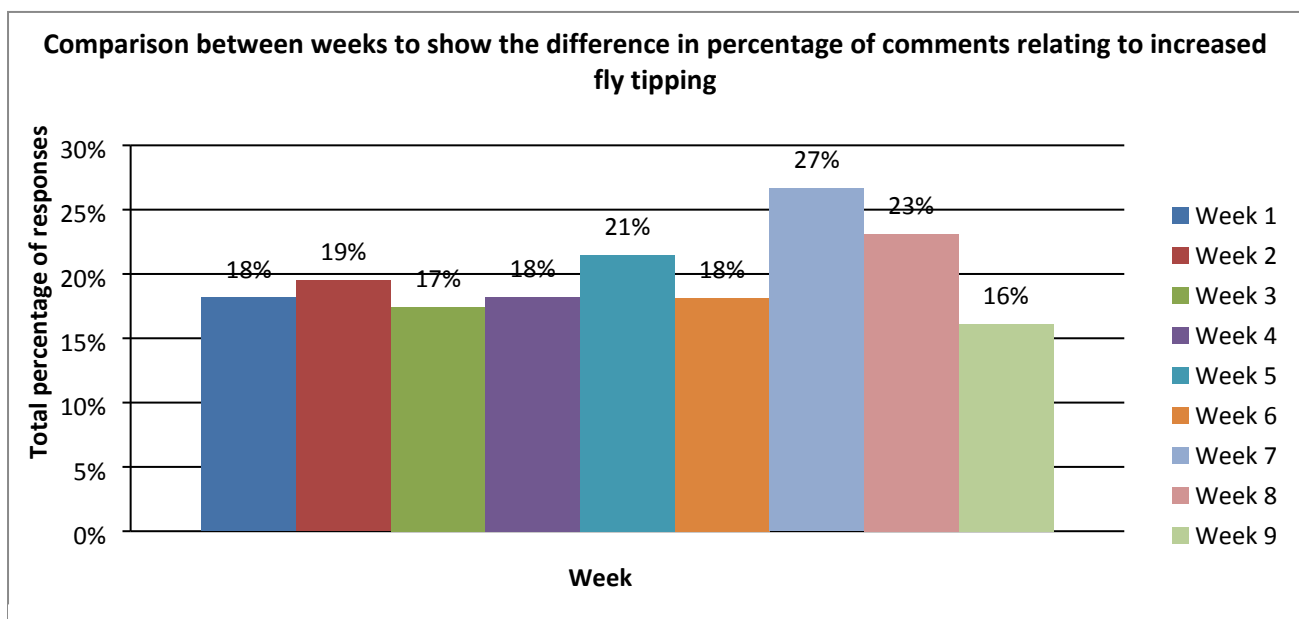


Figure 24

**Figure 24:** This shows the difference in the percentage of comments relating to increased cases of fly tipping in the Borough if the proposed plans were to go ahead. In particular week 7, has the highest amount of comments about fly tipping than in previous weeks.

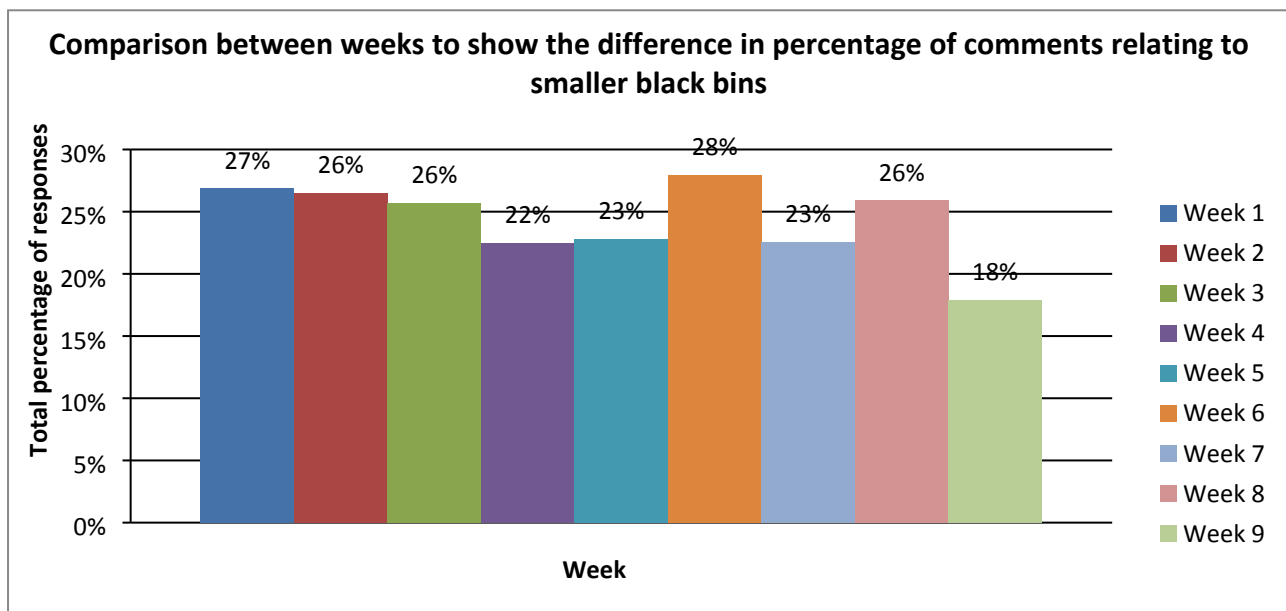


Figure 25

**Figure 25:** This shows the difference in the percentage of comments relating to smaller black bins. Most of these comments were respondents saying they didn't want a smaller black bin. These comments about smaller black bins have been quite similar throughout the consultation and that most responses included negative comments about smaller black bin proposals.

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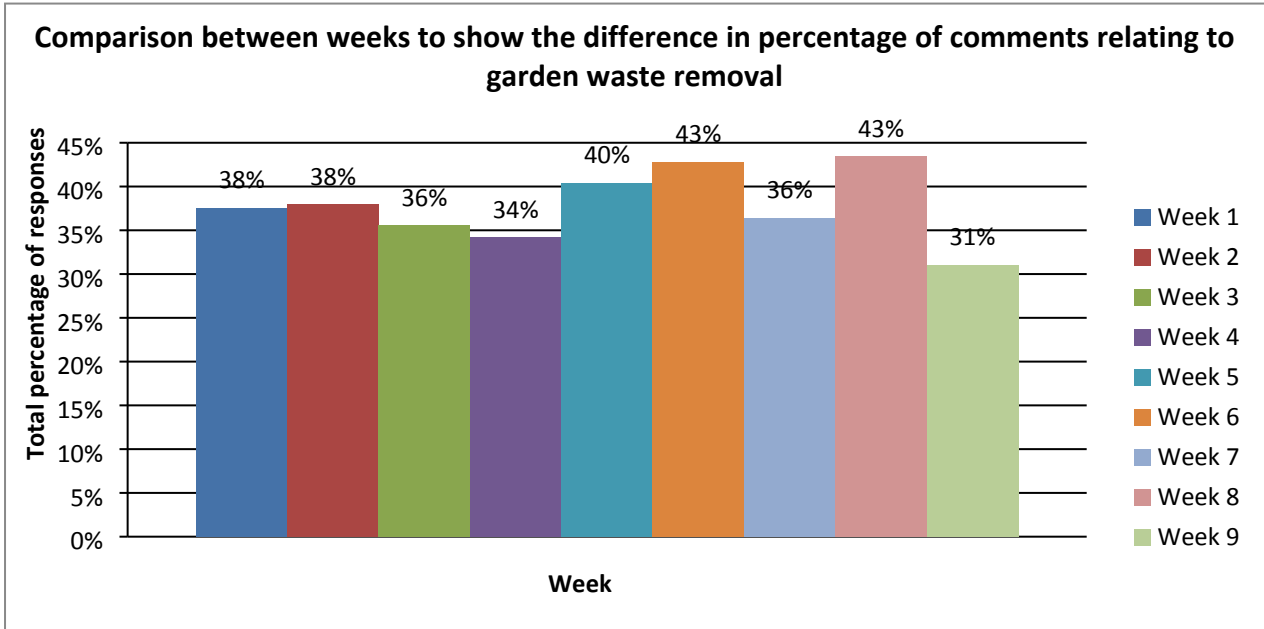


Figure 26

Figure 26 above shows the difference in the percentage of comments relating to garden waste removal. The highest number of comments received about garden waste charges was in week 6 and week 8.

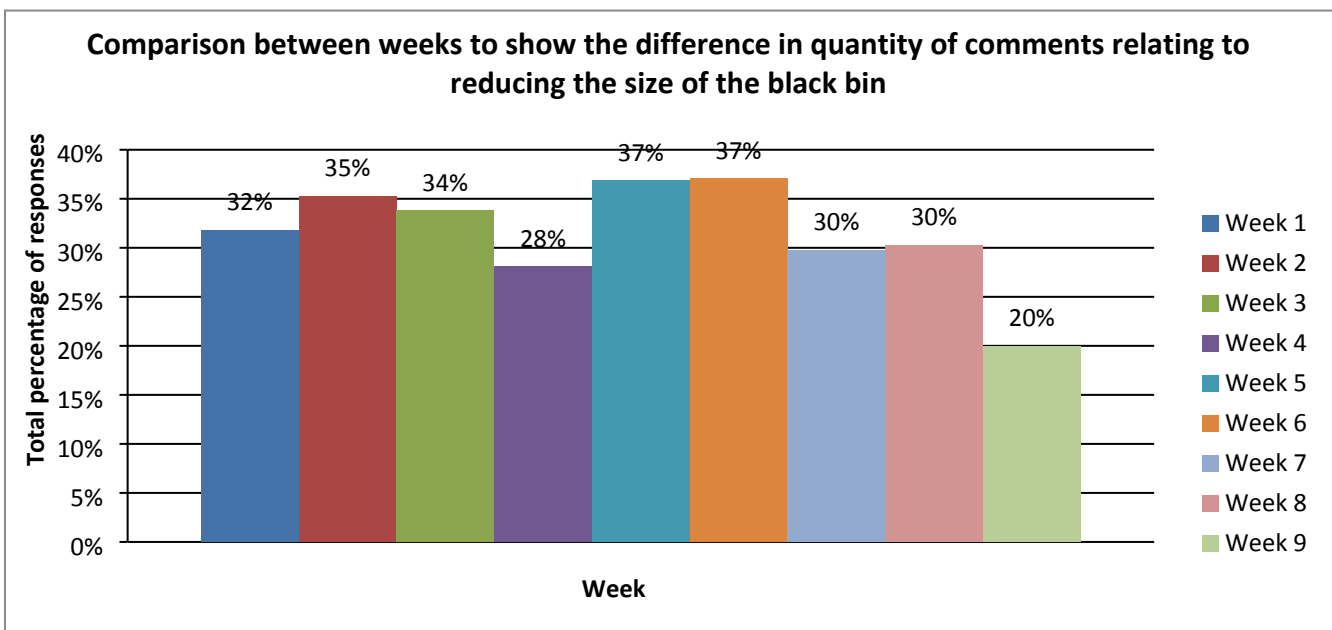


Figure 27

Figure 27: This shows the difference in the percentage of comments relating to reducing the size of the black bin. The majority of these comments are people not wanting to have a smaller bin as they already struggle with it being full. The lowest amounts in regards to smaller bins were received in week 9.

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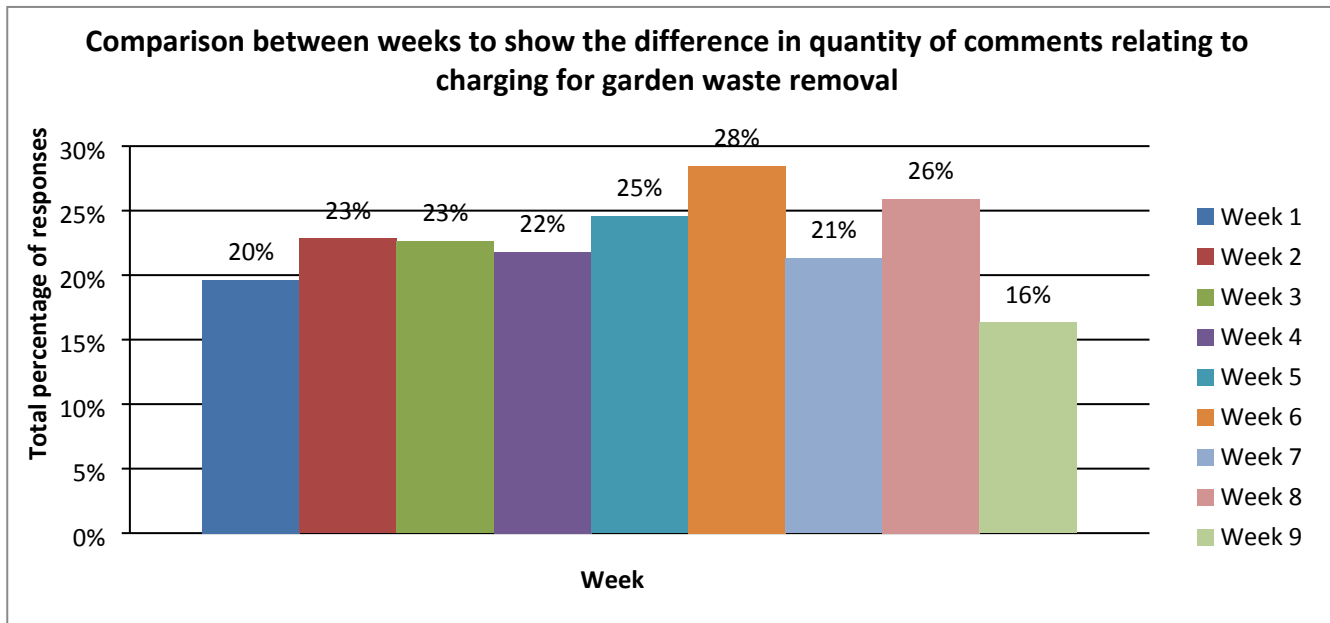


Figure 28

**Figure 28:** This shows the difference in the percentage of comments relating to the council charging for the removal of garden waste. The number of comments in relation to a garden waste charge has gradually increased over the weeks with a peak in week 6. This then decreased in week 7 followed by an increase in week 8, with the most comments received in week 6.

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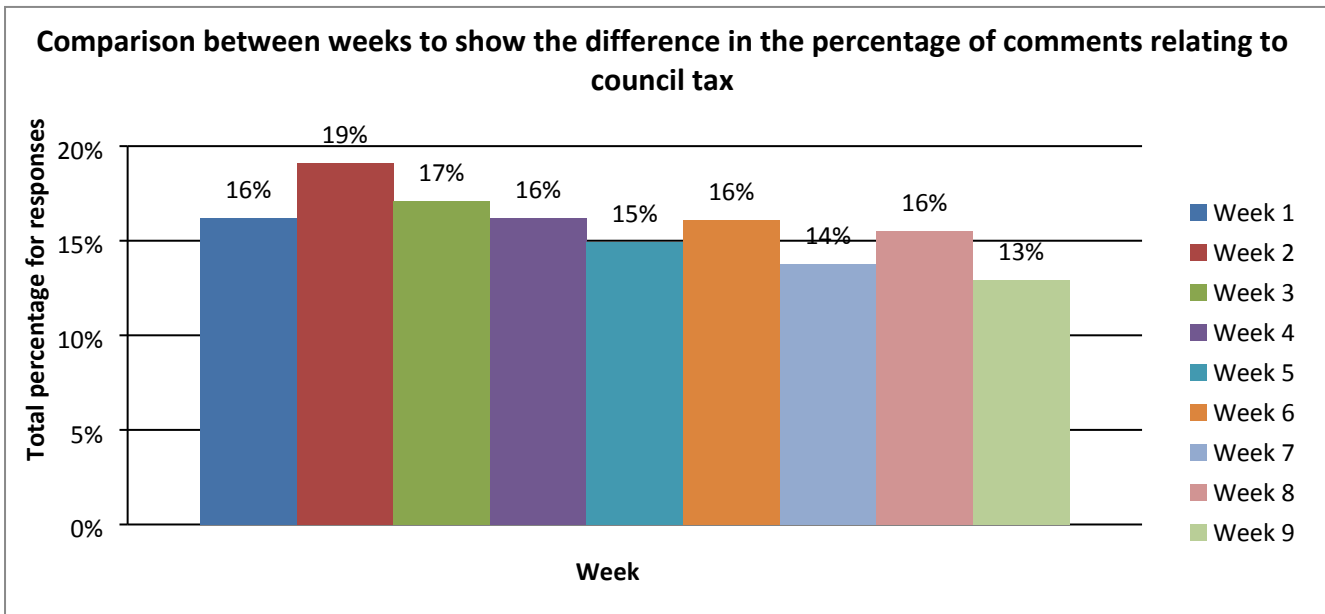


Figure 29

**Figure 29:** This shows the difference in the percentage of comments relating to council tax. Many of these particular comments are people saying they already pay for this service or people asking for a reduction in council tax if they aren't going to pay the extra charge for garden waste. Overall, the number of comments has fluctuated over the weeks with week 2 having the most comments and week 9 having the lowest amount of comments.

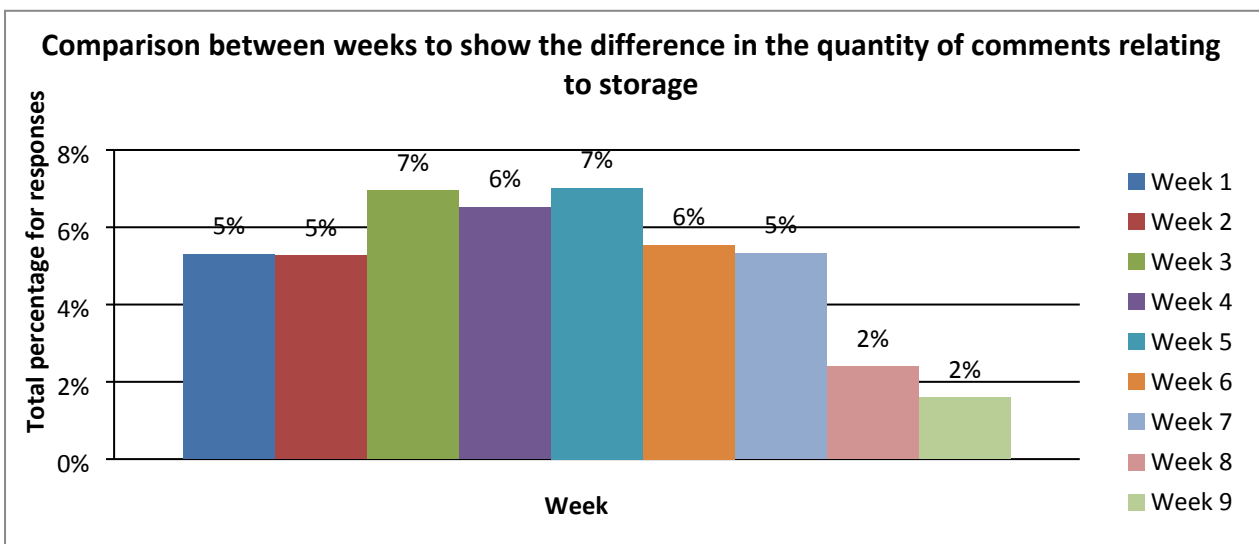


Figure 30

**Figure 30:** This shows the difference in percentage of comments relating to the storage of bins. The comments have been highest in weeks 3, & 5 however has significantly decreased in weeks 8 & 9 to %.

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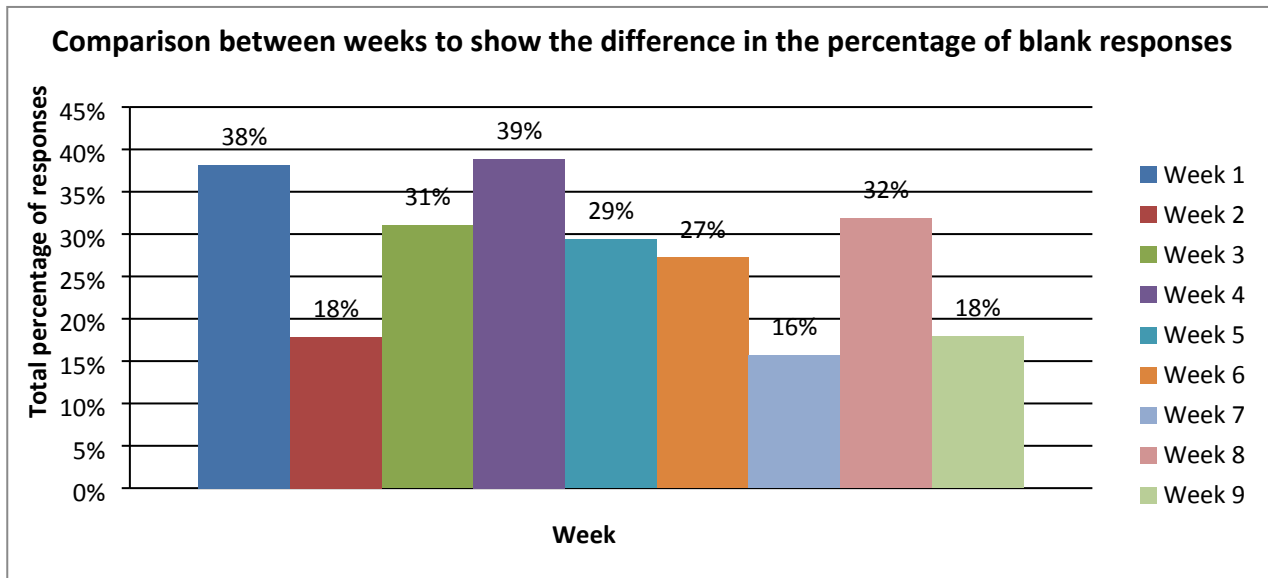


Figure 31

**Figure 31:** This shows the difference in the percentage of blank responses in the free text boxes. The amount of blank responses has fluctuated between weeks.

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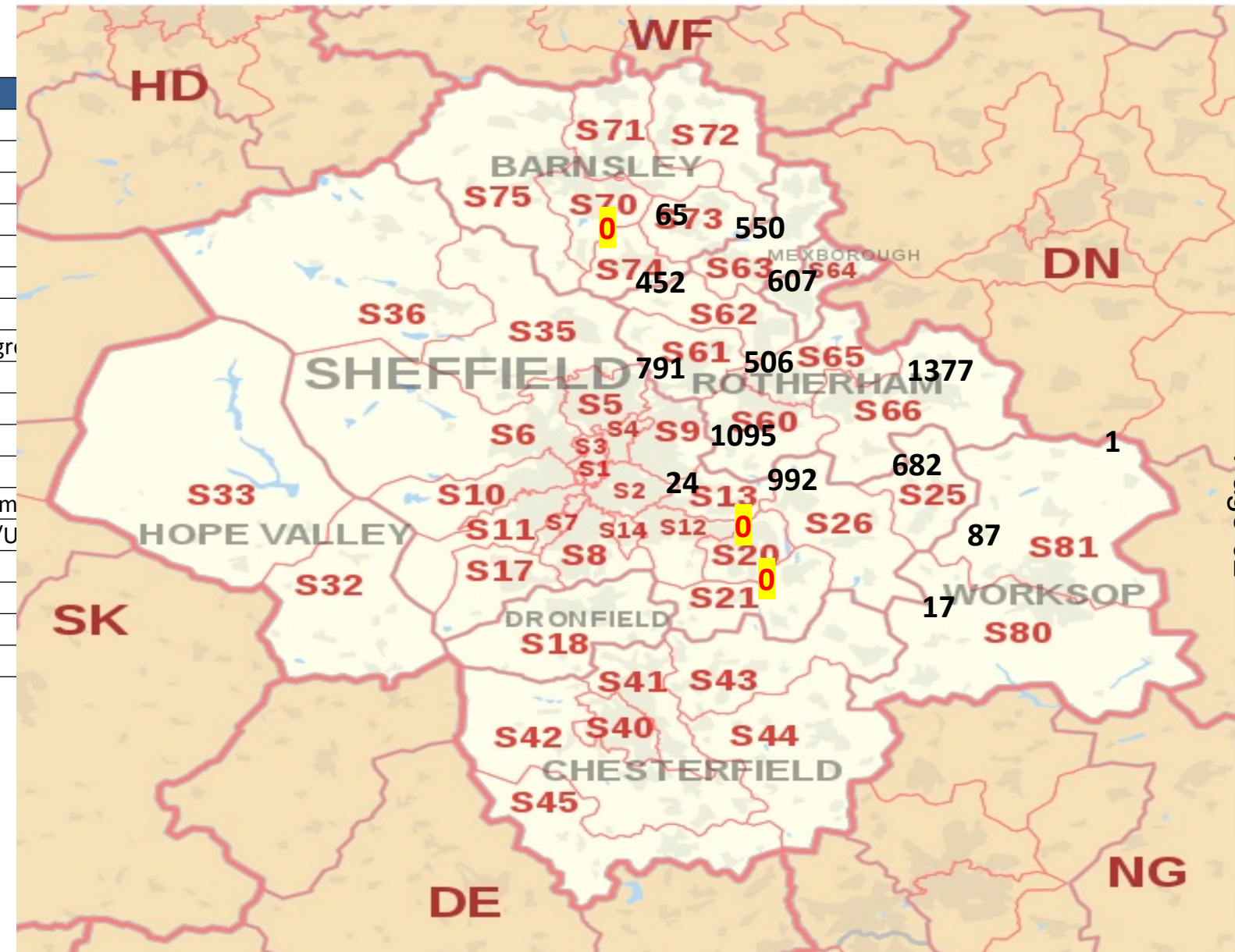
## Postcode Analysis

The postcodes listed are postcodes of the Rotherham area. Please note, the consultation survey asked for postcodes not ward areas and some wards will fall into multiple postcodes.

The map below shows the total responses in each of the Rotherham postcode areas.

Postcode	Locality/Parish
DN11	Maltby
DN12	Hooton Roberts
S13	Orgreave/Aston-Cum -Aughton
S20	Aston-Cum-Aughton
S21	Wales
S25	Dinnington/Laughton-En-Le-Morthern/Thurcroft/Anston
S26	Todwick/Aston-Cum-Aughton/Wales
S60	Boston Castle/Rotherham West/Sitwell/Valley/Hellaby/Whiston/Brinsworth/Catcliff/Treeton/Orgreave
S61	Keppel/Rotherham West/Hooper/Wentworth/Wingfield/Rawmarsh
S62	Rawmarsh/Silverwood/Wingfield/Hooper/Wentworth
S63	Wath/Hooper/Brampton Bierlow
S64	Swinton/Silverwood/Wath
S65	Boston Castle/Rotherham East/Valley/Sitwell/Dalton/Thrybergh/Ravenfield/Hooton Roberts/Brampton Bierlow
S66	Wickersley/Hellaby/Bramley/Dalton/Maltby/Laughton-En-Le-Morthern/Hooton Levitt/Thurcroft/Unwin
S73	Hooper/Brampton Bierlow
S74	Wentworth
S80	Thorpe Salvin
S81	Anston/Thorpe Salvin/Woodsetts/Dinnington/Gildingwells/Letwell/Firbeck/Maltby

Table 4



## Kerbside Waste - Consultation Analysis Report

Postcode	Week 1	%	Week 2	%	Week 3	%	Week 4	%	Week 5	%	Week 6	%	Week 7	%	Week 8	%	Week 9	%	TOTAL No. RESPONSES
DN11	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%	0	0%	0	0%	0	0%	1
DN12	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
S13	11	0%	4	0%	1	0%	0	0%	4	2%	1	0%	1	0%	1	0%	1	0%	24
S20	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
S21	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
S25	286	11%	191	9%	46	7%	20	4%	12	5%	32	8%	23	7%	38	15%	34	8%	682
S26	423	17%	228	10%	48	8%	37	8%	25	11%	55	14%	61	19%	63	25%	52	12%	992
S60	367	15%	323	15%	131	21%	41	9%	38	17%	59	15%	47	15%	35	14%	54	12%	1095
S61	249	10%	261	12%	63	10%	44	10%	25	11%	51	13%	29	9%	15	6%	54	12%	791
S62	83	3%	200	9%	55	9%	17	4%	19	8%	23	6%	14	4%	11	4%	30	7%	452
S63	245	10%	118	5%	43	7%	25	6%	18	8%	23	6%	21	7%	28	11%	29	7%	550
S64	130	5%	261	12%	65	11%	24	5%	19	8%	38	10%	27	8%	14	6%	29	7%	607
S65	169	7%	164	8%	32	5%	27	6%	14	6%	31	8%	28	9%	12	5%	29	7%	506
S66	447	18%	412	19%	98	16%	177	40%	44	19%	62	16%	44	14%	24	10%	69	16%	1377
S73	17	1%	12	1%	5	1%	3	1%	0	0%	2	1%	4	1%	1	0%	19	4%	63
S74	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
S80	3	0%	5	0%	2	0%	3	1%	1	0%	2	1%	0	0%	0	0%	1	0%	17
S81	16	1%	30	1%	12	2%	5	1%	2	1%	7	2%	3	1%	6	2%	6	1%	87
blank	0	0%	81	4%	17	3%	21	5%	7	3%	10	3%	17	5%	4	2%	14	3%	171

Table 5

The Postcode Analysis Chart shows the **number of responses** we have received for each of the postcode areas during each week. These have then been turned into a percentage for each week. Also, a running total has been calculated with a running total percentage which has been used to formulate the maps.

There are an additional number of blank postcodes entered which equates to an overall 2% of responses.

In addition, there were a few responses from postcodes outside of Rotherham or unknown postcodes. These have not been included in the table above however are included as part of the Ward Analysis section. (see below)



# Kerbside Waste - Consultation Analysis Report

## Zero response postcode areas

Ranking	Lowest Response Postcode	No of properties in area	Total responses received
1	DN12 – Hooten Roberts	6 properties	0 responses received
2	S20 – Aston-Cum-Aughton	3 properties	0 responses received.
3	S21 – Wales	2 properties	0 responses received.
4	S74 - Wentworth	10 properties	0 responses received

Table 6

The above postcode areas have been identified as the postcode areas with zero responses meaning they have not participated in the consultations at all. However, if you look at the number of properties for that postcode area they are very low populated areas. See Ward analysis data section (see below) which contains comprehensive data analysis of the responses received for each ward including the total percentage of responses against number of households per ward.

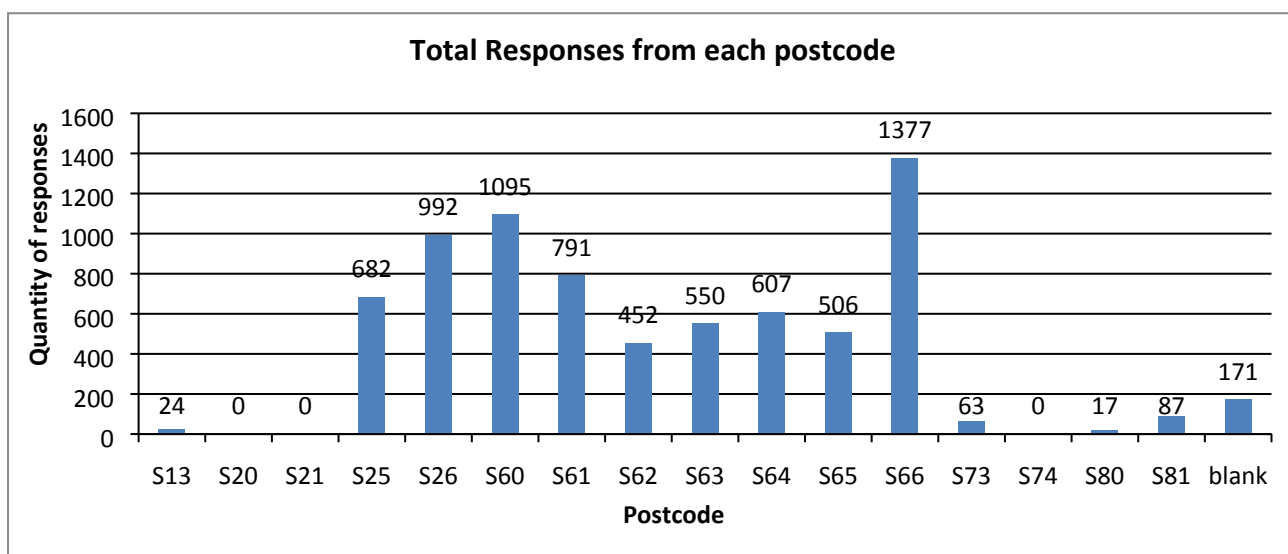
## Lowest response postcode

Ranking	Lowest Response Postcode	No of properties in area	Total responses received
1	DN11 – Maltby	3	1 response in week 6
2	S80 – Thorpe Salvin	166	17 responses in total
3	S13 – Orgreave/Aston-Cum-Aughton	394	24 responses in total
4	S73 – Hoover/Brampton Bierlow	1055	63 responses in total
5	S81 – Anston/Thorpe Salvin/Woodsetts/Dinnington/Gildingwells/Letwell/Firbeck/Maltby	1129	87 responses in total

Table 7

The above postcodes in table 7 hold the lowest responses in regards to the consultation survey. The ward analysis section (see below) will contain the data for lowest Responses for each ward.

# Kerbside Waste - Consultation Analysis Report



**Figure 31:** This chart above shows the total responses from each postcode. The postcode **S66** has the highest number of responses which includes the following wards, Wickersley/ Hellaby/ Bramley/ Dalton/ Maltby/Laughton-En-Le-Morthern/Hooton Levitt/Thurcroft/Ulley.

### Highest Response postcode

Ranking	Highest Response Postcode	No of properties in area	Total responses received
1	S66 - Wickersley/Hellaby/Bramley/Dalton/Maltby/Laughton-En-Le-Morthern/Hooton Levitt/Thurcroft/Ulley	19,850	1377
2	S60 - Boston Castle/Rotherham West/Sitwell/Valley/Hellaby/Whiston/Brinsworth/Catcliffe/Treeton/Orgreave	16,660	1095
3	S61 - Keppel/Rotherham West/Hooper/Wentworth/Wingfield /Rawmarsh	16,340	992
4	S25 - Dinnington/Laughton-En-Le-Morthern/Thurcroft/Anston	9,420	682
5	S64 - Swinton/Silverwood/Wath	7164	607

Table 8

The above postcodes are the areas which have the highest number of responses overall. See Ward analysis section below for the full data of percentage of responses against number of households per ward. This will accurately reflect the response rate against the number of households in the area to give a fair and accurate view of responses.

# Kerbside Waste - Consultation Analysis Report

## Ward Analysis

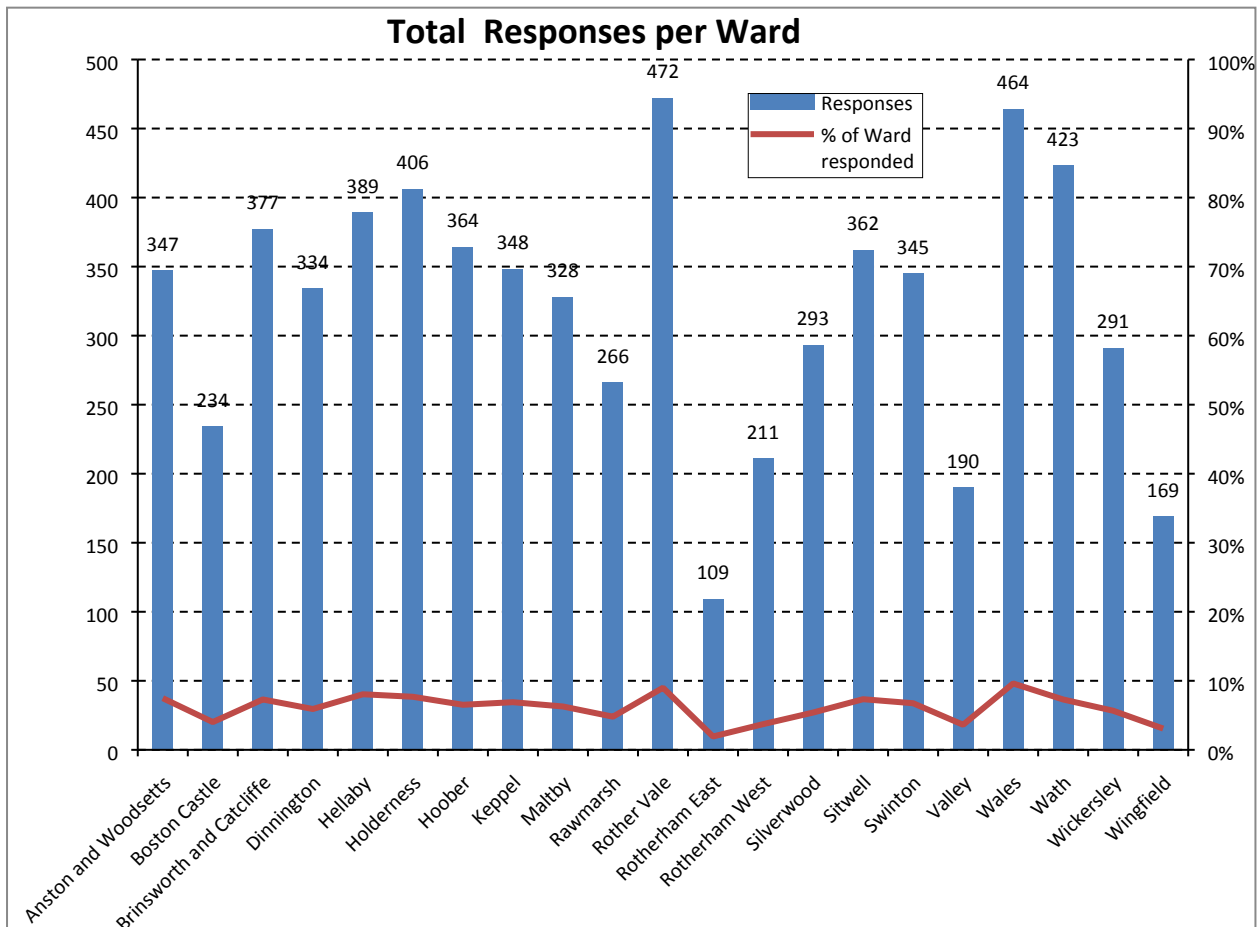


Figure 32

**Figure 32:** Above illustrates the total responses received per ward throughout the consultation period. **Rothervale** is showing as highest responses received overall with **472** responses received, **Wales** being the second highest with **464** responses received and **Wath** with **423** responses received throughout the consultation period. The trend line marked in red highlights the percentage response based on total number of properties in the ward.

# Kerbside Waste - Consultation Analysis Report

## Highest Ranking Ward for overall responses

Ranking	Ward	No of properties in area	Total responses received
1	Rothervale	5248	472
2	Wales	4826	464
3	Wath	5900	423
4	Holderness	5282	406
5	Hellaby	4832	389

Table 9

## Lowest Responses per ward overall

Ranking	Ward	No of properties in area	Total responses received
1	Rotherham East	5642	109
2	Wingfield	5489	169
3	Valley	5230	190
4	Rotherham West	5675	211
5	Boston Castle	5818	234

Table 10

# Kerbside Waste - Consultation Analysis Report

Total percentage of Responses per Ward including number of properties in the ward area

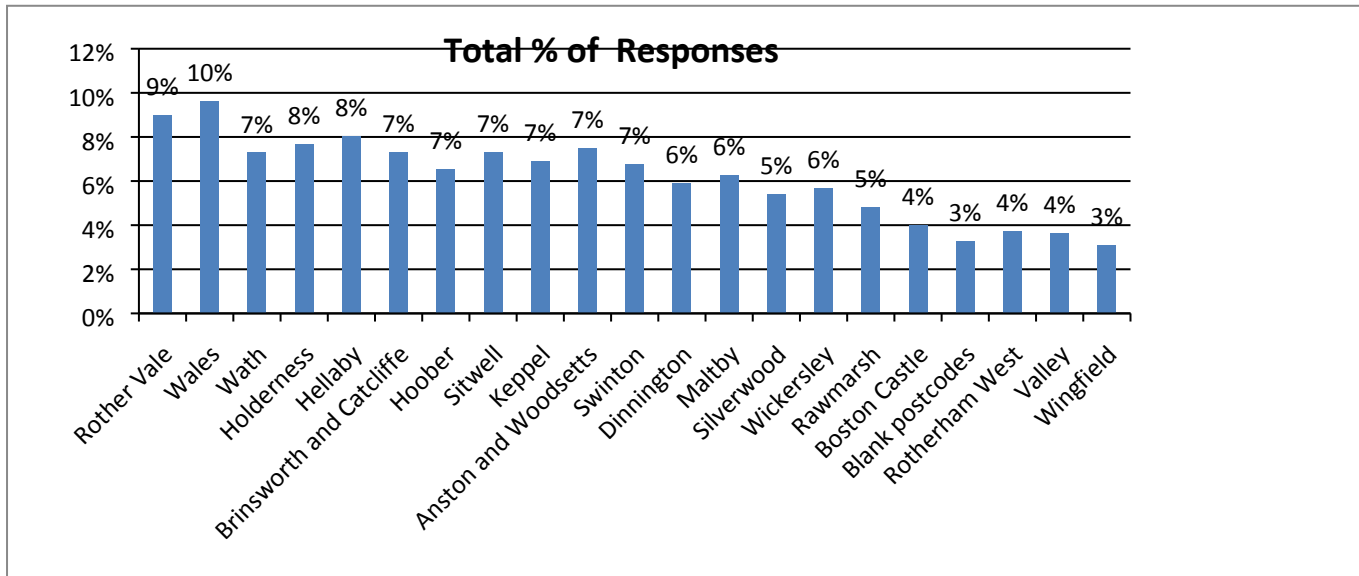


Figure 33

**Figure 33:** The graph above demonstrates the percentage of response rate per ward from highest to lowest received. This includes the total percentage of responses against number of households per ward. The highest percentage of responses is from the **Wales ward** with a **10% response rate**. **Rother Vale** follows with a **9%** response rate and **Hellaby & Holderness** with an **8%** response rate.

# Kerbside Waste - Consultation Analysis Report

## Total Responses per Ward including number of properties in the ward area

Ranking	Ward	No of properties in ward area	Total responses received	% of ward response
1	Wales	4826	464	10%
2	Rother Vale	5248	472	9%
3	Hellaby	4832	389	8%
4	Holderness	5282	406	8%
5	Anston and Woodsetts	4637	347	7%
6	Sitwell	4936	362	7%
7	Brinsworth and Catcliffe	5166	377	7%
8	Wath	5800	423	7%
9	Keppel	5042	348	7%
10	Swinton	5110	345	7%
11	Hooper	5578	364	7%
12	Maltby	5223	328	6%
13	Dinnington	5647	334	6%
14	Wickersley	5138	291	6%
15	Silverwood	5427	293	5%
16	Rawmarsh	5538	266	5%
17	Boston Castle	5818	234	4%
18	Rotherham West	5675	211	4%
19	Valley	5230	190	4%
20	Wingfield	5489	169	3%
21	Rotherham East	5642	109	2%
-	NA postcodes	155	45	29%
-	Blank Postcodes	-	230	3%

Table 11

**Table 9:** The table above lists the highest to lowest responses received per ward including the total percentage of responses against number of households per ward.

# Kerbside Waste - Consultation Analysis Report

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## Appendix 1

### Kerbside Collection – Detailed Household size & Assisted collections Analysis

#### Purpose

In 2017/18, Rotherham Metropolitan Borough Council (RMBC) undertook a public consultation on proposed changes to kerbside collection. The purpose of this paper is to evaluate the consultation results in line with the demographics within Rotherham, and will focus on three particular aspects of the findings:

1. The correlation between household size and the fullness of the general waste bin.
2. The response rate from residents with disabilities and those receiving assisted collections.
3. The responses from residents aged 65 and over.

#### Background

When considering proposed changes to statutory services, it is essential to consider the unique needs of Rotherham's residents and communities. The following outlines relevant demographic information, which could impact upon the viability of the proposed changes to kerbside collection:

- According to mid-2016 population estimates, Rotherham has a total population of 261,900 residents. This population is steadily growing, and increased by 13,800 (5.6%) between 2000 and 2015.
- The 2011 Census determined that the population of Rotherham was made up of 108,293 households, with an average household size of 2.36. Projections suggest that the number of households is set to gradually rise, with a 2014 mid-year estimate indicating that this had already risen to approximately 110,000 households.
- The most significant demographic change taking place in Rotherham is the growth in the number of older people. Residents aged 65 and over already make up a significant proportion of the population (50,465 residents according to mid-2016 estimates.) This is projected to increase by an estimated 18% by 2026.
- According to the 2016/17 demographic profile of Rotherham, the number of people in Rotherham with a limiting long-term illness or disability in 2011 was 56,588 (21.9% of the population). This significantly exceeds the national average of 17.6%.

# Kerbside Waste - Consultation Analysis Report

## Analysis

### Household Size

As part of the consultation, residents were asked to confirm the details of their household size. The response rate across different household sizes in Rotherham is detailed in Figure 1 (see below.)

The largest response rate came from households with 2 residents (39%), followed by the response rate from households with either 3 or 4 residents (20% respectively.) This means that 59% of responses came from residents living in households of either 2 or 3 people, and this majority is in line with the average household size in Rotherham (circa 2.36.) The lowest number of responses came from those living in a household of 7 or more or 6 or more, which in combination, made up only 3% of respondents.

Household Size	Percentage of Respondents
1	13%
2	39%
3	20%
4	20%
5	6%
6	2%
7+	1%

Figure 1a: Percentage of respondents with each household size

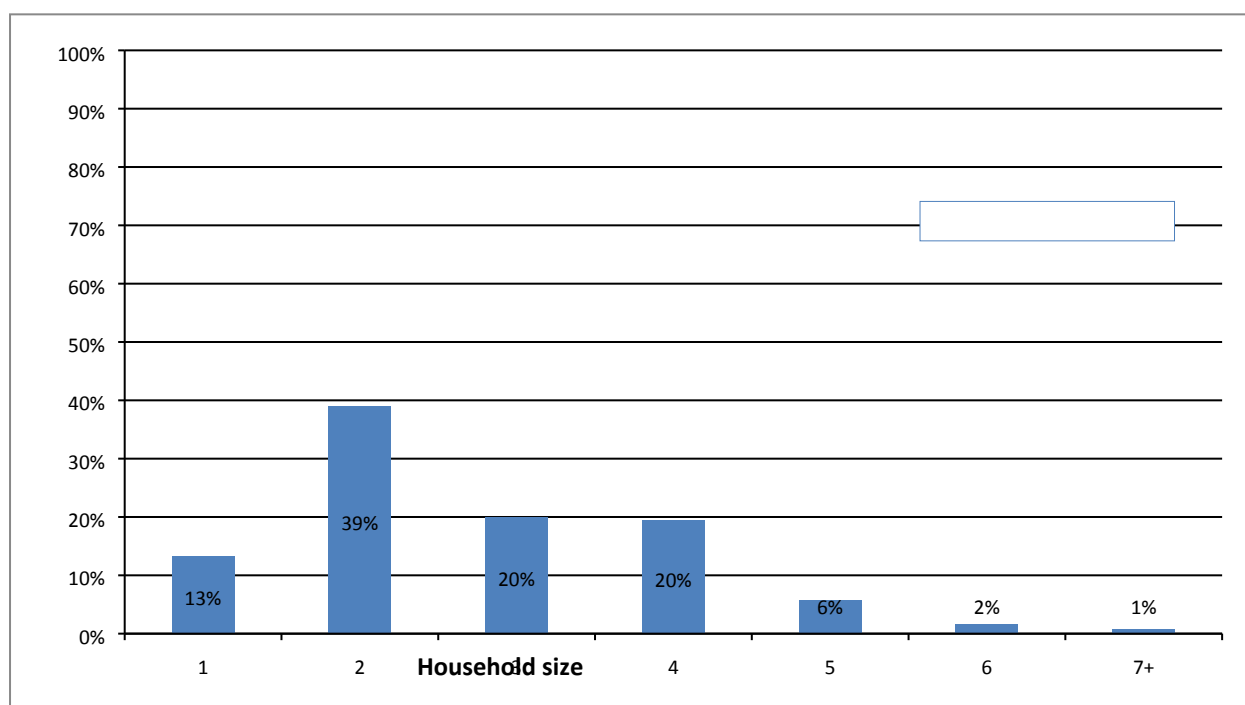


Figure 1b: Percentage of respondents with each household size



# Kerbside Waste - Consultation Analysis Report

One of the proposals being considered as part of this project is to reduce the size of the residual waste bin from 240litres to 180litres, which would entail cutting the current capacity by one quarter. To determine the viability of this change, the consultation included a question regarding how full respondents' bins generally are upon collection. The responses to this question are divided into household size in Figures 2a and 2b (see below.)

Household Size	Full	3/4 Full	1/2 Full	1/4 Full
1	33%	30%	28%	9%
2	60%	27%	9%	4%
3	90%	7%	2%	1%
4	95%	4%	1%	0%
5	97%	2%	0%	0%
6	97%	1%	2%	0%
7+	98%	2%	0%	0%

Figure 2a: Correlation between household size and the fullness of the residual waste bin upon collection

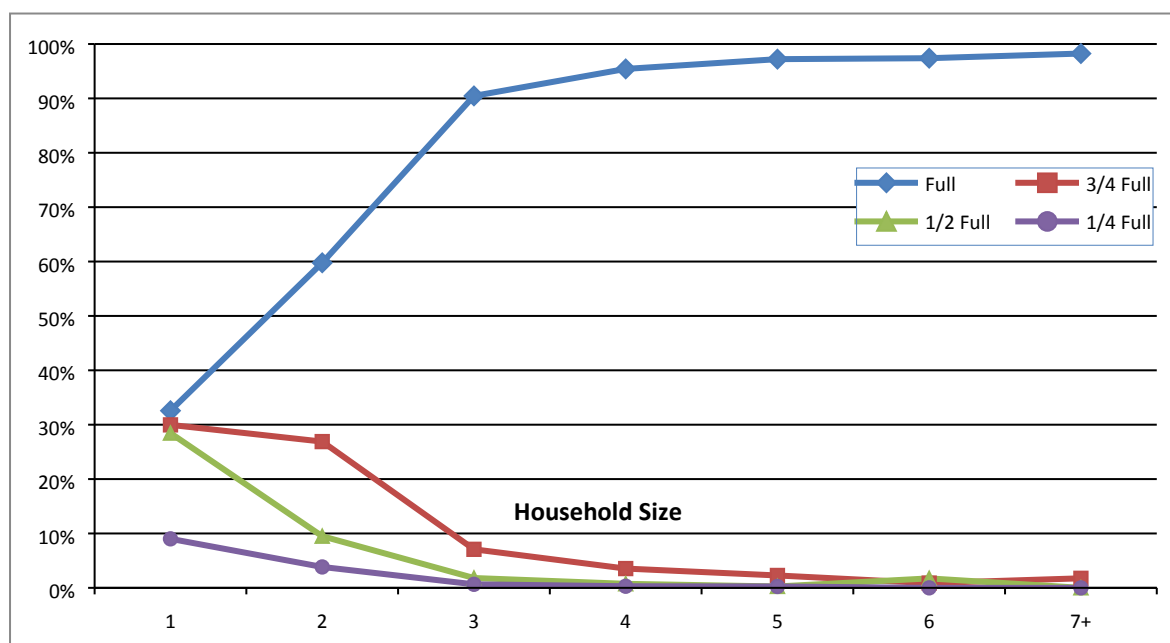
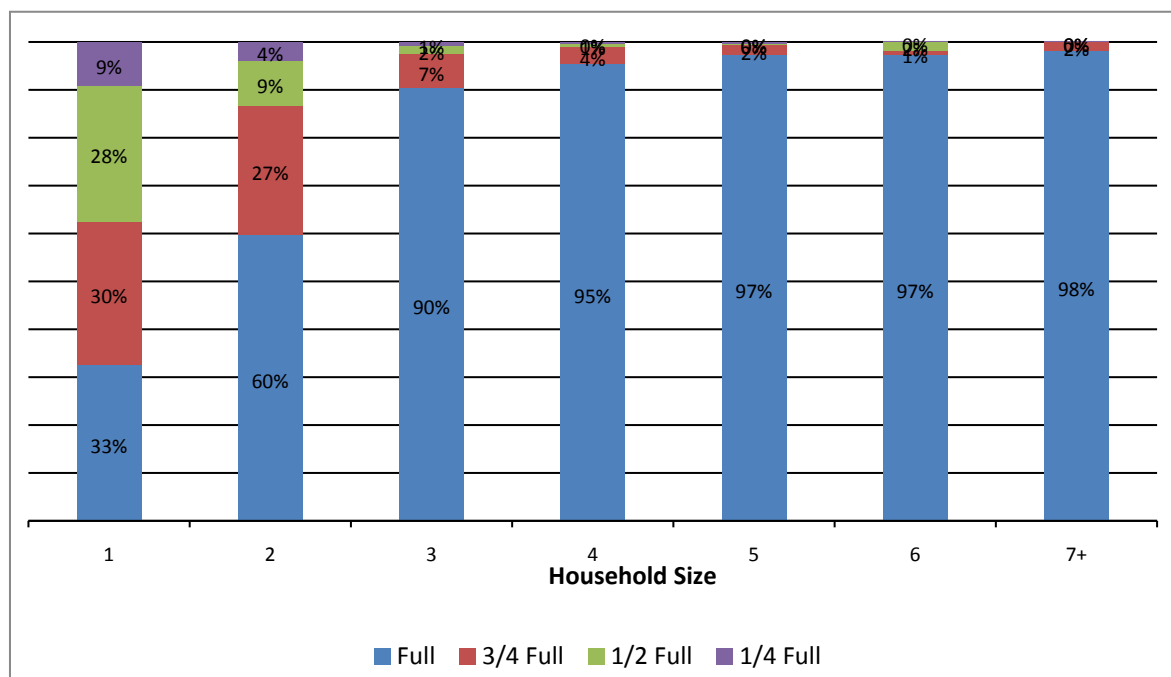


Figure 2b: Correlation between household size and the fullness of the residual waste bin upon collection

# Kerbside Waste - Consultation Analysis Report



**Figure 2c: Correlation between household size and the fullness of the residual waste bin upon collection**

Of respondents from single-occupancy households, the responses were relatively varied with 33% selecting that their bin is generally full upon collection, 30% selecting it is three quarters full, and 28% selecting that it is half full. However, of respondents from households of 2, there was significantly less variance, with 60% of respondents reporting that their bin is generally full upon collection and a further significant portion (27%) selecting that their bin is generally three quarters full. This reduction in variance continues to decrease as household size increases, with 90% or more of the respondents who lived in a household of 3+ residents reporting that their bin was full upon collection. This rises to 97% or over of those who live in a household of 5+.

Considering the average household size in Rotherham is circa 2.36, these findings indicate that this proposal could cause significant capacity issues for a large proportion of households. For example, according to these results, if this change was implemented, 87% of households with 2 residents would either have a full bin upon collection or the volume of waste produced would exceed the capacity of their bin. Furthermore, in 90% of households with 3 residents, the volume of waste produced would exceed the capacity of the bin, with this rising to near 100% for larger households. Even for single-occupancy households, 33% would experience capacity issues, and another 30% would have a full bin upon collection according to the findings of the consultation.

Based on these findings therefore, this proposal may cause significant issues for residents, and could have an impact on other Council services (i.e. due to an increase in fly-tipping.)

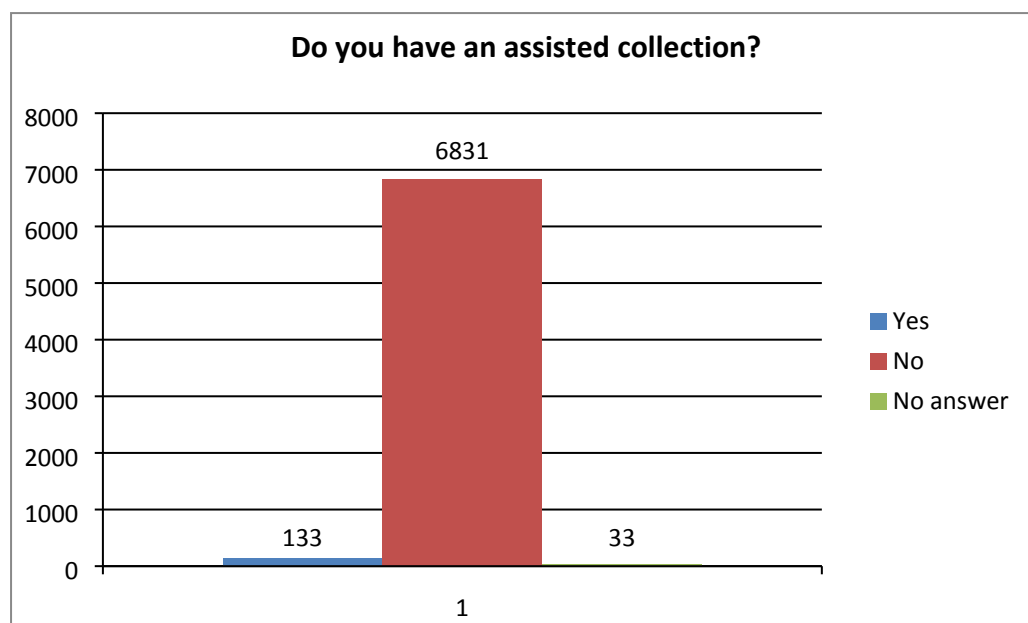
# Kerbside Waste - Consultation Analysis Report

## Response Rate from Residents with Disabilities

A relatively large portion of Rotherham's residents are living with a disability or a limiting long-term illness (21.9% according to the 2016/17 demographic profile of Rotherham) and as the population aged 65 and over continues to grow, this is likely to increase. It was vital for the consultation to measure the response rate from this group, as these residents may be vulnerable to any changes to kerbside collection.

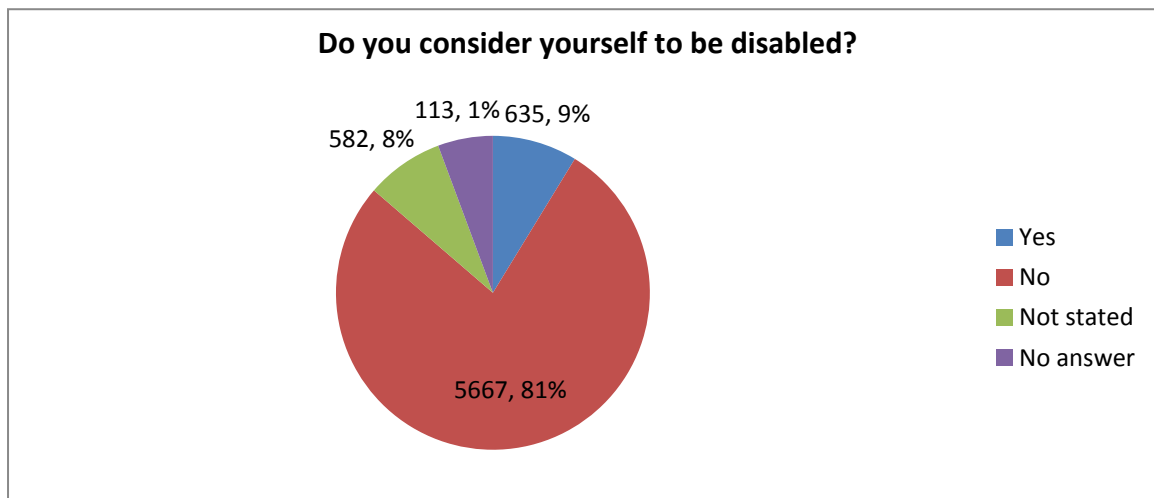
The consultation therefore, included questions which asked residents to confirm whether they had a disability and also whether they currently have an assisted collection. (Based on approximate figures given by the Waste Service, RMBC provides assisted collections to approximately 7000 households who are unable to take their bin, box or bag to the kerbside due to disability or ill health.)

Figures 3 and 4 (see below) show the response rate for both of these questions. It should be noted, that respondents were able to either skip these questions or decline to answer.



**Figure 3: Response rate from residents who receive assisted collections**

# Kerbside Waste - Consultation Analysis Report



**Figure 4: Response rate from disabled residents**

Figure 3 demonstrates that 133 (2%) of respondents selected that they do receive an assisted collection. Of 110,000 households, RMBC currently provides assisted collections to approximately 7000, equating to 6.36% of households. Therefore, the response rate from residents with assisted collections does not align with the proportion of households who receive this service.

Similarly, Figure 4 shows that 635 (9%) of respondents confirmed that they have a disability. This is also not in alignment with the 21.9% of Rotherham's residents who live with a disability or a limiting long-term illness. However, as a significant 9% either selected not stated or skipped the question, it is possible that the responses from disabled residents made up a more significant portion of the overall responses, although this cannot be verified.

These results could suggest that residents with disabilities were not adequately engaged with as part of this consultation.

## Responses from Residents aged 65 and Over

There was no question regarding age included as part of the consultation. As a result, it is not possible to measure the response rate from residents aged 65 and over, nor is it possible to conclude a definitive correlation between certain responses and this age group.

However, there were two free text boxes included as part of the consultation, and many respondents volunteered information about their age in their answers. A keyword search of the comments left in these free text boxes did reveal certain trends, particularly regarding the garden waste charge. Comments included:

- “We are an elderly couple who has a large area of green land. Fortunately for us at the moment, our son cuts the grass on a regular basis but doesn't drive; therefore we appreciate the fortnightly service from the council of collecting the green waste. If this is no longer available, other than our son arranging with a private company to collect our waste, we are not sure what we will do. We

# Kerbside Waste - Consultation Analysis Report

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cannot afford an extra £40 as we are pensioners and are struggling on a weekly basis to make ends meet. Any extra costs would not be appreciated.”

- “Not everyone can afford to pay for the green waste collection particularly if you are on a state pension.”
- “Can you please explain to all elderly Rotherham residents (such as myself) how they will be able to dispose of their garden waste if the current green bin service is stopped.  
The majority of elderly people struggle to pay for winter heating costs, bills, council tax, living costs and other expenses and this is another example of a council forcing us further into poverty.  
Can you also explain why the proposed cost for green bin collections will be 'around' £40 when South Kesteven District Council (SKDC), in Lincolnshire, charges £25 a year for a green bin collection. I would like to know what happens to the recycled waste that is collected by the council.”
- “As elderly people who no longer drive it is imperative that we have green waste collected if a fee is introduced perhaps the over 65s will be exempt.”
- “I am elderly and get easily confused so need the council to be clear in what needs to go in the bins. I don't go out too far don't know how to use or own a computer so council needs to make sure letters are sent to people who don't have access.”

However as the survey did not ask for information about age, it cannot be determined whether these responses are representative of the concerns or opinions of respondents aged 65 and over.

Appendix 2 - Financial Analysis of Options

Full Year Savings Effect

	Note	Two Stream Recycling		Co-mingled Recycling	
		180 litre bin	240 litre bin	180 litre bin	240 litre bin
		Additional cost/(saving) ) £000	Additional cost/(saving) ) £000	Additional cost/(saving) ) £000	Additional cost/(saving) ) £000
<b>Capital Costs</b>					
Bin Purchase		2,240	2,470	2,240	400
Green Bin Purchase (Borrowing Costs funded by Subscription Charge)		600	600	600	600
<b>Total Capital Costs</b>		<b>2,840</b>	<b>3,070</b>	<b>2,840</b>	<b>1,000</b>
<b>Revenue Costs</b>					
Bins	1	280	310	280	50
Vehicles	2	(470)	(470)	(470)	(470)
Staffing	3	(120)	(120)	(120)	(120)
Additional cost of extending garden waste collection from 7 to 12 months		100	100	100	100
Estimated income from garden waste	4	(840)	(840)	(840)	(840)
Reduced Garden Waste Fees		(280)	(280)	(280)	(280)
Reduced Residual Waste Fees		(220)	(220)	(240)	(240)
Increased Other Gate Fees		310	310	310	310
Kerbside Recycling Gate Fees	5	570	570	1,370	1,370
Waste Transfer Station Operational Costs		150	150	150	150
Waste Transfer Station PB Costs		60	60	60	60
Additional Disposal Costs (240 litre bin)	6		90		90
Recycling income		(210)	(210)	0	0
Additional cost of transport		120	120	210	210
<b>Overall (saving)/cost compared to cost of current service</b>		<b>(550)</b>	<b>(430)</b>	<b>530</b>	<b>390</b>
Annual Budget Savings Requirement (2019/20 onwards)		<b>(1,383)</b>	<b>(1,383)</b>	<b>(1,383)</b>	<b>(1,383)</b>
Additional Earmarked Council Tax Income (1%)		<b>965</b>	<b>965</b>	<b>965</b>	<b>965</b>
<b>Net Budget Savings Requirement</b>		<b>(418)</b>	<b>(418)</b>	<b>(418)</b>	<b>(418)</b>
<b>Overall (saving)/cost compared to Budget Savings Requirement</b>		<b>(132)</b>	<b>(12)</b>	<b>948</b>	<b>808</b>

Notes

- 1 The revenue costs are based on prudential borrowing for the purchase of new bins. The capital cost of the recommended option is £2.84m, with the cost of the garden bins being covered as part of the subscription charge
- 2 The revenue savings are based on a plan to purchase vehicles outright to replace long term hired vehicles and also to review the lease period for vehicles which are leased. The estimated capital cost of new vehicles is £2.7m and will be funded by prudential borrowing
- 3 This includes a reduction in temporary staff and introduction of a new model of working. This will be subject to consultation.
- 4 The proposed charge for garden waste collection is £39 and the implications above are based on an assumed 25% take up of the service. On commencement of the service the £39 charge will cover a period up to January 2020. This charge has been calculated to ensure that it recovers all council costs and will be reviewed annually as part of setting the Council's Fees and Charges for subsequent years.
- 5 The increase in the cost for the co-mingled options is due to the fact that all recyclates would be collected in one bin, which results in paper and card recyclates having a negative value rather than generating income as they need to be separated before they become a usable commodity, and lowers material quality.
- 6 The increased cost of disposal for two-stream recycling and a gradual move to a smaller residual waste bin includes an estimated £90k for disposal based on an assumption that whilst capacity allows there will be more waste in the general bin. This figure will reduce over a period of years as the new smaller bins are gradually rolled out. The current contract for the recycling of kerbside collected household recyclables/transfer station provision is due to end on 31st July 2018. This contract can be extended on two further occasions by six months at a time and the advice from the Procurement Manager is to extend the current contract by six months and commence a new procurement exercise for the provision of disposal services with the inclusion of plastics in the recycling waste stream. A longer term solution is then required. This could be:
  - Supply of a transfer station facility as part of re-procured disposal contracts
  - Let a specific contract for a transfer station facility
  - Build a council transfer station

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

<b>Under the Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1		
<b>Name of policy, service or function. If a policy, list any associated policies:</b>	Waste Options appraisal - Consultation	
<b>Name of service and Directorate</b>	Environment and Development Service Waste Management	
<b>Lead manager</b>	Damion Wilson – EDS Director	
<b>Date of Equality Analysis (EA)</b>	February 2018	
<b>Names of those involved in the EA (Should include at least two other people)</b>	Ajman Ali – EDS Interim Assistant Director Martin Raper – Streetscene Manager Paul Hutchinson - Waste Officer Zaidah Ahmed, MBE - Corporate Equalities and Diversity Officer	
<i><b>Aim/Scope</b> (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</i>		
<p>Rotherham Council will be affected budget cuts, which in the next two years will see the Council having to find significant savings. Whilst the mandate for savings has instigated a review of the waste collection service, the Council wants to ensure that the waste collections continue to give value for money, strives to increase recycling and improve the service to our residents.</p> <p>Local Authorities have a statutory duty to collect and dispose of household Waste generated within their district. The Councils waste management services provide kerbside residual waste and recycling collections, Household Waste Recycling Centres (HWRCs), recycling bring banks, and clinical waste collections.</p> <p>The primary legislation detailing what services local authorities should provide in relation to household waste collection is the Environmental Protection 1990. This is supported by various regulations and in this context the most pertinent are The Controlled Waste Regulations 2012 and the Household Waste Recycling Act 2003. As a metropolitan borough, RMBC is both a waste collection authority and waste disposal authority.</p>		
Type of waste	Statutory or discretionary provision	Any powers to levy charges
Household residual waste	Residual waste collections are <b>STATUTORY</b> . Councils can specify the type and size of container used, and frequency of collection.	Only for waste that does not fit into the container specified by the WCA provided the volume provided is "reasonable".
Household recycling	Recycling waste collections is <b>STATUTORY</b> . Councils can specify the type and size of container used, and frequency of collection.	Only for waste that does not fit into the container specified by the WCA provided the volume provided is "reasonable".

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Household garden waste	The provision of a garden waste collection is <b>DISCRETIONARY</b> .	Can levy charges for the collection of garden waste.
Household waste recycling centre provision	The provision of places where resident may deposit their household waste is <b>STATUTORY</b> .	Councils can levy charges for the deposit of non-household waste such as 'DIY' waste (e.g. rubble, soil, plasterboard etc.)
Provision of receptacles for the collection of household waste	The provision of receptacles for the collection of household waste is <b>DISCRETIONARY</b> .	Charges can be levied for the provision of waste collection receptacles.

**Waste Review**

In the spring 2017 members and portfolio holder requested a review of the service. Senior managers approached an external consultancy firm, to review the current waste service and make recommendations for changes to the service to meet the aims of the review.

Various options were considered and these were reviewed and shortlisted with Cabinet to decide which of the options they wished to pursue.

With collecting waste from every household, there is the potential for residents to be affected should change to the service be introduced. The Council will still continue to meet its statutory obligation as set down in waste legislation whilst at the same time ensuring that the new changes to the waste management service does not discriminated against our residents when using the service.

A report was submitted to Cabinet on the 13<sup>th</sup> November requesting approval to consult with residents on the proposed changes (please see below) and this request was granted.

- Paid/charge for green waste collection, with year-round collections
- Introduction of bins for recycling (replacement of the box/bag approach)
- Bin swap – re-using the current bins for future recycling
- Smaller domestic waste bin, with additional capacity for recycling
- Domestic waste and green waste continues on fortnightly collections
- Paper/cardboard and tin/bottle recycling collections reverting to monthly collections
- Extension of collection times (earlier start and finishing times)

These proposals will also ensure parity with what the majority of English councils do, for example, many councils in the UK already charge for a garden waste collection; and Barnsley, Doncaster and Sheffield have both moved to wheeled bin for recycling.

The proposals will see no change to the policies that supply additional bins to large families and residents whose medical needs requires additional waste capacity. The existing arrangements for assisted collection service for all kerbside collected waste will be retained.

The changes will also ensure that the waste service provided is fair for all residents, for instance offering an improved garden waste service which is not subsidised by those who do not use the service. It will only be funded by those that require the service.



**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Consultation on the proposed service changes**

A consultation with the residents Rotherham ran from Monday 27th November 2017 and close Friday 26th January 2018.

Cabinet agreed to receive a further report outlining the results of the consultation and recommendations of which service changes should go for approval. The report has now been drafted and will be submitted to cabinet on 16<sup>th</sup> April 2018

The key stakeholders affected by these proposed changes are; the public and all residents of Rotherham, council officers, elected Members and the Council's contractors that deliver the services on the council's behalf.

*What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? See page 7 of guidance step 2*

Rotherham MBC population 2016

<b>Number of Households</b>	<b>Population</b>	<b>Area Size (km<sup>2</sup>)</b>
Circa 115,000	257,280	286.5

The front line services provided by the Waste Management Departments to residents include:

- Kerbside waste and recycling collection for every household
- Provision of the HWRCs and recycling bring banks
- Clinical waste collections
- Bulky Item collection

The departments is also responsible for communicating information to residents such as collection timetables (e.g. bin calendars), materials accepted at kerbside recycling services, reporting missed bins and how to replace bins, boxes or bags.

Access to the service is available to all households within Rotherham on a face to face basis, or the telephone or online.

The public consultation on the proposed changes and findings has re-shaped the recommendations and set the direction of travel for the service. The consultation itself did not affect any communities of interest or individuals. The additional changes of service resulting from the finding from the consultation are the subject of this EA.

***Engagement undertaken with***

The Engagement objectives will align with the service objectives (and ultimately the organisational objectives), and should focus on any or

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<p><i>customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3</i></p>	<p>all of the following areas: raising awareness, changing perceptions and behavioural change.</p> <ul style="list-style-type: none"> <li>• Raise awareness of the proposed changes, ensure key target audiences understand the reasons for proposing service changes and how they can contribute to this process (awareness raising)</li> <li>• Encourage all Rotherham's stakeholders to contribute to the proposals for changes to the policy (behavioural change)</li> <li>• Ensure stakeholders have an understanding of the changes, the impact they will have and any benefits. This will include the benefits to residents undergoing the service changes.</li> </ul>
<p>The consultation was hosted on-line, but paper and verbal submission of the consultations were also accepted. The consultation was promoted and publicised through the following engagement tools.</p> <ul style="list-style-type: none"> <li>• Events/drop-in sessions</li> <li>• Contact Centre and customer facing staff</li> <li>• Pop-up display/office.</li> <li>• Media</li> <li>• Direct mail</li> <li>• Members Seminar</li> <li>• Focus groups</li> <li>• Videos</li> <li>• Social media</li> <li>• Friday Briefing</li> <li>• Intranet</li> <li>• Marketing materials</li> <li>• Online advertising.</li> <li>• Email bulletins</li> <li>• Internal briefings</li> </ul> <p>Officers directly contacted over 40 community groups via e-mail or letter asking for details of the consultation and potential service changes to be disseminated to their members in the appropriate format or media avenue. Extra information or personal visits to discuss the proposals was offered to all of these groups. Engagement took place with groups whose members may have difficulty interacting with the consultation via conventional means, such as disabled, deaf and blind residents, to offer them options better suited to their needs and requirements, to enable them to partake in the consultation.</p> <p>In total there were 9 open events where residents could discuss the consultation and proposed changes. They were able to ask questions and where invited to provide their feedback to the proposals.</p> <p>Events were publicised in: press release, print media, website pages, twitter, Facebook coverage and letters are included in with the 2017/18 waste calendars to all 116,500 properties across the borough.</p> <p>The consultation received 6,998 responses, equating 6.01% of our households</p>	

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

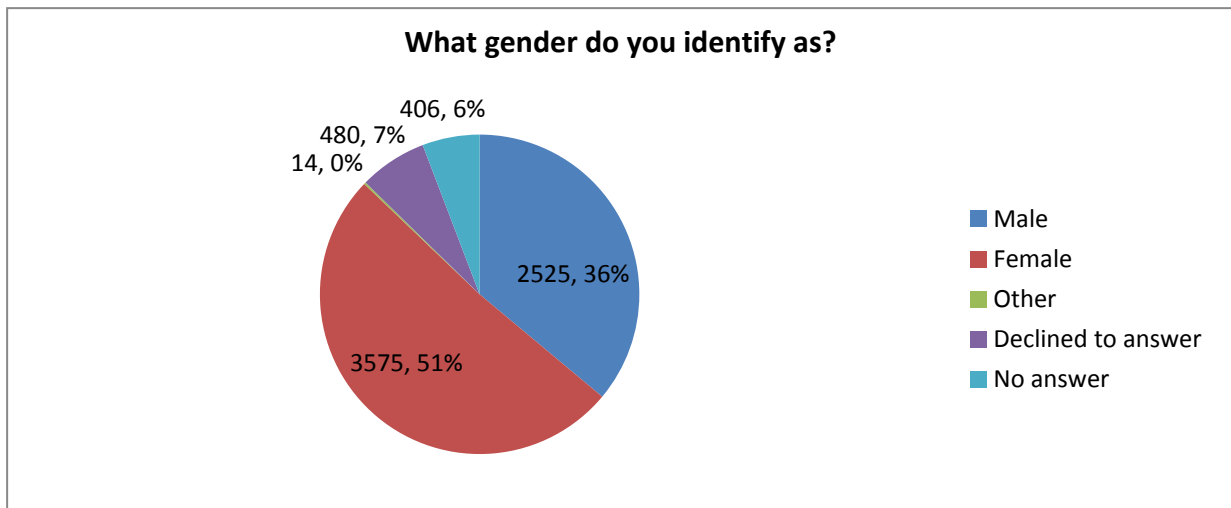
participating. In addition 718 residents attended our 9 consultation drop in sessions and 1,293 individuals and groups contacting us by letter and e-mail. We also received 180,798 social media hits and comments.

Consideration has been given to the responses and the impact of the proposed changes on the residents of Rotherham. The opinions and thoughts of our residents have been instrumental in helping develop the recommendations.

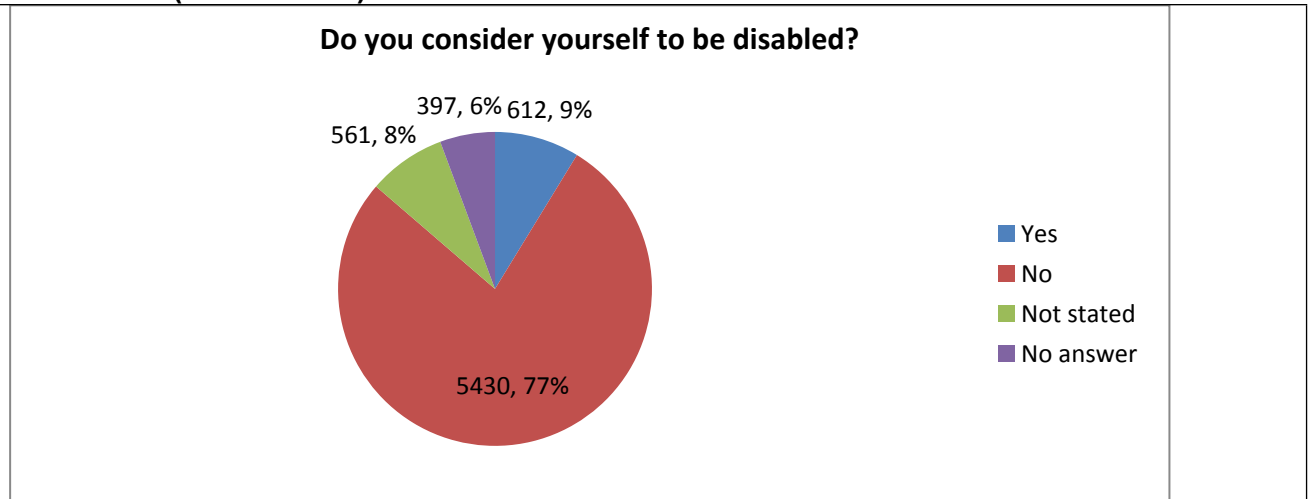
Key Findings

As part of the consultation, equality's monitoring questions were included to provided equality information for the strategy.

Ethnic Origin	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Total Overall	%
British	1921	1951	543	411	208	348	292	229	441	6115	87%
Irish	9	12	6	0	0	0	3	0	441	471	7%
Any other white background	18	31	12	6	2	5	2	1	441	517	7%
White and Black Caribbean	3	4	3	0	0	0	0	0	441	451	6%
White and Black African	1	4	1	0	1	1	0	0	441	449	6%
White and Asian	2	9	1	1	1	0	1	2	441	456	7%
Any other mixed background	3	6	2	1	0	0	1	0	441	454	6%
Indian	4	4	2	0	0	1	0	0	441	452	6%
Pakistani	4	12	1	1	1	2	1	0	441	463	7%
Bangladeshi	2	4	1	0	0	0	0	0	441	448	6%
Any other Asian background	4	3	1	0	0	0	0	0	441	449	6%
Caribbean	1	4	1	0	0	1	0	0	441	448	6%
African	2	4	1	0	0	0	0	0	441	448	6%
Any other Black background	2	3	1	1	0	0	1	0	441	449	6%
Chinese	2	4	1	1	0	0	0	0	441	449	6%
Any other ethnic group	2	8	2	0	1	0	1	0	441	455	7%
Not stated	151	165	52	25	15	35	14	17	441	898	13%
No answer	28	34	9	1	2	8	5	5	441	528	8%



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The data from the consultation will be quantitatively and thematically analysed to highlight specific opinions, issues and options that resident’s desire.

The following keywords/phrases have been highlighted as the key themes throughout the consultation period and they include the total number of comments received on this key theme.

- Plastic –6088
- Fly tipping - 1334
- Smaller bin - 1785
- Garden waste - 2619
- Reducing bin - 2268
- Charge - 1525
- Council Tax - 1177
- Storage - 367

Full information about the consultation, methodology and its results and outcomes is to be published on the Councils website.

**Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings)** See page 7 of guidance step 3

Engagement has been undertaken with staff, management and Councillors about the implications on service users in regards to the public consultation and potential subsequent service changes.

Collaborative work between all parties have shortlisted the options to be proposed and were selected in line with the council’s corporate plan, budget saving requirements and waste management strategies.

Changes adopted after f the consultation results have been analysed will be subject to approval through the Councils governance arrangements.

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

The Analysis

*How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4.*

The public consultation on the proposed changes and findings has re-shaped the recommendations and set the direction of travel for the service. The consultation itself did not affect any communities of interest or individuals. The additional changes of service resulting from the finding from the consultation are the subject of this EA.

The recommendations for change after the consultation are.

1. The cessation of the free garden waste collection service with effect from 26<sup>th</sup> October 2018 and replace with an optional chargeable garden waste collection service from 29<sup>th</sup> October 2018;
2. The operating policies in paragraph 6.2 and 6.12 of this report;
3. That the fee for the garden waste collection service be set at £39 per annum from 29<sup>th</sup> October 2018 for an initial period of 15 months;
4. The introduction of a two-stream recycling service that includes the collection of plastic materials at the kerbside from early 2019 (procurement timelines permitting);
5. That new 180 litre residual bins are provided to all households in time for the launch of the two-stream recycling service to enable the existing 240 litre residual bins to be used for recycling plastic, tin cans and glass;
6. That the capital costs of the vehicles and bins are estimated at £5.54m and need to be included in the Council's capital programme;
7. That the Assistant Director of Community Safety and Street Scene is delegated to make all necessary arrangements for the smooth introduction of the new waste collection service, including the purchase of bins, refuse vehicles and that these costs be included in the Council's Capital Programme.
8. That a comprehensive Communications Plan is developed to sit alongside the Implementation Plan and that approving this plan is delegated to the Assistant Director for Community Safety and Street Scene in conjunction with the Cabinet Member for Waste, Roads and Community Safety.

The changes introduced should have a positive impact on all communities within the borough in increasing recycling and providing an enhanced service, but will not discriminate positively or negatively on any areas, communities or individuals.

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Policies will be reviewed and introduced where possible to lower the impact of the changes to families or residents with specific needs, or issues over the changes to the service

- Additional capacity needs large family or medical)
- Difficulties with mobility or ability to present their bins kerbside
- Storage need
- Assessments of individual requirements where appropriate

***Analysis of the actual or likely effect of the Policy or Service:***

*See page 8 of guidance step 4 and 5*

***Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics***

The overarching aim and priorities of the waste options appraisal will not present any problems or barriers to communities or groups. The waste service is available to all residents.

***What affect will the Policy/Service have on community relations? Identify by protected characteristics***

There should be no direct impact on community relations once changes to the service have been agreed. All areas of Rotherham will receive the same service and no community will be discriminated against. There may be impact on ability for people to pay for a chargeable service but this service will be an opt in service and only payable by those who want it. However a dependable reliable service will increase customer satisfaction.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Equality Analysis Action Plan** - See page 9 of guidance step 6 and 7

**Time Period .....**

Manager:..... Service Area:..... Tel:.....

**Title of Equality Analysis:**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
The report includes details of the policies that will ensure vulnerable groups needs are met including provision being made for those who are on low income to facilitate take up of the subscription based garden waste collection service.	D, RE, O	April 2108
Name Of Director who approved Plan		Date

\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

**Appendix 4- RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams**

<b>Completed equality analysis</b>	<b>Key findings</b>	<b>Future actions</b>
<p>Directorate: Regeneration and Environment</p> <p>Function, policy or proposal name: Waste management</p> <p>Function or policy status: New</p> <p>Name of lead officer completing the assessment: Paul Hutchinson</p> <p>Date of assessment: 09/02/2018</p>	<p>The consultation itself will not directly affect or be affected by the characteristics of any communities or individuals.</p> <p>Any changes of service resulting from the finding from the consultation will be subject to their own EA</p>	<p>After the consultation has been completed any service changes that are adopted to be introduced will be subject to their own individual EA's</p>



## Summary Sheet

### **Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 16 April 2018

### **Report Title:**

Home to School Transport Policy

### **Is this a key decision and has it been included in the Forward Plan?**

Yes

### **Strategic Director approving submission of the report**

Damien Wilson, Strategic Director of Regeneration and Environment

### **Report Author(s)**

Ajman Ali, Interim Assistant Director, Community Safety and Street Scene  
01709 254789 or [ajman.ali@rotherham.gov.uk](mailto:ajman.ali@rotherham.gov.uk)

Martin Raper, Head of Street Scene  
01709 822223 or [martin.raper@rotherham.gov.uk](mailto:martin.raper@rotherham.gov.uk)

### **Ward(s) Affected**

All

## Executive Summary

This report provides the outcome of the consultation on the Home to School Transport Policy for Rotherham, including post-16 students and children with Special Educational Needs or Disability (SEND) and provides recommendations for the service provision.

## Recommendations

1. That the Home to School Transport Policy 2018-19 be approved.
2. That the Home to School Transport Assessment Matrix be approved.
3. That approval be given to the introduction of a formal annual review of transport provision, which includes engagement with families.
4. That an assessment of existing service users be conducted to review their circumstances to enable participation on a voluntary basis ahead of the introduction of the formal annual review;

5. That approval be given to the introduction of a personal travel budget scheme to provide transport support to families of children with special educational needs and disabilities.
6. That post-16 transport travel arrangements be revised to replace direct transport as a first option with personal travel budgets for those students with special educational needs and disabilities.
7. That approval be given to the consideration of alternative methods of support for particular groups or individuals such as walking bus, cycle or moped schemes, when appropriate.
8. That approval be given to the introduction of independent travel training as a central resource in Rotherham to support arrangements currently delivered by Special Schools for children from the age of 14+ to enable independence and that travel training commence from June 2018 for appropriate young people.
9. That personal travel budgets for all students making new applications for post-16 travel be instigated from 1 July 2018, and existing users of the post-16 service are permitted to apply on a voluntary basis from 1 May 2018.
10. That a transition period to validate the Transport Assessment Matrix be effective from 1 May 2018, with the full implementation of the policy for all new applicants with effect from 1 July 2018.
11. That children and young people in need of home to school transport, and including transport operators, be engaged as part of the transition and implementation process.
12. That any amendments to the Transport Assessment Matrix, resulting from the transition period, to be delegated to the Assistant Director for Community Safety and Street Scene.

### **List of Appendices Included**

- Appendix 1 Home to School Transport Policy
- Appendix 2 Outcome of the consultation
- Appendix 3 Home to School Transport Assessment Matrix
- Appendix 4 Benchmarking analysis
- Appendix 5 Equalities Impact Assessment

### **Background Papers**

None

**Consideration by and other Council Committee, Scrutiny or Advisory Panel**  
Overview and Scrutiny Management Board – 11 April 2018

### **Council Approval Required**

No

**Exempt from the Press and Public**  
No

## **Home to School Transport Policy**

### **1. Recommendations**

- 1.1 That the Home to School Transport Policy 2018-19 be approved.
- 1.2 That the Home to School Transport Assessment Matrix be approved.
- 1.3 That approval be given to the introduction of a formal annual review of transport provision, which includes engagement with families.
- 1.4 That an assessment of existing service users be conducted to review their circumstances to enable participation on a voluntary basis ahead of the introduction of the formal annual review;
- 1.5 That approval be given to the introduction of a personal travel budget scheme to provide transport support to families of children with special educational needs and disabilities.
- 1.6 That post-16 transport travel arrangements be revised to replace direct transport as a first option with personal travel budgets for those students with special educational needs and disabilities.
- 1.7 That approval be given to the consideration of alternative methods of support for particular groups or individuals such as walking bus, cycle or moped schemes, when appropriate.
- 1.8 That approval be given to the introduction of independent travel training as a central resource in Rotherham to support arrangements currently delivered by Special Schools for children from the age of 14+ to enable independence and that travel training commence from June 2018 for appropriate young people.
- 1.9 That personal travel budgets for all students making new applications for post-16 travel be instigated from 1 July 2018, and existing users of the post-16 service are permitted to apply on a voluntary basis from 1 May 2018.
- 1.10 That a transition period to validate the Transport Assessment Matrix be effective from 1 May 2018, with the full implementation of the policy for all new applicants with effect from 1 July 2018.
- 1.11 That children and young people in need of home to school transport, and including transport operators, be engaged as part of the transition and implementation process.
- 1.12 That any amendments to the Transport Assessment Matrix, resulting from the transition period, to be delegated to the Assistant Director for Community Safety and Street Scene.

## 2. Background

- 2.1 The Cabinet and Commissioners Decision Making meeting on 11 September 2017 approved the proposal to carry out a consultation on all aspects of home to school transport in Rotherham and to receive a further report on the outcome of the consultation exercise and proposed changes to the policy which this report addresses.
- 2.2 The transport service is provided by the Regeneration and Environment Directorate, however, the requirement for the service is generated by the Children and Young People Service. This service is experiencing an increased intake of students who have been assessed and have an Education, Health and Care Plan which requires transport to support attendance for educational provision. Whilst this is variable and not easy to predict, Children and Young People Service have some information relating to potential future years' service requests. This is based on increasing school populations and the provision of Education, Health and Care Plans, of which up to 40% may require transport assistance by 2020. This raises the possibility of potential increased transport costs for future years.
- 2.3 The revised Home to School Transport Policy (Appendix 1) provides advice and guidance for families regarding the support available to them relating to a range of transport options for young people in Rotherham. Any changes proposed to these services must ensure the continuation of suitable, safe, home to school travel assistance for eligible children in accordance with the Council's statutory duties, taking into account individual's assessed needs. The policy must also contribute to the Council's priority of ensuring every child has the best start in life.
- 2.4 In addition, the following key principles of any new Home to School Transport Policy are considered to be of priority for the Council:
- Safeguarding (including the setting of the standards required from those companies / individuals that are involved in the transport of children under the terms of this policy)
  - Promoting independence
  - Choice
  - Maximising attendance at school and arriving at school ready to learn
  - Promoting healthy lifestyles
  - Value for money and sustainability
- 2.5 The Council has undertaken benchmarking with a range of comparable Unitary and City Councils of some key areas of home to school transport delivery, information from which was included in the consultation report of 11<sup>th</sup> September and identified the following:
- The current average cost of transporting children with special educational needs and disability and looked after children in Rotherham is £4,260.

The lowest cost comparator Council within the benchmarking sample was £1,800. The highest cost comparator Council was £5,100 per student.

Rotherham is within the upper quartile of this comparator.

- The current average number of children with special educational needs and disability and looked after children transported in Rotherham is 2.95 per route.

The lowest occupancy comparator Council transports 1.40 pupils per route.

The highest occupancy comparator Council transports 3.63 pupils per route.

Rotherham is within the median to upper quartile of this comparator.

- 48% of children with special educational needs and disability and looked after children currently have single occupancy journeys (travel alone).

The lowest single occupancy journey comparator Council has 15% of single person journeys.

The highest single occupancy comparator Council has 48% of single person journeys.

Rotherham is the top of this comparator.

- 2.6 The outcome of this benchmarking (Appendix 4) exercise illustrated that Rotherham's transportation costs are generally higher than other comparator authorities and in addition to the proposals contained in this report, more work needs to be undertaken to determine how costs can be reduced further.

### **3. Consultation and engagement**

- 3.1 Officers have undertaken a full public consultation on the proposed changes to the Home to School Policy in line with the statutory guidance, which commenced on 25 September 2017 and closed on 10 November 2017. The areas for consultation included the following:

- General eligibility for children and young people;
- the provision of independent travel training;
- the provision of personal travel budgets;
- changes to post 16 transport policies;
- Welfare benefits related to mobility.

- 3.2 The consultation was publicised using various mechanisms including online, social media and traditional media. Rother FM, the Rotherham Advertiser and the Rotherham Record were amongst those who featured the consultation. Feedback was invited primarily through the Council's website as well as inviting feedback in the form of a questionnaire, written comment forms from meetings and drop-in sessions.

3.3 The Home to School Transport Team also undertook a range of additional activities in order to capture as many views as possible. These activities included:

- A member's seminar held in September;
- Attendance at the Council's Overview and Scrutiny Management Board;
- Letters to parent/carers using the services and stakeholders;
- Six informal drop in sessions at the customer service centres in Maltby, Aston, Swinton, and three sessions at Riverside House. There were a total of forty six attendees at these sessions;
- Attendance at the Rotherham Parents/Carer Forum Centre;
- Four meetings at Special Schools, Willows, Kelford, Hilltop, and Abbey School attended by 58 parents and carers.

#### **4. Consultation Responses and Feedback**

4.1 The online survey attracted 244 respondents, of which 201 were parent/carers of transported pupils and 43 were non parent/carers.

4.2 For each of the consultation areas, responders were asked to consider whether young people with lower levels of special educational needs should be provided with the appropriate level of support for their individual needs, this may include independent travel training, bus passes and personal transport budgets and whether continuation of transport assistance should be reviewed and regularly re-assessed jointly between Children and Young People Service and the Corporate Transport Team. A full breakdown of responses to the consultation is provided in the attached Appendix 2 (approximately 25% of service users).

#### **General Eligibility for Children and Young People**

4.3 Young people with lower levels of special educational needs are provided with the appropriate levels of support for their individual needs, this may include independent travel training, bus passes and personal transport budgets. Ideally, continuation of transport assistance should be reviewed and regularly re-assessed jointly between Children and Young People Service and the Corporate Transport Team.

4.4 Responders were asked to consider whether they felt their child's transport needs should be reviewed annually in conjunction with their Education, Health and Care Plan. The response was:

- 55% of parent / carers either strongly agreed / agree, and 18% neither agree nor disagree with the proposal;
- 74% of responders who are non-parents or carers either strongly agree or agree with the proposal.

4.5 Overall, the majority of respondents support the proposal to review individual's transport needs particularly at transition stages which would be a positive change as transport has previously only been discussed when an issue arises.

### **Independent Travel Training**

- 4.6 The proposal is to develop and promote independent travel training as a central service in Rotherham and apply it particularly at transitional stages. Consideration was also given to whether the Council should offer and promote alternative options to complement transport arrangements, such as bicycle loans or grants, walking buses and bus passes is an important consideration. Respondents were asked to consider whether:

Supporting their child to develop the necessary skills to travel independently would be something they might consider, if the child was given the right support and training?

- 73% of parent / carers either strongly disagree, or disagree with the proposal;
- 71% of responders who are non-parents or carers either strongly agree or agree with the proposal.

Respondents were also asked what age or stage they felt independent travel training should be accessible to their child.

- 86 % of parent / carers felt age 14+ was appropriate for independent travel training to be provided to a young person;
- 62% of responders who are non-parents or carers felt Age 14+ was an appropriate age for independent travel training to be accessible for parents.

- 4.7 Parent / carers have responded very strongly about the travel training proposal with the vast majority being opposed to the proposals, whilst respondents who are non-parents or carers have expressed support for the proposal. It is clear from the responses and feedback received, that concern remains about how this proposal would be administered.

- 4.8 Families would be seeking assurances from the Council that a child's participation would be appropriately assessed and that those children with severe and complex needs, both physical and medical, would not be expected to take part. The implementation of the proposal would need to be structured and communicated appropriately to families.

### **Personal Travel Budget**

- 4.9 The personal travel budget scheme is another option that can be offered to provide transport support for families of children with special educational needs and disabilities in Rotherham.

Responders were asked to consider:



Whether parents and carers with children travelling on high cost single occupancy taxis should be offered a personal travel budget for their child or children to travel from school to college?

- 63% of parent / carers either strongly disagree, or disagree with the proposal;
- 54% of responders who are non-parents or carers either strongly agree, or agree with the proposal.

In response to the following question:

If you opted for a personal travel budget, if approved, how would you like the cost to be determined?

- 44 % of parent / carers felt a distance calculation was appropriate for calculating a personal travel budget;
- 44% of responders who are non-parents or carers felt a distance calculation was appropriate for calculating a personal travel budget.

With regard to making a calculation of the budget, respondents were asked to suggest what other options/barriers should be considered and factored into formulating a budget?

Responses received included:

- Families to be given the actual cost of a taxi;
- Being able to choose transport provider but want the actual cost being reimbursed rather than a part sum of money;
- The Council should monitor and audit the spending on personal travel budgets to prevent any abuse of these resources;
- Children were being educated out of area because schools in Rotherham are full they have to travel further and this would mean a higher cost for the family;
- Increased traffic around schools if more families opted for personal travel budgets;
- Lack of parking facilities at schools;
- Families should not be out of pocket.

4.10 Overall parent / carers expressed disagreement with this proposal, however, the majority of responders who are non-parents or carers supported it. Parent / carers also expressed concern that the proposal would have a financial impact on them and that if they accepted a personal budget they would be unable to change back to the traditional service if it was not working for them.

4.11 The Council therefore needs to include the above within the transport policy and ensure they can be mitigated. This would ensure families who wished to participate had the flexibility in how transport would be delivered and provide continuity of arrangement, this needs to be supported by Children and Young People Service's programme of providing more educational places in the borough.

### **Post 16 Transport Policies**

4.12 An alternative approach to existing post 16 transport arrangements is to replace direct transport arrangements (e.g. single person taxi journeys) for those students over the age of 16 with special educational needs and disabilities, with personal transport budgets as a first option, and to promote independent travel training and use of bus passes to complement the use of personal transport budgets.

Responders were asked:

Whether young people in further education (college, sixth form) should only have access to personal transport budgets? This could include bus passes or cycle / moped grant scheme.

- 51% of parent / carers either strongly disagree, or disagree with the proposal;
- 55% of responders who are non-parents or carers either strongly agree, or agree with the proposal.

4.13 The responses received for this area of the consultation is fairly balanced with similar views from parents / carers and non-parent carers. Parent / carers expressed concern that there would be a financial impact on them should these proposals be implemented.

4.14 For those learners in post 16 education, the new Department for Education statutory guidance (October 2017 edition) states that local authorities have to provide financial assistance to facilitate attendance and give specific consideration of learners with special educational needs and disabilities. The financial assistance can be awarded as a personal transport budget or a reasonable financial contribution towards transport for families. To aid transparency, the guidance indicates it is helpful for local authorities to set out the average cost per young person of post 16 transport in their area before any subsidies are deducted. The guidance also includes suitable and appropriate alternatives such as cycle schemes, moped schemes and travel training schemes to enable young people to travel on public transport independently.

### **Benefits Related to Mobility**

4.15 Consulted on whether families who are in receipt of Disability Living Allowance, Personal Independence Payment or a 16-19 Student Bursary, a contribution from this should be made towards any travel assistance.

Responders were asked to consider the following:

When calculating travel assistance contribution costs, do you think the Council should consider whether families receive the following benefits?

- Disability Living Allowance
- Personal Independence Payment
- 16-19 Student Bursary

The following responses were received to the question on whether the Council should take these payments into consideration?

- 65% of parent / carers either strongly disagree, or disagree with the proposal;
- 53% of responders who are non-parents or carers either strongly disagree or disagree with the proposal.

4.16 The Council cannot legally take Disability Living Allowance into account within current statutory guidance for those aged 5-16 years old. However, for those learners in post-16 education, the new Department for Education statutory guidance clarifies that local authorities may ask learners and their parents for a contribution to transport costs. In exercising this discretion, the Council must ensure that any contribution is affordable for learners and their parents and ensure that there are arrangements in place to support those families on low income. Local authorities may take receipt of 16-19 student bursary funding into account in assessing an individual's need for financial help with transport.

## **5. Options Considered and Recommended Proposal**

5.1 The recommended option is to incorporate the proposals which were consulted on into the Home to School Transport Policy. This will continue to provide transportation options for families whilst fulfilling the Councils statutory obligations and ensuring best value. Consultation has been considered and the revised policy is attached, which from the consultation includes:

- The introduction of a formal annual review of transport provision which includes engagement with families;
- The introduction of independent travel training as a central resource in Rotherham to support arrangements currently delivered by Special Schools for children from the age of 14+ to enable independence. That travel training is commenced from June 2018 for appropriate young people;
- The introduction of a personal travel budget scheme to provide transport support to families of children with special educational needs and disabilities in Rotherham which meets the assessed needs of the child or young person;
- The personal travel budgets for all students making new applications for post 16 travel is instigated from 1 July 2018, and allow existing users of the post 16 service to apply on a voluntary basis;

- That post 16 transport travel arrangements are revised to replace direct transport as a first option with personal travel budgets for those students with special educational needs and disabilities;
- The consideration of alternative methods of support for particular groups or individuals such as walking bus, cycle or moped schemes when appropriate;
- Do nothing (This option is not recommended).

## **6. Timetable and Accountability for Implementing this Decision**

6.1 The policy has been developed in conjunction with Children's and Young People Services and Rotherham Parents Forum. It is proposed to implement changes to the transport policy from 1 July 2018 and a detailed implementation plan will be developed which will cover communications and delivery.

## **7. Financial and Procurement Implications**

7.1 As part of setting the 2016/17, 2017/18 and 2018/19 revenue budgets the Council agreed budget savings of £793k to be delivered from Transport by the end of 2019/20, with a particular emphasis on Home to School transport. £160k of savings have already been delivered against this requirement in 2017/18 and the recommended option will contribute another circa £181k towards the required saving.

7.2 The Streetscene service has plans in place to deliver the remaining savings from a range of activities in 2018/19 and 2019/20. These include the following; Corporate Transport review of current spot hire and lease arrangements; Vehicle fleet reductions; Review of Home to School transport provision and reduction in single occupancy taxis; and the delivery of an integrated transport unit and retendering of existing transport provision. The implementation of these savings activities will be monitored on a monthly basis through the Corporate Transport Board and the Council's budget monitoring processes.

## **8. Legal Implications**

8.1 The Council has a number of statutory duties pursuant to the Education Act 1996 (the Act) in relation to home to school transport. Sections 508B and 508C of the Act make provision for local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school.

8.2 Section 508B of the Act deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children. Schedule 35B of the Act defines eligible children – those categories of children of compulsory school age (5-16) in an authority's area for whom free travel arrangements will be required, local authorities are required to:

- provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:

- beyond 2 miles (if below the age of 8); or
- beyond 3 miles (if aged between 8 and 16)

as these are the statutory walking distances eligibility criteria.

8.3 Special educational needs and disability or mobility problems eligibility:

make transport arrangements for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability.

8.4 Eligibility for such children should be assessed on an individual basis to identify their particular transport requirements.

8.5 Section 509AA of the Act sets out the age 16 – 18 transport duty. The duty applies to all local authorities in England in respect of arrangements for young people (over compulsory school age) aged 16-18 and those continuing learners who started their programme of learning before their 19th birthday.

8.6 Subsection (4) of 508B and 508C of the Act list some of the travel and transport arrangements that may be made. As referred to above, these include provision of a seat on a bus or minibus provided by the local authority; provision of a seat in a taxi where more individualised arrangements are necessary; and provision of a pass for a public service bus, or other means of public transport.

8.7 Subsection (4) of 508B and 508C of the Act further states that in relation to children of compulsory school age, on condition that the relevant parental consent has been obtained (annually or, if a child moves school, at that point too) by the local authority, a number of alternative arrangements might be considered to meet the local authority duty relating to travel arrangements. Examples include:

- a mileage allowance paid to a parent driving their eligible child to school in lieu of the local authority making arrangements for a taxi to transport the child (Personal Travel Budget referred to above)
- a cycling allowance paid by the local authority where the parent agreed for their child to cycle to and from school instead of catching a bus for, say a three mile journey; and
- local authority provision of a suitable escort to enable an eligible child with a disability to walk a short distance to school in safety, instead of making arrangements for a taxi to take them to and from school.

8.8 This report sets out proposed changes to the way in which the Council meets the above duties. Further, the proposed changes are in compliance with the relevant statutory guidance.

## **9. Human Resources Implications**

9.1 There are no immediate human resource implications arising from this report.

## **10. Implications for Children and Young People and Vulnerable Adults**

10.1 The proposals would support children and young people with all levels of special educational needs and disability to access transport through a personalised approach, if appropriate levels of support promoting their independence and preparedness for transition through the educational phases and into adulthood is available. This will also allow children and young people to have a greater voice in relation to their travel arrangements.

10.2 Individuals and companies that provide transport on behalf of the Council are responsible for transporting some of the most vulnerable people in our communities. The vast majority of these transport contracts are delivered by drivers who are licensed by the Council and therefore these drivers will already meet the high standards set. However, there are a number of drivers working on Council contracts that are not licensed by the Council, these may be drivers of public service vehicles or vehicles licensed by other local authorities.

10.3 It is unlawful to limit the awarding of contracts to individuals licensed only by Rotherham Council. However, through the contract documentation, the Council is able to mandate that all those that work on the contracts to meet the relevant standards set out in the Council's Hackney Carriage and Private Hire Licensing Policy.

10.4 There are specific safeguarding requirements that are contained within the Home to School Transport Policy, these are in addition to general requirements that are applied to all contracts in accordance with the Council's Safeguarding Policy.

10.5 Specific requirements introduced by the Home to School Transport Policy include:

- Camera equipment, capable of recording both audio and video, must be installed in all vehicles used to transport children as part of any arrangement to which the policy applies. The system must meet or exceed the Council's specification for taxi camera systems and must be operational at all times that the vehicle is being used as part of a contracted service.
- Subject to certain exemptions, the driver must not allow a child to be conveyed in the front seat of a vehicle.
- The driver must possess an appropriate BTEC / NVQ level 2 qualification (or equivalent) in a subject relevant to the transport of passengers;
- The driver (and any passenger assistants) must have attended the Council's training course on safeguarding vulnerable passengers;
- The driver and passenger assistant (if relevant) must have ability in English and Maths that meets the required standard.

- The driver must have satisfactorily completed an advance driving skills test to the Driver and Vehicle Standards Agency standards (taxi and private hire test);
- Drivers that do not hold a hackney carriage / private hire drivers licence issued by Rotherham Council are required to obtain an Enhanced Disclosure Certificate from the Disclosure and Barring Service (which must be obtained by the Council), and consent to their Driver and Vehicle License Agency driving licence being checked by the Council using a third party organisation if required. Any information that is detailed on the Enhanced Disclosure Certificate and / or the driving licence will be considered in accordance with Appendix C of the Council's Hackney Carriage and Private Hire licensing policy. Drivers that do not meet the required standard will be prohibited from working as part of this contract. Drivers and passenger assistants are required to notify the Council of their arrest and / or conviction for any offence – this notification must be received within specified timescales.
- Drivers and passenger assistants that do not hold a hackney carriage / private hire drivers licence issued by the Council are required to subscribe to the Disclosure and Barring Service Online Update Service. This will allow the Council to verify that a Disclosure and Barring Service certificate remains current.
- Drivers and passenger assistants must adhere to the Council's Code of Conduct When Working with Vulnerable Passengers (as specified in Appendix G of the council's Hackney Carriage and Private Hire licensing policy).

10.6 All contract and tendering documentation will be drafted in a way that makes it clear that all those working on Home to School Transport contracts must meet the required standards. The Council will monitor driver / vehicle compliance against these standards and will take swift and robust action should it become apparent that there are areas of non-compliance.

10.7 In addition, the Council will ensure that there are appropriate processes in place to ensure that any concerns regarding any aspect of transport provided as part of Home to School arrangements can be referred to the relevant service / agency so that those concerns can be addressed. The Council will provide details of these processes to all those that are involved in the delivery / receipt of a Home to School Transport Service.

10.8 The implementation of the above requirements will ensure that this policy supports the delivery of the Council's Strategic Plan to keep people safe when using licensed vehicles in Rotherham.

## **11. Equalities and Human Rights Implications**

11.1 Ensuring that the Council meets its equalities and human rights duties and obligations is central to how it manages its performance, sets its priorities and delivers services across the board. This new policy aims to set out these duties and obligations within a single corporate document and it will be important to ensure an ongoing focus on the adherence of services to the policy, as part of embedding a more strategic approach to equalities and diversity. A full equalities impact assessment has been undertaken and is attached as Appendix 5.

## **12. Implications for Partners and Other Directorates**

12.1 Issues for partners, in particular transport providers, school and colleges will be assessed and addressed as part of the full analysis of the consultation and implementation plans following final approval of any policy changes.

## **13. Risks and Mitigation**

13.1 Any revision of the Home to School Transport Policy is likely to be very sensitive as it will impact on individuals and families. Whilst, this in itself should not prevent a review of the policy taking place, the consultation exercise has not indicated universal support for the proposals. Therefore, the Council will undertake an assessment of every family and young person against the eligibility criteria which is contained within the Home to School Transport Assessment Matrix (Appendix 3) when determining entitlement and provision of transportation. When the Council considers the use of personal budgets, for example, consideration will be given to determine whether it provides value for money to the Council as well as greater choice and flexibility for families.

13.2 The initial assessment criteria will be based on whether assistance is to be provided in accordance with the following hierarchy of travel provision:

- Bus pass;
- Independent travel training;
- Personal travel budget (which maybe a mileage claim or a personal allowance for particular circumstances for those with less complex needs);
- Transport provision (Council arranged transport when other options are not assessed appropriate);
- Personal travel budget (Assessed to travel with complex physical medical social and emotional needs). ;
- Supported Transport Provision (Council arranged transport when other options are not assessed appropriate).

13.3 The assessment for post 16 transport will be based on whether assistance is to be provided using the following hierarchy:

- Bus Pass;
- Personal travel budget (which maybe a mileage claim or a personal allowance for particular assessed circumstances);



- Transport provision (Council arranged transport when other options are not assessed to be appropriate).

13.4 These proposals exclude the provision for out of borough transport when this is due to educational resources not being available within Rotherham. In those circumstances, transport would continue to be provided by the Council, however voluntary requests would be considered on an individual basis for a personal travel budget and the hierarchy would apply when a request is parental preference based on the Education Health Care Plan.

13.5 The proposals are likely to affect a small number of families and young people from the existing cohort of users of the Home to School Transport service. However, all new users will be affected by the proposed changes. Key to the successful implementation of the new policy will be to ensure families are given support and advice and the policy changes communicated using appropriate publicity channels. The Policy will be a public document and available via the Council's website.

#### 14. Conclusion

14.1 The proposals contained in this report provide the opportunity for savings to be delivered as outlined above, whilst also providing a choice for families to take up an option that suits their needs. The consultation revealed that the options were not universally acceptable to parents and carers and will need to be introduced on a basis, the success of which will depend on extensive communication.

#### 15. Accountable Officers

Tom Smith, Assistant Director – Community Safety and Street Scene

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Graham Saxton	26.03.2018
Assistant Director of Legal Services	Dermot Pearson	05.03.2018
Head of Procurement (if appropriate)	Louise Hayter	16.02.2018
Head of Human Resources (if appropriate)	John Crutchley	26.02.2018

*Report Author: Ajman Ali, Interim Assistant Director – Community Safety & Street Scene  
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This report is published on the Council's website or can be found at:-  
<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>



## HOME TO SCHOOL TRANSPORT POLICY

This Policy includes Learners aged 16-19 years in further education and training and continuing learners with a learning difficulty and/or disability (LLDD) aged 19 and over

Academic year 2018-19

**Department Responsible:** Regeneration & Environment, Corporate Transport Unit, Passenger Services Team, Sandbeck Building, Hellaby Depot, Rotherham S66 8QL  
 Email: [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk)  
 SMS (Text message Service, incoming only): 078600 18829

You can find further details on the internet at [www.rotherhamsendlocaloffer.org](http://www.rotherhamsendlocaloffer.org) or **Rotherham SEND Local Offer** and look at the **Information and Services** button for **School Transport and Travel**. Here you will find a range of online forms which you can use to make enquires about transport assistance.

**"If you or someone you know needs help to understand or read this document, please contact us":**

☐: 01709 822649 ☐: [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk)

### Slovak

### Slovensky

Ak vy alebo niekto koho poznáte potrebuje pomoc pri pochopení alebo čítaní tohto dokumentu, prosím kontaktujte nás na vyššie uvedenom čísle alebo nám pošlite e-mail.

### Kurdish Sorani

### كوردی سۆرانی

نهگهر تو یان كهسێك كه تو دهیناسی پێویستی بهیارمهتی هه بێت بۆ نهوهی لهم بهلگهنامه به تیبگات یان بیخویننیتهوه، تکیایه په یوه هندیمان پێوه بکه له سههر نهو ژماره یه ی سه ره وه دا یان بهو نیمه یله.

### Arabic

### عربي

إذا كنت انت أو اي شخص تعرفه بحاجة إلى مساعدة لفهم أو قراءة هذه الوثيقة، الرجاء الاتصال على الرقم اعلاه، أو مراسلتنا عبر البريد الإلكتروني

### Urdu

### اُردو

اگر آپ یا آپ کے جاننے والے کسی شخص کو اس دستاویز کو سمجھنے یا پڑھنے کیلئے مدد کی ضرورت ہے تو برائے مہربانی مندرجہ بالا نمبر پر ہم سے رابطہ کریں یا ہمیں ای میل کریں۔

### Farsi

### فارسی

اگر جناب عالی یا شخص دیگری که شما اورا می شناسید برای خواندن یا فهمیدن این مدارک نیاز به کمک دارد لطفاً با ما بوسیله شماره بالا یا ایمیل تماس حاصل فرمایید.

☐ Please note that free internet access is available at all our library sites ☐

To apply for a zero fare bus pass	<b>Search for 'zero fare bus pass' at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a> and use the online enquiry form or renewal form</b>
To apply for special educational needs and/or disability transport (ages 0-16)	<b>Search for 'special needs transport' at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a> and use the online enquiry form or request an assessment</b>
To apply for special educational needs and/or disability transport (ages 16-19)	<b>Search for 'post 16 transport' at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a> and use the online enquiry form or request an assessment</b>
To request changes, report concerns or cancel transport	<b><a href="http://www.rotherhamsendlocaloffer.org">www.rotherhamsendlocaloffer.org</a> and use one of the online forms or email to <a href="mailto:R&amp;EPassengerTransport@rotherham.gov.uk">R&amp;EPassengerTransport@rotherham.gov.uk</a> or SMS text on 078600 18829</b>
South Yorkshire Passenger Transport Executive (SYPTTE) Traveline / Enquiries	<b><a href="mailto:traveline@sypte.co.uk">traveline@sypte.co.uk</a> Tel. 01709 515151</b>
Multi Agency Safeguarding Hub	<b><a href="mailto:MASH-referral@rotherham.gcsx.gov.uk">MASH-referral@rotherham.gcsx.gov.uk</a> Tel. 01709 336080</b>
Other South Yorkshire Local Authorities  Barnsley – School Transport  Doncaster – Pupil Support and Transport  Sheffield – Home to School Transport	<b><a href="mailto:schooltransport@barnsley.gov.uk">schooltransport@barnsley.gov.uk</a>  <a href="mailto:transport&amp;pupilsupport@doncaster.gov.uk">transport&amp;pupilsupport@doncaster.gov.uk</a>  <a href="mailto:customerservicecentre@sheffield.gov.uk">customerservicecentre@sheffield.gov.uk</a></b>

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## 1 INTRODUCTION

### **The Statutory Duty to provide free transport assistance to eligible learners**

Section 508B of the Education Act 1996 (amended by the Education & Inspections Act 2006) deals with the duty on Local Authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for “eligible” children to “qualifying schools”. Schedule 35B of the Act defines “eligible” children. The duty applies to home to school travel arrangements at the start of the day and school to home travel arrangements at the end of the day. It does not relate to travel between educational institutions during the school day.

Parents/Carers are responsible for ensuring that their children attend school regularly. Section 444 of the 1996 Act outlines the situations in which a parent/carer may have a defence in law against a prosecution by a Local Authority for their child’s non-attendance at school. Section 444(4) provides a parent/carer with a defence if he or she proves that the Local Authority has not fulfilled its statutory duty to make suitable arrangements for home to school transport for those that are eligible. Further information regarding home to school transport and the statutory duties to which Local Authorities must have regard are contained within the ‘Home to School Travel and Transport Guidance’ 2007 issued by Department for Education to accompany the Education and Inspections Act 2006, and the updated guidance of ‘Home to School Travel and Transport Guidance 2014’ at:

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

This Policy also explains what transport arrangements may be available to learners who are over statutory school age and wish to continue their education post 16. Further information regarding Post 16 transport and the guidance to which Local Authorities should regard to are contained within the ‘Post 16 Transport to Education & Training’ 2017 issued by Department for Education

This Policy explains the criteria used in establishing a learner’s eligibility for transport assistance for those living in the Rotherham Local Authority following a request for this to be provided. You can find further details on the internet at **Rotherham SEND Local Offer** and look at the **Information and Services** button for **School Transport and Travel**. Here you will find a range of online forms which you can use about transport assistance.

The Policy is correct at the time of publication. It should not be assumed, however, that there will be no changes to this information before the start of, or during the school year.

Sensitive information submitted for assessments and reviews will be treated in a confidential manner and may be shared with the transport operator/provider.

If there is a change in individual circumstances, such as change of address or change in needs, it is the responsibility of the parent/carer to inform the Passenger Services Team to ensure the necessary review is undertaken.

## 2 SAFEGUARDING

Safeguarding is everyone's concern. Rotherham Council has developed a safeguarding policy which explains what safeguarding is, different types of abuse and neglect and actions to take regarding any safeguarding concerns to ensure continued safety and welfare. The Rotherham Corporate Safeguarding Policy can be accessed at the following link:-

[http://www.rotherham.gov.uk/downloads/file/3100/corporate\\_safeguarding\\_policy](http://www.rotherham.gov.uk/downloads/file/3100/corporate_safeguarding_policy)

2.1 The Council's Safeguarding Policy is applied to all contracts, however the following additional safeguarding requirements will also apply to Home to School Transport contracts:

- Camera equipment, capable of recording both audio and video, must be installed in all vehicles used to transport children as part of any arrangement to which the policy applies. The system must meet or exceed the council's specification for taxi camera systems and must be operational at all times that the vehicle is being used as part of a contracted service.
- Subject to certain exemptions, the driver must not allow a child to be conveyed in the front seat of a vehicle.
- The driver must possess an appropriate BTEC / NVQ level 2 qualification (or equivalent) in a subject relevant to the transport of passengers;
- The driver (and any passenger assistants) must have attended the Council's training course on safeguarding vulnerable passengers;
- The driver and passenger assistant (if relevant) must have ability in English and Maths that meets the required standard.
- The driver must have satisfactorily completed an advance driving skills test to Driver and Vehicle Standards Agency (DVSA) standards (taxi and private hire test);
- Drivers that do not hold a hackney carriage / private hire drivers licence issued by Rotherham MBC are required to obtain an Enhanced Disclosure Certificate from the Disclosure and Barring Service (which must be obtained via Rotherham MBC), and consent to their DVLA driving licence being checked by Rotherham MBC using a third party organisation if required. Any information that is detailed on the Enhanced Disclosure Certificate and / or the DVLA driving licence will be considered in accordance with Appendix C of the council's Hackney Carriage and Private Hire licensing policy – any driver that does not meet the required standard will be prohibited from working as part of this contract. Drivers and passenger assistants are required to notify the Council of their arrest and / or conviction for any offence – this notification must be received within specified timescales.
- Drivers and passenger assistants that do not hold a hackney carriage / private hire drivers licence issued by Rotherham MBC are required to subscribe to the

Disclosure and Barring Service Online Update Service. This will allow the Council to verify that a DBS Certificate remains current.

- Drivers and passenger assistants must adhere to the council's Code of Conduct When Working with Vulnerable Passengers (as specified in Appendix G of the council's Hackney Carriage and Private Hire licensing policy).

2.2 The Council will monitor driver / vehicle compliance against these standards and will take swift and robust action should it become apparent that there are areas of non-compliance.

2.3 In addition, the Council will ensure that there are appropriate processes in place to ensure that any concerns regarding any aspect of transport provided as part of Home to School arrangements can be referred to the relevant service / agency so that those concerns can be addressed. The Council will provide details of these processes to all those that are involved in the delivery / receipt of a Home to School Transport Service.

2.4 The implementation of the above requirements will ensure that this policy supports the delivery of the Council's Strategic Plan to keep people safe when using licensed vehicles in Rotherham. Additional requirements may be introduced should circumstances require this – appropriate communication will take place with all those affected by any amendments to the requirements outlined above.

### **3 TRANSPORT ASSISTANCE AND ELIGIBILITY**

**Transport assistance may consist of these options:-**

- A zero fare bus pass which entitles a pupil to free bus travel between the nearest bus stop to their home address and their registered school base.
- Refunded travelling expenses according to the cheapest available public transport route for those pupils able to access public transport services.
- Personal Travel Budgets are a distance calculation in accordance with the Council's current rate, for pupils requiring special arrangements, provided that the arrangement makes financial sense to the Local Authority. Calculations will be determined for the journeys when the pupil is in the vehicle.
- Independent Travel Training for Learners aged 14+
- Free or subsidised travel on a coach, minibus, taxi or specially adapted vehicle if the pupil is unable to travel by public transport due to the distance, their mobility, or effect of their complex special educational needs (see section 3.09).

#### **Eligibility to Free Transport Assistance – Mainstream**

##### **3.01 Pupils under the age of 5 years**

There is no statutory duty to provide transport assistance to children under the age of 5 years. Parents/Carers are expected to accompany children under the age of 5 years to their early year's provider and on public transport.

Currently, there is no charge for children under the age of 5 years to travel by public transport if accompanied by a parent/carer paying full fare. Financial assistance is not given to parents/carers for their personal transport costs when they accompany their child to early year's provision. The bus operator may charge the concessionary fare to a child under the age of 5 years if they are travelling with an older child paying a concessionary fare.

### **3.02 Pupils aged 5-7 years**

For pupils aged 5, but less than 8 (on 1st September) attending their nearest appropriate qualifying school\* or any alternative catchment school determined by the Local Authority, free transport assistance (usually a zero fare bus pass) will be provided where the distance between home and school is more than 2 miles (otherwise referred to as the lower statutory qualifying distance). For pupils with a zero fare bus pass parents/carers are responsible for ensuring their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey.

### **3.03 Pupils aged 8-16 years**

For pupils aged 8-16 (on 1st September) attending their nearest appropriate qualifying school\* or any alternative catchment school determined by the Local Authority, free transport assistance (usually a zero fare bus pass) will be provided where the distance between home and school is more than 3 miles (otherwise referred to as the upper statutory qualifying distance). For pupils with a zero fare bus pass parents/carers are responsible for ensuring their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stops and during the journey.

\* The nearest appropriate qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.

The distances of 'more than 2 or 3 miles' referred to above are measured using a computerised mapping system. This is from the front door of the home address to the nearest designated school entrance by the nearest available walking route (see section 3.07v for more details).

### **3.04 Pupils aged 16-19 years**

For pupils aged 16-19 (on 1st September) who wish to continue their education please refer to Section 7, Transport Policy Statement for Learners aged 16-19 years in further education, for details.

### **3.05 Pupils attending denominational (faith) schools**

Free transport assistance to denominational (faith) schools was historically provided on a discretionary basis to pupils meeting the distance criteria. However, there is no statutory duty to provide it except for eligible secondary aged pupils from low income families. Changes to Policy were made in September 2013. From this date only new applications for secondary aged denominational (faith) pupils who qualify under low



income criteria will receive free transport assistance (see section 3.08).

Pupils already attending such schools prior to this date who are in receipt of free transport assistance will continue to receive this; for primary aged pupils up until the end of Y6, and for secondary aged pupils up until the end of Y11. If individual circumstances change, e.g. a change of address or school, pupils will need to be re-assessed for entitlement and free transport assistance may be withdrawn for those pupils no longer qualifying.

### **3.06 Pupils not attending their nearest appropriate qualifying school\* or any alternative catchment school determined by the Local Authority**

The Local Authority recognises its obligations under the School Standards and Framework Act 1998, as amended by the Education Act 2002, to comply with parental preferences regarding choice of school. In order to ensure the efficient use of its resources the Local Authority will only provide free transport assistance where the school attended is the nearest appropriate qualifying school\*, or any alternative catchment school determined by the Local Authority, from the pupil's main home address.

Parents/Carers who apply for a place in a school for their child/children which is not the nearest appropriate qualifying school\*, or any alternative catchment school determined by the Local Authority, will not be provided with free transport assistance, regardless of the distance involved, unless the low income criteria applies (see section 3.08).

\*The nearest appropriate qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.

**Please note that the ultimate responsibility for the safety and conduct of any pupil during the journey to or from school rests with parents/carers.**

### **3.07 Exceptions**

Exceptions to this policy may be made in the following circumstances:-

- i) A zero fare bus pass may be given to pupils who attend a school outside Rotherham Local Authority, providing that it is the nearest appropriate qualifying school\* to the home address, beyond the statutory walking distance and is within South Yorkshire.
- ii) If a pupil is permanently excluded from their school and attends an alternative base of educational provision (which is located beyond the appropriate qualifying distance from the home address), travel assistance may be allocated.
- iii) Pupils from low income families (see Section 3.08).
- iv) A pupil attending their nearest appropriate qualifying school\*, or any alternative catchment school determined by the Local Authority, who has a temporary medical condition affecting their mobility may be provided with free transport assistance. Parents/Carers who wish to request such assistance should apply online, along with supporting formal medical evidence, to: [education.transpart@rotherham.gov.uk](mailto:education.transpart@rotherham.gov.uk)

- v) Consideration for providing a zero fare bus pass for pupils attending their nearest appropriate qualifying school\*, or any alternative catchment school determined by the Local Authority, will be made if the route is not considered available to walk. When assessing the safety of an “available route”, only the potential risk created by traffic, the highway and topographical conditions will be considered. Set criteria have been established by Road Safety Great Britain in the ‘Assessment of Walked Routes to School’ guidelines. These criteria and assessments are common to all the South Yorkshire Authorities. A zero fare bus pass will not be issued where an assessed available walking route to school (determined by the Local Authority in accordance with the above guidelines) exists. Further details at [www.roadsafetygb.org.uk/news/2105.html](http://www.roadsafetygb.org.uk/news/2105.html)
- vi) Transport assistance may be available for some pupils whose parents/carers have disabilities. These disabilities may include dual sensory impairment or physical difficulties. Where it is a condition of the availability of the walking route that they are accompanied, but their parents/carers disabilities prevent this, alternative arrangements will be considered.

### 3.08 Pupils from low income families

The Education and Inspections Act 2006 introduced free transport assistance for qualifying pupils from low income families. Those who qualify are pupils entitled to **Free School Meals** or from families in receipt of **Maximum Working Tax Credit**. Pupils from ‘low income’ families meeting these criteria will receive free transport assistance (usually a zero fare bus pass) on condition that:

- i) Pupils aged 8 to 10 years attending their nearest appropriate qualifying school\* (unless an alternative appropriate school has been determined by the Local Authority) where the distance between home and school is more than 2 miles.
- ii) Pupils aged 11 to 16 years attending any 1 of their 3 nearest appropriate qualifying schools\*, where the distance between home and school is more than 2 miles, but not more than 6 miles.
- iii) Pupils aged 11 to 16 years attending their nearest appropriate denominational (faith) school on grounds of religion or belief, where the distance between home and school is more than 2 miles but not more than 15 miles.

The distances referred to in Section 3.08 are measured as:

- Up to 2 miles – as per the statutory walking distance, along the nearest available walking route.
- From 2 miles up to the 6 mile or the 15 mile upper limits – along road routes passable by suitable motorised transport.

\* The nearest appropriate qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.

**To make an application for free school meals please see the Council’s website at [www.rotherham.gov.uk/info/200008/benefits](http://www.rotherham.gov.uk/info/200008/benefits)**

**To make an application for Working Tax Credit, please contact the Tax Credit Helpline on Tel. 0845 300 3900.**

### **3.09 Eligibility to free transport assistance – Pupils with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs and/or Disabilities (SEND)**

#### **Pupils under the age of 5 years**

Parents/Carers are usually required to take children under the age of 5 to their early year's provider. If, however, a child is assessed as requiring specialist transport, parents/carers will be requested to make subsidised contributions towards this transport, for those attending non statutory education. The cost is currently 80p per journey but if families qualify under low income criteria (see section 3.08) then no charges will be applied.

#### **Pupils aged 5 to 16 years**

Pupils with an EHCP or SEND will have their individual transport needs assessed against the Home to School Assessment Matrix criteria taking into account the distance, their age, mobility and the effect of their complex needs on their ability to travel. This may include:-

- Mobility
- Medical
- Behavioural
- Vulnerability
- Practicality and:
- Training

Under the provisions of paragraph 3 of Schedule 27 to the Education Act 1996, parents/carers may express a preference for a child with an Education Health and Care Plan (EHCP) or Statement of SEN to attend a school which is not the nearest suitable school identified by the Local Authority.

The parents' or young person's preferred school or college might be further away from their home than the nearest school or college that can meet the child or young person's SEN. In such a case, the local authority can name the nearer school or college if it considers it to be appropriate for meeting the child or young person's SEN. If the parents prefer the school or college that is further away, the local authority may agree to this but is able to ask the parents to provide some or all of the transport funding (paragraph 9.214 of the SEND Code of Practice).

### **3.10 Disabled Person's Pass**

A Disabled Person's Pass may be available to some Rotherham residents following assessment of qualification and allows free travel on buses, trams and trains within South Yorkshire and some cross boundary services. Severely disabled children who cannot travel alone may qualify for a disability pass and a care giver may also qualify for one so they can travel with them free of charge. More details are available on the Council's website [www.rotherham.gov.uk](http://www.rotherham.gov.uk) search for **Disabled Person's Pass**.

Applications may be made at any library or contact service centre. Further details are also available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com)

### **SEND Pupils attending Respite Care**

There is no statutory duty within national Home to School Transport guidance to provide free transport assistance to respite care placements.

### **SEND Pupils in Public Care**

When a young person becomes a Looked After Child (LAC) by Rotherham Metropolitan Borough Council (RMBC) they may become eligible for transport assistance. This may also include transport to other destinations as appropriate. We would expect the young person to use public transport unless they are too young to travel alone or there are specific risks or concerns. When age or risk prohibits independent travel there is an expectation that the carers or known professionals transport them.

Young people in the care of RMBC under the age of 16, who have an EHCP or Statement of SEN may continue to receive transport assistance provided, as specified in Section 8. This will be subjected to assessment and approval.

A LAC who is the financial responsibility of another Local Authority needs to contact their Authority for their transport requirements.

## **4. PARENTS/CARERS GUIDELINES - MAINSTREAM TRANSPORT**

The majority of Rotherham pupils assessed as entitled to free transport assistance are issued with a zero fare pass allowing them to travel free by public transport to and from school. Where specific buses are provided for mainstream home to school transport, these may be run commercially by the operators or on a contract with the Council. In both instances, these may be registered services available to the general public and parents/carers should consider the need to accompany the pupil as necessary.

- 4.01 A pupil's home address is considered to be the one that is in receipt of Child Benefit and based within the Rotherham Borough. Pupils in receipt of free transport assistance will have their eligibility re-assessed following a move of address, or circumstances, as this may affect both the identity of the qualifying school and the distance.
- 4.02 The distance between the pupil's home and school is measured using a computerised mapping system. This is from the front door of the home address to the nearest designated school entrance by the nearest available walking route.
- 4.03 Pupils who have qualified for a zero fare bus pass (see section 3) will continue to be assessed and reviewed each school year.
- 4.05 Where it is not possible for pupils to travel by public transport, the Local Authority may consider other arrangements.
- 4.06 Secondary aged pupils who do not qualify free for transport assistance need to obtain

a concessionary fare pass issued by South Yorkshire Passenger Transport Executive (SYPTE). The MegaTravel Pass (proof of age) allows the holder to travel at the concessionary fare on buses trams and trains in South Yorkshire. Further information and application forms are available from the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com) or the Rotherham or Meadowhall Interchanges, or contact Traveline on Tel. 01709 515151.

- 4.07 Pupils attending a school in Rotherham, but who live outside the Rotherham Authority's boundary, must apply to their home Local Authority for advice and guidance.
- 4.08 It is the responsibility of parents/carers to meet other transport needs including travel to and from work placements, breakfast and after-school clubs, extra-curricular activities, transitional travel or any other arrangements they make with the school.
- 4.09 The ultimate responsibility for the safety and conduct of any pupil during the journey to and from school rests with parents/carers. Some pupils may need to be taken to the bus stop and supervised until the bus arrives. Similarly, these pupils may need to be met on their return journey.
- 4.10 Parents/Carers are expected to explain to their child that it is important to maintain positive behaviour while they are travelling on transport. Parents/Carers who have a zero fare pass sign to accept the Code of Conduct that the pupil will follow. If a pupil persistently endangers their own safety, or that of others, by not following this Code of Conduct, transport assistance will be withdrawn. Further details at: [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com)
- 4.11 In the event of a pupil exhibiting persistent, deliberate, disruptive or dangerous behaviours (including physical and verbal abuse), the Local Authority may exclude your child from using school transport or withdraw a zero fare bus fare. Additionally, the bus operator can refuse entry to the vehicle for such pupils and in some circumstances the Police may be involved. Parents/Carers will be expected to make their own arrangements to ensure their child attends school.

Guidance on 'Promoting Positive Behaviour by Pupils on Public Transport in South Yorkshire' has been developed by Local Authority Education Transport Officers, SYPTE, South Yorkshire Police and Transport Operators. Further details can be found at: <http://www.travelsouthyorkshire.com/onboard/teachersbehaviour>

## **5 PARENTS/CARERS GUIDELINES - PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP) OR A STATEMENT OF SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND) TRANSPORT**

Pupils who have been assessed as requiring transport assistance, other than a zero fare bus pass, may receive support for independence and mobility training. The aim is to reduce their reliance on individual transport and to develop independent travel skills.

- 5.01 Pupils in receipt of transport assistance will have their eligibility re-assessed following a change of address or circumstances, as this may affect both the identity of the qualifying school and the distance. Dual residence or parents/carers work and

family commitments will not be regarded as valid reasons for determining entitlement to transport assistance. A pupil's home address is considered to be the one that is in receipt of the Child Benefit.

5.02 It is the responsibility of parents/carers to meet other transport needs such as travel to and from work placements, breakfast and after-school clubs, extra-curricular activities, transitional transport or any other arrangements they make with a school.

5.03 Transport assistance will be reviewed on an annual basis. Any recommended changes to a pupil's transport arrangements will be considered by the Council. Changes, for various reasons, may be necessary during the school term and you will be informed of these as soon as possible. Where individual transport is ceased, pupils may be eligible for a zero fare bus pass or a disabled person's pass.

- 5.04 Pupils issued with such a pass will access free transport which will operate from and to the bus stops nearest to the pupil's home. Parents/Carers should ensure the pupil's safety by making appropriate arrangements for them to be accompanied to and from the nearest bus stops as appropriate.
- 5.05 Pupils who are assessed as requiring transport on a coach, minibus or taxi will be collected and returned at named points near their home address. If the pupil is not at the boarding point at the agreed time in the morning, the transport will continue its journey to avoid late arrival at schools. If the pupil is collected from home please ensure they are supervised to board the vehicle at the agreed time.
- 5.06 Pupils who attend a residential school (e.g. a term-by-term basis) outside Rotherham named in their EHCP or Statement of SEN will be allocated a maximum of 6 return journeys to/from their place of education. No additional journeys will be funded by the Council.
- 5.07 Some parents/carers may choose to use their own vehicle to transport their child/children to and from schools. They may be entitled to a personal budget e.g. when no spaces are available on existing transport, or where no contracted transport provision exists. This will only be paid for the journeys **when the eligible child is travelling in the vehicle**. Further information can be obtained from [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk)
- 5.08 Any extra transport equipment, seating, restraints, or training required due to the pupil's physical, medical or behavioural needs which require supervision during travel will usually be arranged by the Council. In some circumstances, an agreed written individual transport care plan will be required to be signed by the parent/carer, before the pupil can travel on any contracted vehicle.
- 5.09 Where a vehicle collects a child from the home address, drivers will not usually leave the vehicle to bring the child from the house. It is the responsibility of parents/carers to ensure their child's safety with appropriate arrangements to accompany their child to and from the designated points, and to supervise them safely onto and off the vehicle. In exceptional circumstances, when agreed by the Council, a passenger assistant/driver may assist with movement of the pupil if they are specifically trained to do so.
- 5.10 If your child will be absent from school for any reason, such as illness or holiday, you must inform the Passenger Services Team (PST) as soon as possible to prevent unnecessary charges being made (especially if your child travels alone). You must inform the PST in advance when you need the transport to start again (**please note that 24 hours voicemail is available on 01709 334325**) or you can contact PST online at: [R&E-PassengerTransport@rotherham.gov.uk](mailto:R&E-PassengerTransport@rotherham.gov.uk).
- 5.11 If your child is due to receive medical treatment which affects their mobility and fitness to travel, you must inform the Passenger Services Team at: [R&E-PassengerTransport@rotherham.gov.uk](mailto:R&E-PassengerTransport@rotherham.gov.uk) at least 10 working days in advance so that an updated transport assessment can be undertaken. Your child may be refused transport provision until this assessment has taken place and it is deemed safe for them to travel again.

- 5.12 If a pupil is transported in a wheelchair, it is the parents/carers responsibility to ensure that this is in good condition and free of defects, including any wheelchair harness. Any defects should be reported and rectified urgently to ensure the safety of the child by contacting Wheelchair Services at [Rotherham.wheelchairs@rothgen.nhs.uk](mailto:Rotherham.wheelchairs@rothgen.nhs.uk). Defective equipment will result in transport being stopped as **all** drivers are instructed to refuse to transport pupils with defective wheelchairs.
- 5.13 If your child is due to change a wheelchair or buggy, including seating system, you must inform the Contract Monitoring Officer at least 10 working days in advance at [R&E-PassengerTransport@rotherham.gov.uk](mailto:R&E-PassengerTransport@rotherham.gov.uk). It is important that the correct restraints are used to secure the wheelchair into the vehicle. All drivers are instructed to refuse transport provision for pupils if changes are made until it is confirmed safe for the pupil to travel again.
- 5.14 If your child has a medical care plan for transport, where treatment or equipment is essential for the child's health (e.g. epipen, inhaler, vagal nerve stimulator magnet, suction machine etc.), it is the responsibility of parents/carers to ensure this is sent with the child. This should always be in date and in good working order otherwise your child will be refused transport by the driver or passenger assistant.
- 5.15 Transport staff will **not** administer medicines unless these are part of the transport care plan and staff have received appropriate training. It is important that such medicines are in date, clearly identified with the pupil's name, date of birth and the dosage prescribed.
- 5.16 Parents/Carers are advised to contact their child's school, to discuss the transfer of items such as letters, money or common medicines. Transport staff may be able to agree to carry these but cannot accept responsibility.
- 5.17 As a parent/carer you must ensure that a responsible adult meets the child when they are dropped off by the transport provider. If an emergency occurs which prevents this, the Passenger Services Team should be informed urgently (Tel. 01709 **334322 or 334325**). In the event of a responsible adult not being available, the transport operator will contact the Passenger Services Team. If the issue cannot be resolved the Multi-Agency Safeguarding Hub (MASH) (Tel. 01709 336080) will be informed and the child may be taken to a place of safety until they are collected by a responsible adult.
- 5.18 In the event of a pupil exhibiting persistent, deliberate, disruptive or dangerous behaviours (including physical and verbal abuse), the Local Authority may withdraw their transport provision. Parents/Carers will be expected to make their own arrangements to ensure their child attends school.

Please visit [www.rotherhamsendlocaloffer.org](http://www.rotherhamsendlocaloffer.org) for further information and a range of online forms.

## 6. PERSONAL BUDGETS

A personal transport budget (PTB) can be provided where requested, to parents/carers for children/young people who are eligible for transport assistance. This will enable families to make their own flexible arrangements to achieve the best travel arrangements for their child/young person instead of the traditional services that are currently provided. Parents / Carers will need to ensure that the child/young person can travel to and from educational



establishment on time and that does not negatively affect their ability to access educational provision.

## **7. INDEPENDENT TRAVEL TRAINING**

Pupils aged 14+ and who have been assessed as requiring transport assistance may receive support for independent travel training to enable them to travel independently. Each personalised programme will ensure that young people will be fully trained to carry out their journey from home to their place of education. It will also improve their ability to access social and leisure activities and reduce their reliance on individual transport which is not available during weekends, evenings and school holidays.

## **8. TRANSPORT POLICY STATEMENT FOR LEARNERS AGED 16-19 YEARS IN FURTHER EDUCATION AND TRAINING AND CONTINUING LEARNERS WITH A LEARNING DIFFICULTY AND/OR DISABILITY (LLDD) AGED 19 AND OVER**

### **Summary of policy statements and main objectives**

- 8.1 There is no automatic entitlement to free home to school or college transport once a learner is over 16 years and beyond statutory school age. Responsibility for making appropriate transport arrangements rests with the learner and/or parents/carers.
- 8.2 Providing assisted transport (e.g. taxis, specially adapted vehicles) will only be given for learners with special educational needs and disabilities who have had their needs assessed against set criteria including distance, age, mobility and the effect of their complex needs on their ability to travel, compared to their peer group. This may include:
  - Communication and Interaction Difficulties
  - Cognition and Learning Difficulties
  - Specific Learning Difficulties
  - Social, Emotional and Mental Health Difficulties
  - Sensory and/or Physical Needs which severely restricts mobility
- 8.3 Learners with special educational needs, and disabilities, who have received transport assistance and are moving from statutory education (Y11) to further education, will need to have their transport needs reassessed when they apply for transport provision. This is to ensure that any assistance offered is suitable to meet those needs. Continuing post 16 learners will also have their transport needs reviewed at least on an annual basis.
- 8.4 Learners must be permanently resident within the Rotherham Borough.
- 8.5 This policy outlines what transport support is available when starting a full time (over 12 guided learning hours per week) further education course up to the age of 19 and those learners aged 19 and over with a learning difficulty and/or disability.
- 8.6 This policy covers the statutory duties of the Local Authority under Section 509AA of the Education Act 1996 and subsequent amendments. It only applies to residents of the Rotherham Borough area. Further information can be obtained by visiting [www.gov.uk](http://www.gov.uk)

## 9 CONCESSIONARY FARES, DISCOUNTS, SUBSIDIES, PASSES OR TRAVEL CARDS AVAILABLE FOR POST 16 LEARNERS IN COLLEGES, SIXTH FORMS AND AT SOME TRAINING PROVIDERS

The following passes and tickets are the most appropriate for those using public transport to access education and training:

- **16-18 Student Pass**

This pass is available to all South Yorkshire residents attending full time courses at all Colleges and Sixth Forms, within Rotherham, aged between 16 and less than 18 (on 1<sup>st</sup> September). It entitles the learner to travel, from the first day of the academic year, for the concessionary fare of 80p per journey on all buses and trams and for half adult fare on trains within South Yorkshire. Application forms and the verification code (UVC) are available from your learning provider or they may also be downloaded from <http://www.travelsouthyorkshire.com> A MyTSY account should be created in advance at <https://mytsy.travelsouthyorkshire.com/signup/>.

Individual enquires can be made by contacting the **Transport Executive Traveline on 01709 515151**.

- **Travelmaster18**

This ticket is available to anyone aged 16, 17 or 18 and allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider may be able to assist with funding towards the cost of this ticket. Please contact **Traveline on 01709 515151** to make an enquiry.

- **Travelmaster20**

This ticket is available to anyone aged 19 or 20 and allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider may be able to assist with funding towards the cost of this ticket. Please contact **Traveline on 01709 515151** to make an enquiry.

- **Student Term Travelmaster**

This ticket is available to any individual undertaking full time study at a college of further education in South Yorkshire at the discretion of the college. In Rotherham, these are Dearne Valley College, Rotherham College of Arts & Technology and Thomas Rotherham College. This ticket allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider must supply you with authorisation to buy this product. Your learning provider may also be able to assist with funding towards the cost of this ticket. Further details on all of the above passes and tickets, including operators' tickets are available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com).

- **Zero Fare Bus Passes**

These may be available to some learners attending Dearne Valley College, Rotherham College of Arts & Technology and Thomas Rotherham College and are allocated at their discretion. Contact student services at the college for details. Further details are available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com).

## **10 SUPPORT FOR POST 16 LEARNERS WITH EDUCATION, HEALTH & CARE PLANS (EHCP) OR SPECIAL EDUCATIONAL NEEDS OR DISABILITIES (SEND)**

A Disabled Person's Pass may be available to some Rotherham residents who are over the age of 16 following assessment. Please refer to Section 2.10 of this policy

Those unable to take advantage of the above Disabled Person's Pass should contact student services at their chosen college or school sixth form.

All learners with an Education, Health & Care Plan (EHCP) or Special Educational Needs or Disabilities (SEND) should have their transport needs reassessed when they move from compulsory schooling to post 16 education. This is in accordance with the Post 16 Transport to Education and Training Statutory Guidance for Local authorities:

[www.gov.uk/government/publications/post-16-transport-to-education-and-training](http://www.gov.uk/government/publications/post-16-transport-to-education-and-training)

10.1 Post 16 learners will be aged between 16 and 18 years at the start of the academic year (i.e. September) and those continuing learners who started their programme of learning before their 19<sup>th</sup> birthday.

10.2 Post 16 learners are expected to take advantage of the concessionary fare schemes so they can access public transport for their daily travel to and from school/college in and around the Rotherham Borough. The following learners will, however, be considered for transport assistance under this policy:

- Consideration will be given to learners who have communication and interaction difficulties, cognition and learning difficulties, specific learning difficulties, social, emotional and mental health difficulties, sensory and/or physical needs which affect their ability to travel.
- The distance between home and school or college, offering a suitable course, must exceed 3 miles by the shortest available route. This may be disregarded where learners require assisted transport as a result of their learning difficulty and/or disability.

10.3 Young people will be engaged in learning or training at:

- A school (including academies)
- A further education institution
- An Authority maintained or assisted institution providing further education
- An establishment funded directly by the Education Funding Agency (EFA) e.g. independent specialist providers for learners with learning difficulties and/or disabilities
- A learning provider that is funded by the local authority to deliver accredited programmes of learning (this could include colleges, charities and private learning providers)

10.4 Learners are encouraged to attend courses within the Rotherham Borough. Specific details of the course and reasons for choice will need to be given in order that an assessment can be made, having due regard to the efficient and effective use of resources.

10.5 The Council supports the principle of young people having a reasonable opportunity to choose between the courses available to learners at post 16 and be supported to access their choices.

10.6 Reasonable choice will include enabling young people to choose courses outside the Rotherham boundaries if it makes sense for them to do so. The Council will be mindful of our neighbouring local authorities transport policies and consider how this transport policy can support movement across boundaries (ie. South Yorkshire).

10.7 Reasonable choice will also include enabling young people to choose an establishment of education that is not the closest to where they live, if it makes sense to do so.

10.8 The following information will also be required to support the learner's application for assistance:

- Recent medical evidence from a GP, Consultant, specialist service or other qualified person, which is no more than 3 months old.
- Supporting evidence/recommendation from Education, Health and Care Assessment Team.

Please be aware that failure to provide all the evidence may result in a delay in your application being processed or your application being refused.

## **11 How will Post 16 learners be assessed for assistance?**

11.1 Learners are expected to take advantage of the concessionary travel arrangements available. However, if a learner can demonstrate they have exceptional circumstances as to why other assistance may be required, then the appropriate transport enquiry form should be completed. This form is available online on the Council Website:

[http://www.rotherham.gov.uk/info/200086/schools\\_and\\_colleges/319/a\\_guide\\_to\\_school\\_transport/4](http://www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport/4)

11.2 Completion of the transport enquiry form does not mean learners are eligible for transport assistance. The form is an expression of interest in order that the Council can undertake an assessment.

11.3 The Council will consider the enquiry and make a determination of whether the learner qualifies for transport and what this provision should be. Each case will be assessed individually and will depend upon their particular needs and circumstances. Please see section 8.2 for qualifying categories. Those learners with an EHCP who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17 or who have already become NEET; these young people should be offered a suitable course of education or training and may be provided with any transport support that is necessary to enable them to participate.

11.4 Where assisted transport has been recommended, this may be provided as any of the following (including personal travel budgets):

- A zero fare bus pass which entitles a pupil to free bus travel between the nearest bus stop to their home address and their registered school base.
- Refunded travelling expenses according to the cheapest available public transport route for those pupils able to access public transport services.
- Personal Travel Budgets are a distance calculation in accordance with the Council's current rate, for pupils requiring special arrangements, provided that the arrangement makes financial sense to the Local Authority. Calculations will only be determined for

the journeys when the pupil is in the vehicle.

- Independent Travel Training
- Free or subsidised travel on a coach, minibus, taxi or specially adapted vehicle if the pupil is unable to travel by public transport due to their mobility, or effect of their complex special educational needs.

**Parents/carers will be required to make a financial contribution towards the cost of the transport provided. See section 13 for further details.**

- 11.5 Approval for transport assistance will usually be for the academic year only. Each case should be reviewed annually in time for the start of the next academic year to ensure the arrangements are still appropriate. If there are any changes to individual circumstances prior to this, such as change of address, change in needs as referred to in section 8.2 of this policy, or if the learner is able to walk, cycle or drive to school/college, it is the responsibility of the learner and/or parents/carers to inform the Council to ensure the necessary review is undertaken.
- 11.6 Transport is usually only provided at the beginning and end of the school/college day. The Council will not fund additional transport during the day, inter-site transport, work placement transport or induction visits and enrolment days. Transport support will not usually be provided for any learners during the first week (induction) of the new academic year. It is expected that families will make their own transport arrangements until the learner's timetable has been finalised.
- 11.7 Where transport support is provided, no variation can be made to the journey without the prior consent of the Council.
- 11.8 Learners who are in receipt of transport support and subsequently fail to attend school or college, without a valid reason, may have their transport support suspended or withdrawn.

## **12. APPRENTICESHIPS/TRAINEESHIPS**

Transport assistance is not provided to learners undertaking work placements, apprenticeships or traineeships. In these circumstances learners are advised to contact their employer or learning provider for advice.

## **13. CHARGES FOR TRANSPORT ASSISTANCE**

- 13.1 Charges apply to all post 16 learners where they require help in travelling to school or college regardless of whether they are living in the parental home or sheltered/residential accommodation.
- 13.2 Learners and/or parents/carers will be notified of the charges in advance of the travel arrangements and usually invoiced as soon as possible before the start of each term. These charges **must** be paid immediately so that transport arrangements can be made. Every opportunity will, however, be given for learners and/or parents/carers to pay the charges by smaller, more manageable, payments suitable to the learner and/or parent/carer if requested.
- 13.3 Where it has been agreed to provide transport assistance within the Rotherham Borough, learners and/or their parents/carers will be charged on a termly basis (i.e. 3 invoices per year will be sent, usually before the start of each term) based on the current cost of the

concessionary student fare of 80p per journey, and school term dates. The approximate costs per school terms 2018-19 are as follows:

Autumn term 2018 (Sep – Dec) 14 weeks @ £8.00\* per week = £112.00  
 Spring term 2019 (Jan-Mar) 13 weeks @ £8.00\* per week = £104.00  
 Summer term 2019 (Apr-July) 13 weeks @ £8.00\* per week = £104.00  
**Charges are based on one return bus journey per day at £1.60**

*\*This can be subject to change. Charges will depend on school/college actual term dates, actual number of days per week students attend school/college and the cost of the concessionary bus fare.*

13.4 Where it has been agreed to provide transport assistance to provision outside the Rotherham Borough, learners and/or parents/carers will be charged with 3 invoices per year usually before the start of each term based on the current cost of the concessionary student fare of 80p per journey, and school term dates. The approximate costs per school terms 2018-19 are as follows:

Autumn term 2018 (Sep-Dec) 14 weeks @ £16.00\* per week = £224.00  
 Spring term 2019 (Jan-Mar) 13 weeks @ £16.00\* per week = £208.00  
 Summer term 2019 (Apr-July) 13 weeks @ £16.00\* per week = £208.00  
**Charges are based on four bus journeys (2 return journeys) per day at £3.20\*\***

*\*This can be subject to change. Charges will depend on school/college actual term dates, actual number of days per week students attend school/college and the cost of the concessionary bus fare.*

*\*\*The journey to some learning providers may require more than one bus journey each way.*

13.5 Refunds of transport costs cannot be made for occasional day's absence. If, however, the learner is absent for a full week (e.g. due to illness/holiday) then refunds will be considered upon receipt of confirmation of attendance details from the school/college.

13.6 Where the learner and/or parents/carers during the course of the academic year fail to make payments or make a reasonable contribution towards their assisted transport, engage with the Council's Sundry Accounts Team to secure a manageable payment plan, or submit an appeal, then the learner may have their assisted transport withdrawn. This action will only be taken as a last resort after all other options have been explored.

## 14. FINANCIAL HARDSHIP

### 16 to 19 Student Bursary Fund

The 16-19 Student Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. If the learner is aged between 16 and 19 years, and think they may struggle with the costs for full-time education or training, they may be eligible for a bursary. This can be used to assist with transport costs.

Students in the following groups may receive the maximum bursary of £1,200 a year:

- young people in care
- care leavers
- young people claiming income support in their own name
- disabled young people who receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in their own name.

To receive the maximum bursary the course must last for 30 weeks or more. If the course is shorter than 30 weeks, the student may receive less funds.

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

Further information can be obtained directly from the learner's school or college on how to apply for a bursary.

Full details of the bursary scheme are available on the Directgov website at:  
[www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund).

- 14.1 Families experiencing financial hardship (low income families or learners) can apply to have the transport charges waived. Consideration will be given as to whether or not the learner has applied for, or is in receipt of, an allocation from the 16-19 bursary fund from the learning provider.
- 14.2 Eligibility for help with transport to school/college is not dependent on means testing, but a means test will be used to determine whether the contribution towards the transport costs should be waived for low income families. The Transport Policy Statement for Learners aged 16-19 years in Further Education, uses the low income eligibility criteria as set out in the Education and Inspections Act 2006, e.g: Free School Meals eligibility in Y11 or being in receipt of the maximum level of Working Tax Credit. Written evidence of these benefits will be requested by the Council and where evidence has not been provided (or is not relevant to the period in which transport is being provided) charges will be made.

## **15. RAISING THE PARTICIPATION AGE**

From 2015, all young people up until the end of the academic year in which they turn 18 are required to participate in education or training. There is no change to the statutory school age which remains at 5 to 16 years.

This change did not extend the entitlement for the provision of free transport assistance beyond Y11, as it does not mean that the learner has to stay at school. They may choose to work full time and study part time, continue full time study at school or college, be involved in part time training whilst volunteering or follow an apprenticeship.

More information about Raising the Participation Age can be obtained from the Department of Education website at:-

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>.

This continues to mean that transport will only be allocated to learners who qualify under the criteria as set out in Section 8.2.

## **16. 19 – 25 LEARNERS**

Learners who are aged 19-25 and have an Education Health and Care Plan (EHCP) should contact their education provider to discuss the possibility of transport assistance.

## 17. APPEALS PROCESS AGAINST THE LOCAL AUTHORITY'S REFUSAL TO PROVIDE TRANSPORT ASSISTANCE

The decision regarding refusal of free home to school transport assistance is based upon information available to officers at the time of the assessment. Parents/Carers have the right to appeal against the Local Authority's decision not to provide transport assistance if they feel that an error has been made in the assessment of the entitlement, distance measurement, route safety or there are **exceptional circumstances** that breach this Policy.

### 17.1 Appeal Timings

The Home to School Travel and Transport Guidance - July 2014 issued by the Department of Education, recommends the timings of Appeals procedures. These are recommended timings and not compulsory but every effort will be made to meet these.

#### Stage 1 Appeal Review

Parents/Carers must, in writing, within 20 working days of the original decision, request a review of the original decision which will be undertaken by a Senior Officer (**Stage 1 Review**). Requests to appeal should be made in writing to [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk) Parents/Carers will be provided with a notice of appeal form, which must be completed and returned within 20 working days. This should be accompanied by any other relevant evidence or medical reports that the parent/carer intends to rely upon. All evidence provided, together with a statement of appeal explaining the reasons for the original decision will be submitted to the Senior Officer for consideration.

Following the Stage 1 review the Senior Officer will respond in writing, within 20 working days of receipt of the parental request and receipt of the completed Notice of Appeal, either upholding or overturning the original decision. This will explain the reasons for the review decision and unless the original decision is overturned, offer the parent/carer the opportunity to escalate their appeal to be heard by an independent panel (**Stage 2 Appeal Review**).

#### Stage 2 Appeal Review

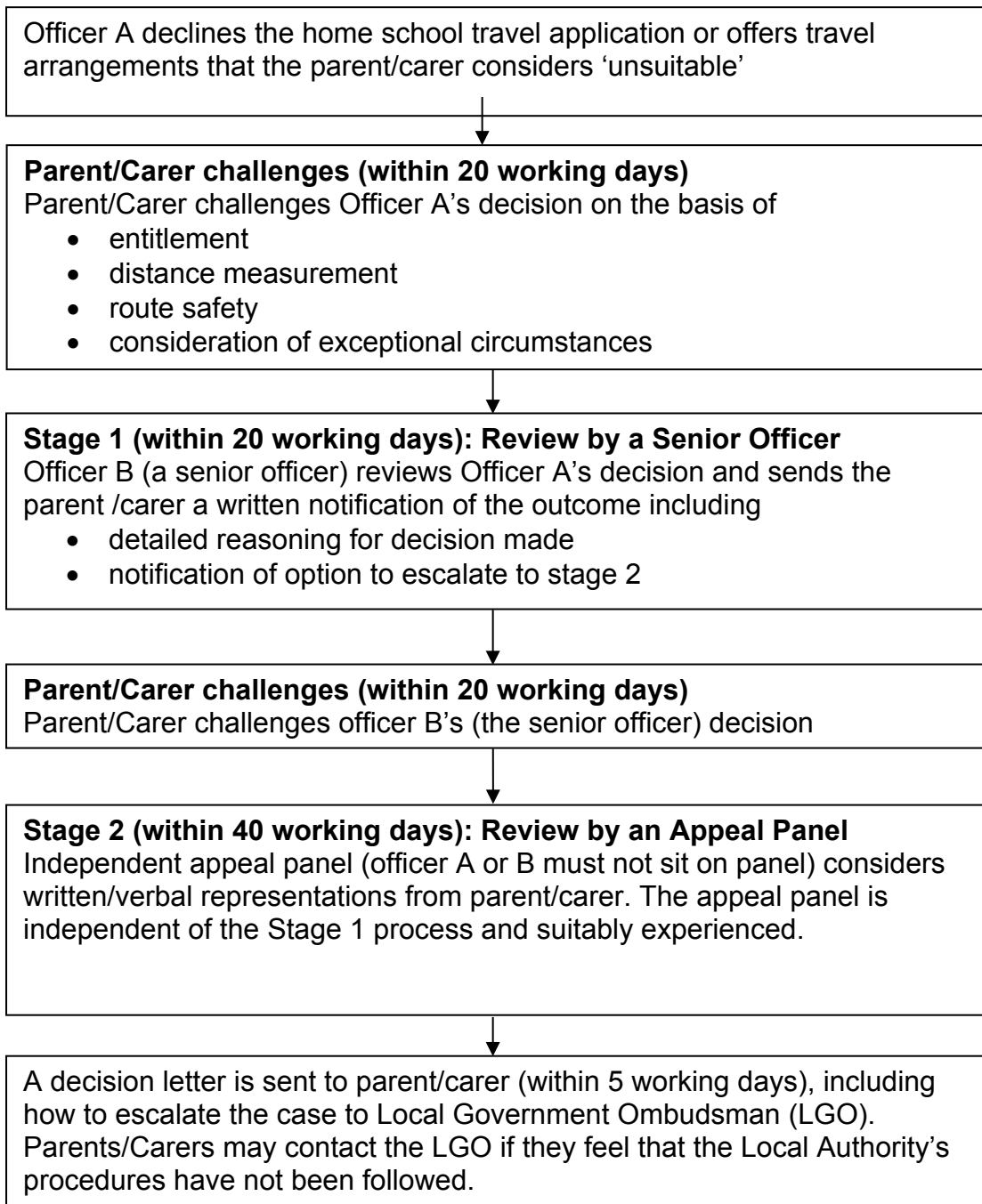
Parents/Carers must confirm in writing their request for the appeal review to progress to Stage 2 within 20 working days of the letter confirming the outcome of the Stage 1 Appeal Review. Upon receipt a statement of appeal will be prepared and all evidence submitted to an independent panel who has had no involvement in either of the previous decisions. The independent panel will review the previous decisions and the parental grounds for appeal within 40 working days. The outcome will be communicated to the parent/carer in writing within 5 working days of the panel hearing by the Council.

A Stage 1 or Stage 2 decision will be effective for the complete academic year following which entitlement will be reviewed for the next academic year. You will then again have the right to appeal this decision if necessary.

If there is a change in individual circumstances during the academic year, such as change of address or mobility needs, it is the responsibility of the parent/carer to inform the Passenger Services Team to ensure a review is undertaken by e-mailing: [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk).



### Flowchart of the Appeals Process



## Appendix 2

## Breakdown of Survey Responses

### Online

The analysis conducted is presented below;

Page	Question	Answers	No	Percentage
P1. About you	Q1. Are you:	A parent or carer	201	82%
		A representative of an early years provider, school, academy or college	4	1%
		A representative of a group or organisation	2	0%
		An elected member	0	0%
		A Council officer	4	1%
		A member of the public	23	9%
		Other	10	4%
P5. Reviews	Q1. Do you feel that your child's transport needs should be reviewed annually in conjunction with of their Education, Health and Care Plan (EHCP)?	Strongly agree	47	23%
		Agree	66	32%
		Neither agree or disagree	38	18%
		Disagree	31	15%
		Strongly disagree	19	9%
P6. Personal budgets	Q1. Should parents and carers with children travelling on high cost single or dual occupancy taxis be offered a personal transport budget for their child or children to travel from school or college?	Strongly agree	27	13%
		Agree	45	22%
		Neither agree or disagree	58	28%
		Disagree	33	16%
		Strongly disagree	38	18%

P6. Personal budgets	Q2. If you opted for a personal transport budget, if approved, how would you like the cost to be determined?	Distance calculation	90	44%
		Monthly allowance through a band system	44	21%
		Other	67	33%
P8. Independent travel	Q1. Would supporting your child to develop the necessary skills to travel independently be something you might consider, given the right support and training?	Strongly agree	6	2%
		Agree	25	12%
		Neither agree or disagree	20	9%
		Disagree	34	16%
		Strongly disagree	116	57%
P8. Independent travel	Q2. At what age or stage do you feel independent travel training should be accessible to your child?	Age 11 - primary school to secondary school transfer	28	13%
		Age 14+ - changing from Year 9 to Year 10	173	86%
P9. Further education	Q1. Do you think young people in further education (college, sixth form) should only have access to personal transport budgets? This could include bus passes or cycle/moped grant schemes?	Strongly agree	29	14%
		Agree	26	12%
		Neither agree or disagree	41	20%
		Disagree	41	20%
		Strongly disagree	64	31%
P10. Mobility benefits	Q1. Should the Council take these payments into consideration?	Strongly agree	13	6%
		Agree	23	11%
		Neither agree or disagree	31	15%
		Disagree	44	21%
		Strongly disagree	90	44%

P12. Reviews	Q1. Do you feel that a student's transport needs should be reviewed annually in conjunction with of their Education, Health and Care Plan (EHCP)?	Strongly agree	19	44%
		Agree	13	30%
		Disagree	8	18%
		Strongly disagree	3	6%
P13. Personal budgets	Q1. Should parents and carers with children travelling on high cost single or dual occupancy taxis be offered a personal transport budget for their child or children to travel from school or college?	Strongly agree	6	13%
		Agree	18	41%
		Disagree	9	20%
		Strongly disagree	10	23%
P13. Personal budgets	Q2. If approved, and families opted for personal transport budget, how do you think the cost should be determined?	Distance calculation	19	44%
		Monthly allowance through a band system	15	34%
		Other	9	20%
P15. Independent travel	Q1. Is supporting children and young people to develop the necessary skills to travel independently something that should be considered, given the right support and training for them?	Strongly agree	11	25%
		Agree	20	46%
		Disagree	6	13%
		Strongly disagree	6	13%
P15. Independent travel	Q2. At what age or stage do you feel independent travel training should be accessible to children and young people?	Age 11 - primary school to secondary school transfer	16	37%
		Age 14+ - changing from Year 9 to Year 10	27	62%
P16. Further education	Q1. Do you think young people in further education (college, sixth form) should only have access to personal transport budgets? This could include bus passes or cycle/moped grant schemes?	Strongly agree	10	23%
		Agree	14	32%
		Disagree	12	27%
		Strongly disagree	7	16%

P17. Mobility benefits	Q1. Should the Council take these payments into consideration?	Strongly agree	11	25%
		Agree	9	20%
		Disagree	13	30%
		Strongly disagree	10	23%
P18. Age group	Q1. Which age group do you represent?	Under fives	6	10%
		5 to 16 year olds	22	36%
		Ages 16+	13	21%
		Ages 25+	19	31%

### **Drop in Sessions**

#### **Drop in session: Monday 2 October at Rotherham Parent Carer Forum**

3 parents/carers representatives attended and the RPCF lead

#### **Drop in session: Wednesday 4 October 2017 Maltby Customer Service Centre**

2 parents/carers attended.

#### **Drop in session: Thursday 5 October at Aston CSC Library**

11 parents/carers attended

#### **Drop in session: Monday 9 October at Riverside House Library**

6 parents/carers attended

#### **Drop in session: Tuesday 10 October at Swinton CSC Library**

7 parents/carers attended

#### **Drop in session: Monday 30 October 2017 at Riverside House Library**

5 parents/carers attended.

## **Drop in Session: Wednesday 1 November 2017 at Riverside House Library**

7 parents/carers, 1 young person and 2 members of public attended.

### **Additional enquiries**

Number of contacts from CSC 84

Number of follow up telephone calls by PST 27

Number of additional e mail queries to PST 20

### **Issues and general comments raised**

Transport being removed from their child with complex needs and being given a PTB might cause financial difficulties.

Children who did not have physical medical mobility difficulties could not use public transport because of social and communication difficulties associated with autism.

When parents/carers received more information about the principles of ITT and PTB they were more reassured. Others would welcome such schemes when their children were older and considered more capable.

If young people received grants and other payments for help with travel then the Council should not be expected to fund everything. PTBs for older children going into placements and sixth forms may be more suitable and helps them choose. They could use taxi transport for the mornings and use ITT for home time journeys as they may finish at different times to schools so buses may be less busy.

Transition issues from 18/19 into adult services transport and placements which did not align with the EHCP guidance of age 25. A young person between services and different criteria was a source of frustration for many families. The 16 to 19 policy was already embedded and families were used to the small charge towards transport provision.

Families would object to their DLA being used to pay towards transport as this was a national benefit and could not be used for those in statutory education. Other families may welcome a personal transport budget if it suited their family circumstances.

Children in early years provision should never go in a taxi and it should be family who take them to and from a nursery. Travel training is available in other local authorities. Some young people themselves want to travel but their families may not be confident they can do this safely. The RPCF will consult young people to gain their views as part of this public consultation.

Concerns about post 16 travel and other sudden changes taking place. Families did live quite a long distance away from the special school where their child attended so journeys on buses would be very time consuming. Families did not usually attend a school in their local walking area and sometimes the only option was a taxi.

The needs of the child's transport should be included as part of their EHCP and some aspects of national benefits should be used as it was awarded for the child.

The low contribution of 80p per journey for post 16 travel is cheap and a higher charge would be reasonable.

Contractual changes at Easter were traumatic for their children. It was felt that once transport was given that children should keep it until they leave school.

Some families felt whatever the Council did it would affect them in a negative way. They did not have the choice to attend a more local special school when it was already full. This had an impact on their child not being able to mix with other pupils out of hours so they could be more isolated.

ITT for those attending out of area schools was a big concern. The public transport links did not exist and young people attending such provision had complex needs.

It was reasonable for families to contribute to transport as it was very accessible and convenient for them and their children travel on minibuses.

### **School Meeting Sessions**

#### **3 October 2017: Abbey Special School**

3 parents/carers attended

#### **5 October 2017: Kelford Special School**

15 parent/carers attended and two reps. from RPCF in attendance

#### **6 October 2017: Hilltop Special School**

23 parent/carers attended one young person, head teacher and one rep. from RPCF in attendance.

## **27 October 2017: The Willows Special School**

12 parents/carers attended and one rep. from RPCF and head teacher in attendance.

### **Summary of school sessions and additional comments from families:**

Thought the meeting was good and informative.

Wants transport to stay as it is. Children suffer every time changes take place.

Sometimes the operators are late or too early and drivers and assistants are changed.

When another pupil joins transport, it can cause disruption to routines.

Consultation should have been separated into mainstream and special needs.

A contribution from all families would be less disruptive than the Council making savings to the whole service as a cost cutting exercise.

It is a very stressful life for those with disabled children and transport can be complicated. DLA and a family vehicle is not for school journeys.

### **Independent travel training:**

Severe and complex children are unsuitable for ITT. Some children will never achieve this and will have long term dependencies as adults.

Some families thought they would have to teach their child ITT and were not clear that the Council would be setting up schemes. In some special schools, older pupils are already identified for ITT as part of their life skills.

Some young people already have access to a disabled person's pass but often need to travel with an adult on public services.

For children attending out of area schools the journey is too complicated and time consuming so the best option is a taxi or minibus.



Families sometimes did not have the choice of their child attending their local school because of their complex needs and other schools being full.

Attending more distant schools does have a negative effect on their child's ability for social and leisure activities.

Young people need to make progress with ITT to help them join and travel in their local community and giving them extra time to become a young adult.

PTB:

More details about PTBs is needed as financial hardship might be incurred.

Would like the option of trying a PTB but being able to re-join contracted transport.

If a child has to come out of school early or has an appointment then family have to collect them anyway.

Increased traffic around schools and lack of parking facilities if families used a PTB for their own vehicles so may be issues with safety.

If families have other children in other schools then transport provision is not always suitable or easy for the whole family.

More information about the future PTB policy and funding was needed before families chose this option.

For those in further education a PTB might help them for attending placements and off site provision with individual timetables.

Not all learners attend special schools and some would like the option of help with driving lessons.

A PTB in further education would help families with transition to eg adult services such as direct payments.

Home to School Transport.  
Assessment Matrix: Special  
Educational Needs and Disabilities

Published:

Reviewed:

Next Review:

## National Guidance

The Duty for local authorities to provide transport to and from school is imposed by the Education Act 1996 (hereafter referred to as 'the Act'). In the case of an 'eligible child', Section 508B of the Act states that: "the local authority must make such travel arrangements as they consider necessary for facilitating the child's attendance at school"

Schedule 35B of the Act defines an 'eligible child'. The Council must exercise this duty in a manner which is legal, rational and procedurally proper.

The guidance in this document relates to the recommendation on children to be assessed on an individual basis to identify their particular transport requirements, in accordance with the Home to School Transport Policy;

Make transport arrangements for all children who are unable to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability. Such children should be assessed on an individual basis to identify their particular transport requirements. Mainstream transport requirements (e.g. the statutory walking distances) should not be conflated with assessments for the transport needs of SEN and disabled children.

Section 508A of the Act also places a general duty on local authorities to promote the use of sustainable travel and transport. The duty applies to all children and young people of compulsory school age and sixth-form age who travel to receive education or training within a local authority's area.

The duty relates to journeys to and from all institutions where education or training is delivered.

## **Children with Special Educational Needs or Disability**

Children and Young People with a Statement of Special Educational Needs (SEN) or an Education Health Care Plan may receive transport help under Section 324 of the Act depending on their individual circumstances.

Local authorities are empowered to make any non-educational provision specified in the statement or plan, including transport. Guidance for transport for pupils with Special Educational Needs is clear that provision should be based on an individual child's needs and if a child's needs are such that transport is not necessary, then the remaining criteria should be applied as default.

For SEN pupils, transport assistance will not be provided where parents have expressed a preference for a school which is further than the closest suitable school identified with the Education, Health and Care (Plan) or Statement of Special Educational Needs plan where this has not yet transitioned to the new EHCP. As in accordance with the Council's Home to School Transport Policy.

Any transport provided will be subject to ongoing review with the aim of moving the child or young person towards independent travel wherever appropriate. This assessment matrix enables this to be undertaken by the Council's approved Independent Travel Assessor.

Further information on the Home to School Transport policy can be accessed via the following link:

Added link:

[http://www.rotherham.gov.uk/info/200086/schools\\_and\\_colleges/319/a\\_guide\\_to\\_school\\_transport](http://www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport)

## **Transport Assessment**

The transport assessment is undertaken annually or at the point of either a new referral, or during key transitional stages such as a change of school or educational establishment. This currently coincides with the transfer of a statement to an Educational Health Care Plan (EHCP).

The information required to complete the assessment is gathered through various sources, by the Council's approved independent travel assessor

This allows for a personalised, individual assessment. This information gathered includes, but is not exclusive to;

- previous statements of special educational needs,
- medical reports,
- educational health care plans,
- school reports,
- information from social services,
- school senco,
- CAMHS,
- attendance officers,
- other school professionals and;
- parents.

The transport assessment is based under 6 key headings which look into all the needs of the child;

These 6 headings are;

- Mobility,
- Medical,
- Behavioural,
- Vulnerability,
- Practicality and;
- Training.

Information on the 6 headings are explained in greater detail in this document. Following the gathering of information, each of the 6 assessment headings are then converted into the matrix. This is to ensure that the process is fair and consistent.

**Matrix scoring**

The matrix follows a scale of 1-5, corresponding Need (impact) against Likelihood (frequency). The greater the score, the higher the risk.

The Need score:

1. To be noted/aware of
2. Minor
3. Moderate
4. Major
5. Severe

Likelihood score

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Certain

The score is then placed on a gradient template as show below

		Need				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

A single category score of 25 highlights a high need/risk and transport should be provided on these grounds

As the matrix is spilt into 6 areas, Mobility, Medical, Vulnerability, Behaviour, Practical and Training, a singular area may not be sufficient to provide transport. However, a combination of 2 or more areas may increase the risk to the young person and for this reason a total score will also indicate level of support.

This scale is based on the maximum of 150 points;

0 - 25 Points

This shows the young person has the ability and support to travel independently and therefore the following should be applied. New applicants would be refused transport and for existing (pre-assessment) service users – transport would be removed at the earliest / most convenient stage, with a 14 day notice period.

26-60 points

The young person has ability but may need support or guidance. This can be the offer of Independent Travel Training or a journey plan. The person is likely to only require a few sessions.

60 – 96 points

Transport assistance and travel training blend – the transport assistance should be short-term while a programme of Independent Travel Training is scheduled and undertaken. The training is likely to be more than ten sessions.

96 - 115 points

Transport assistance to be provided. This indicates that the person has multiple concerns and would need support to use sustainable methods of transport. However, a person scoring in this range may in the future be able to undertake Independent Travel Training and develop the skills for independence once other interventions have been completed.

115 – 150 points

Transport assistance with support required. A person scoring in this range will have reached a maximum score in more than two areas. This indicates a high level of support both within the school and home settings, which should be continued during transport. If using transport provision through the Council a Passenger Assistant may be provided.

This Matrix ensures that all the young person's needs are recognised as an individual need, but ensures that a young person with multiple, minor needs is not excluded from support.

**Assessment of each criteria against other processes,**

In ascertaining a current level of need, the process of the 6 key areas of assessment highlights and corresponds with single assessments made by the department for social care and the application form for disability related benefits, such as the application for Personal Independence Payments.

It must be noted that the agreement to provide transport is not an entitlement to the above benefits, neither should the above benefit entitle the person to transport. It is stipulated as guidance only. If no evidence is provided or available to conduct an assessment, then the default will be on the grounds of distance to the nearest school.

## 1 - Mobility

The guidance from the Department of Work and Pensions in relation to mobility, highlights that there is no consensus across the health and social care community of the perfect measure of mobility. However, distance is often used as it is clear and easy to understand and apply.

While there is no clear evidence for one particular distance, 20 metres was introduced with Personal Independence Payments in relation to mobility related benefits. This distance was to distinguish those whose mobility is significantly more limited than others and who face even greater barriers on a day-to-day basis.

When reviewing mobility in relation to home to school transport, this guidance is considered. Therefore, using the criteria from this guidance as the highest need score, the matrix is graduated down as follows;

### Need score

1. A singular note of mobility concerns, however no recent notation or comments (last 2 years) not currently under monitoring for this, demonstrates physically fit and health within school;
2. Some note of mobility but evidence of physical activity, e.g. football , cycling, rugby;
3. Reduced mobility, but can walk short distance, with or without aids, tires easily, adapted physical education within school;
4. Requires mobility aids at all times, mobility is likely to be less than 200 metres;
5. Unable to walk 20 metres or are a full-time wheelchair user.

### Likelihood score

1. No support;
2. Seasonal (e.g. worse in winter);
3. Intermittent;
4. Daily;
5. No other means.

It must also be recorded in this assessment if the person requires a wheelchair adapted vehicle and if the person can transfer from mobility equipment.



## 2 - Medical

Often the young person has been assessed with the ability to walk. However, their medical need increases the risk of them coming to harm, or requiring medical intervention while completing the journey from home to school.

Medical needs are complex in nature and therefore the need score is based on the most common conditions.

Need score;

1. Allergies, Asthma, Eczema;
2. Microcephaly, ADHD, Reynard's, Back Pain, Hearing Impaired;
3. Cystic Fibrosis, COPD, Controlled Diabetes, Slight Visual Impairment, ME, Hypermobility, Down Syndrome;
4. Uncontrolled Epilepsy /Regular Seizures, Cerebral Palsy, Uncontrolled Diabetes, Cancers, Di George Syndrome, Muscular Dystrophy, Moderate Visual Impairment;
5. Spine Bifida, MS, Edwards Syndrome, Peg/Tube Feed, Suction/Breathing apparatus needed.

Please note: this list is not exclusive and will be subject to change. Advice on each condition is taken from NHS guidance and notes in the young person's records.

Likelihood score;

1. To be noted / aware of;
2. Minor – requires monitoring by a medical professional such as a specialist nurse and can have some impact on the young person's ability, but not on a daily basis;
3. Moderate - monitored by a paediatrician or GP, impacts on a daily basis with good and bad days frequency ;
4. Major – under the care of multiple professionals with involvement from health / social care teams;
5. Requires 1-1 support at all times, will have an emergency care plan in place.

Please note: that although a number of conditions named are also linked to learning disabilities, this section only looks at the level of medical intervention – a learning disability is covered in more depth under the Vulnerability section.

### **3 - Behaviour**

With some known conditions and in the case of some specialist provision, the subject of a young person's behaviour can impact on their ability to keep those around them safe.

Outbursts and aggression can be triggered by fear, frustration or the ability to tolerate a stimulus environment. These triggers need careful management to ensure the young person and those supporting the person has the ability and skills to reduce the risk of harm.

For this reason, the young person is scored on the following behaviour against the frequency of the occurrences;

#### Need score

1. Verbal aggression only;
2. Verbal aggression with anger management concerns;
3. Damage to property;
4. Physical assault of either a young person or adult;
5. Violent and aggressive – unable to be transported with other students.

#### Likelihood score

1. Not happened in the last year;
2. Not happened in the last term;
3. Happened in the last month;
4. Regular occurrence;
5. Constant and cause for major concern.

This scale can be utilised for attendance and exclusion purposes and will also influence the ability to accept support from another person.

#### 4 - Vulnerability

This area covers the social interaction element of the assessment and is focused on the ability for the young person to keep themselves safe.

This includes;

- Significant social and / or emotional immaturity in comparison with other children of their age.
- Links with cognitive ability or be as a result of a specific developmental disorder.
- Some children with moderate to severe learning difficulties, who may be vulnerable in social settings due to their lack of independence and social skills.
- Young people identified as being at risk of exploitation as recognised under the Prevent Programme.
- A significant sensory or communication impairment such as blindness or Autistic Spectrum Disorder.

The matrix will also consider age appropriateness to expected ability when reviewing the evidence.

Need Matrix:

1. Anxious / nervous / bullying;
2. Autism/ Asperger's (without an LD);
3. Mild learning disability;
4. Moderate learning disability / limited communication;
5. Severe learning disability / no communication ability / total visual impairment.

As this category is often a life condition and impacts on a daily basis, the frequency matrix is based on the likelihood for the young person to come to harm;

1. Rare;
2. Unlikely;
3. Possible – lack of risk but aware of danger;
4. Likely – can do some simple activities but no sense of danger or risk;
5. Significant – cannot be left alone for risk of harm.

A score of 25 in this group will often indicate that the young person cannot be left unsupervised and therefore requires support whilst in transport to reduce the risk of coming to harm.

## 5 – Practicality

This category incorporates the Education Act, Paragraphs 4 & 5 of schedule 35B, which states;

“Local authorities must make transport arrangements for all children who cannot reasonably be expected to walk to nearest suitable school because the nature of the route is deemed unsafe to walk.”

Where Rotherham Council assesses that a route is not safe for a child to walk, accompanied as necessary, transport assistance may be provided where the route is below the minimum distance, as detailed in the Home to School Transport Policy.

When looking at a safe route, common factors such as exposed walking areas, street lighting and pedestrian crossings make up the basis of the assessment. Following the safe route assessment, other factors are then introduced including;

- Is it a direct route?
- Does it require multiple changes?
- Is the time excessive?

Combining all these variants, the following criteria applies;

### Need score

1. Safe route to school with a note or comment to be aware of;
2. Safe route with a number of concerns;
3. Two or more changes in transport;
4. Safe route takes longer than 90 minutes or requires three or more changes;
5. No safe route available.

The likelihood criteria is slightly different in the multiplier matrix

1. Only applies occasionally;
3. Short term arrangement;
5. Long term arrangement;

## 6 – Training

The training matrix is an additional complementary grading as this helps prioritise the level of training required. This grade can only be completed once the other five headings have been addressed and a profile has been created of the individual.

This grade highlights if the person is ready for travel training and is graded by need in the following scale;

1. No barriers to training, the young person has indicated or demonstrated some ability (e.g. going to the local shop alone, or travelled on a bus with support);
2. Young person will need up to 10 sessions – willing to participate, with some level of capability demonstrated;
3. Young person will need a high number of sessions – no previous experience of independence – some avoidance management, parents concerned about ability;
4. Specialist training required (V.I / guide dog or BSL communicator);
5. Even with training, the young person would be unable to be independent.

To complement the training programme, the likelihood score is reflective of the timescale to indicate a realistic referral to the Independent Travel Trainers;

1. The person would be ready for travel training
3. The person would be expected to undertake travel training at the next key stage.
5. The person will not be suitable for travel training.

Example 1

- Jess is 14 and starting year 9, she has been in home to school transport since she was 5.
- Jess has a statement which is changing into an EHCP.
- Jess' SEN is due to ASD, with mild LD, she attended a mainstream school but is accessing 1-1 support in a couple of lessons.
- Jess enjoys dancing and reading, she wants to go to college and university. She would like to become an engineer.
- Her friendships are limited to 3 / 4 individuals.
- Jess doesn't like loud noises and baby crying. She can get aggressive to avoid the situation and is more likely to flight than fight
- Home to school for Jess is 1.4 miles on a safe route and her friends use this route also;

Matrix Score

Mobility	N 0	F 1	SCORE 1
Medical	N 2	F 2	SCORE 4
Behaviour	N 2	F 3	SCORE 6
Vulnerability	N 3	F 4	SCORE 12
Practical	N 2	F 5	SCORE 10
Training	N 3	F 1	SCORE 3

TOTAL SCORE                      36

Outcome

None of the scores presented a 25, therefore a combined score matrix is used.

The score indicated that the young person would be suitable for travel training and likely to need up to 10 sessions with majority of the work based on anxiety management strategies.

Example 2

- Ewan is 10 and is starting year 6, he has been in home to school transport since he was 3.
- Ewan has a statement which is changing into an EHCP.
- Ewan's SEN is due to Cerebral Palsy with Severe Learning Disabilities, he has Gastro-Oesophageal Reflux Disease, which results in him being tube (peg) feed. Ewan also recently developed Epilepsy and this is uncontrolled, with seizures occurring on a daily basis.
- Ewan enjoys music and audio stimulation and he used to enjoy the lights in the sensory room. However, due to his epilepsy this is been restricted. He is unable to verbally communicate and attends a specialist school. He is now wheelchair dependent.
- Ewan doesn't like lots of people around him and can get aggressive with thrashing his arms around. He doesn't mean to hurt anyone, it's his way of showing discomfort.
- Home to school for Ewan is 3.5 miles on a safe route and he is expected to remain at the school provision for his secondary education.

Matrix score

Mobility	N 5	F 5	SCORE 25
Medical	N 5	F 5	SCORE 25
Behaviour	N 4	F 3	SCORE 12
Vulnerability	N 5	F 5	SCORE 25
Practical	N 2	F 5	SCORE 10
Training	N 5	F 5	SCORE 25

TOTAL SCORE                      122

Outcome

Ewan needs transport with a passenger assistant provision. The escort will need to be epilepsy trained and be aware of his seizures. Ewan is able to be transported with others, but in a small group setting.

**Appendix 1 – Assessment form**

Home to School Transport Assessment – SEN

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Current Setting: \_\_\_\_\_ Current transport: \_\_\_\_\_  
 Future Setting \_\_\_\_\_

Does the child have a Statement/EHCP Yes/No Is this a base place Yes/No

Distance from home to school:

Assessment	Comments	Risk score
<p><b>Mobility</b></p> <p>Does the child have a mobility concern or physical disability that impacts on their ability to get to education</p>		
<p><b>Vulnerability</b></p> <p>Do the child's levels of vulnerability prevent them from being able to travel safely on school transport, public transport, or as a pedestrian/cyclist?</p>		
<p><b>Behaviour</b></p> <p>Does the child display challenging behaviour, which may put him/her or another member of the public at risk should they become an independent traveller?</p>		
<p><b>Medical</b></p> <p>Is there a medical reason as to why the child cannot independently use public transport, walk or cycle? (for example uncontrolled epilepsy)</p>		
<p><b>Practical</b></p> <p>Is there a safe route or other transport provisions available?</p>		
<p><b>Training</b></p> <p>Would the child, if given travel training, be able to get to school independently? (Using public transport, walking or cycling)</p>		
<p>Additional notes</p>		
<p>Decision and recommendations</p>		





## Appendix 4 – Benchmarking data

Council Type:	ASN Pupils:	Annual Average Cost per Pupil:
Unitary	712	£ 5,100
City	340	£ 5,052
Unitary	390	£ 4,990
County	1598	£ 4,290
<b>Rotherham</b>	<b>788</b>	<b>£ 4,260</b>
Unitary	602	£ 4,200
City	617	£ 3,586
City	650	£ 3,573
City	497	£ 3,304
Unitary	612	£ 2,099
Unitary	511	£ 2,073
City	399	£ 1,800

Council Type:	ASN Pupils:	Routes:	Pupils per Route:
City	399	110	3.63
Unitary	390	110	3.55
City	497	162	3.07
City	617	208	2.97
<b>Rotherham</b>	<b>788</b>	<b>267</b>	<b>2.95</b>
City	650	220	2.95
City	340	117	2.91
Unitary	511	198	2.58
Unitary	712	290	2.46
Unitary	612	250	2.45
County	1598	1139	1.40

Council Type:	ASN Pupils:	Single Passenger Routes:
<b>Rotherham</b>	<b>788</b>	<b>48%</b>
City	399	45%
Unitary	612	44%
City	340	38%
Unitary	511	36%
City	617	34%
Unitary	602	28%
City	497	27%
County	1598	24%
Unitary	712	20%
City	650	19%
Unitary	390	15%

**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

<p><b>Under the Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>	
<p><b>Name of policy, service or function. If a policy, list any associated policies:</b></p>	Home to School Transport Policy 2018
<p><b>Name of service and Directorate</b></p>	Community Safety & Streetscene Regeneration & Environment
<p><b>Lead manager</b></p>	Martin Raper – Head of Service Streetscene
<p><b>Date of Equality Analysis (EA)</b></p>	Initial EA 21 <sup>st</sup> September 2017 Reviewed 6th February 2018.
<p><b>Names of those involved in the EA (Should include at least two other people)</b></p>	Andrew Barker – Fleet Transport Manager Julia Russell – Passenger Services Manager
<p><b>Aim/Scope</b></p> <p>This Equality Impact Assessment refers to the outcomes of the home to school transport consultation and recommendations for the Home to School Transport Policy for 2018. The proposals impact upon children, young people and vulnerable adults who currently are, or in future may be eligible for home to school/college transport assistance organised by the Council because they meet eligibility criteria</p>	
<p><b>What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?</b></p> <p>This Equality Assessment refers to the outcomes of the home to school transport consultation and recommendations for the Home to School Transport Policy for 2018. Information has been analysed from the consultation undertaken, this information has been used to develop recommendations for Home to School Transport policy</p>	

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<p><b>Engagement undertaken with customers. (date and group(s) consulted and key findings)</b> See page 7 of guidance step 3</p>	<p>Officers have undertaken a full public consultation on the proposed changes to the Home to School Policy in line with the statutory guidance, which commenced on 25 September 2017 and closed on 10 November 2017. The areas for consultation included the following:</p> <ul style="list-style-type: none"> <li>• General eligibility for children and young people;</li> <li>• the provision of independent travel training;</li> <li>• the provision of personal travel budgets;</li> <li>• changes to post 16 transport policies;</li> <li>• Welfare benefits related to mobility.</li> </ul> <p>The consultation was publicised using various mechanisms including online, social media and traditional media. Rother FM, the Rotherham Advertiser and the Rotherham Record were amongst those who featured the consultation. Feedback was invited primarily through the Council's website as well as inviting feedback in the form of a questionnaire, written comment forms from meetings and drop-in sessions.</p> <p>The Home to School Transport Team also undertook a range of additional activities in order to capture as many views as possible. These activities included;</p> <ul style="list-style-type: none"> <li>• A member's seminar held in September;</li> <li>• Report to the Council's Overview and Scrutiny Management Board;</li> <li>• Letters to parent/carers using the services and stakeholders;</li> <li>• Six informal drop in sessions at the customer service centres in Maltby, Aston, Swinton, and three sessions at Riverside House. There were a total of forty six attendees at these sessions;</li> <li>• Attendance at the Rotherham Parents/Carer Forum Centre;</li> <li>• Four meetings at Special Schools, Willows, Kelford, Hilltop, and Abbey School attended by 58 parents and carers.</li> </ul> <p>The online survey attracted 244 respondents, of which</p>
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**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

	<p>201 were parent/carers of transported pupils and 43 were non parent/carers.</p> <p>For each of the consultation areas, responders were asked to consider whether young people with lower levels of special educational needs should be provided with the appropriate level of support for their individual needs, this may include independent travel training (ITT), bus passes and personal transport budgets (PTB) and whether continuation of transport assistance should be reviewed and regularly re-assessed jointly between CYPS and the Corporate Transport Team.</p> <p>Responders were asked to consider whether they felt their child's transport needs should be reviewed annually in conjunction with their Education, Health and Care Plan (EHCP). The response was:</p> <ul style="list-style-type: none"> <li>• 55% of parent / carers either strongly agreed / agree, and 18% neither agree nor disagree with the proposal;</li> <li>• 74% of responders who are non-parents or carers either strongly agree or agree with the proposal.</li> </ul> <p>Overall, the majority of respondents support the proposal to review individual's transport needs particularly at transition stages which would be positive change as transport has previously only been discussed when an issue arises.</p> <p>The proposal is to develop and promote Independent Travel Training as a central service in Rotherham and apply it particularly at transitional stages. Consideration was also needed on whether the Council should offer and promote alternative options to complement transport arrangements, such as bicycle loans or grants, walking buses and bus passes is an important consideration. Respondents were asked to consider whether:</p> <p>Supporting their child to develop the necessary skills to travel independently would be something they might consider, if the child was given the right support and training?</p> <ul style="list-style-type: none"> <li>• 73% of parent / carers either strongly disagree, or disagree with the proposal;</li> </ul>
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**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

	<ul style="list-style-type: none"> <li>• 71% of responders who are non-parents or carers either strongly agree or agree with the proposal.</li> </ul> <p>Respondents were also asked what age or stage they felt independent travel training should be accessible to their child.</p> <ul style="list-style-type: none"> <li>• 86 % of parent / carers felt age 14+ was appropriate for independent travel training to be provided to a young person;</li> <li>• 62% of responders who are non-parents or carers felt Age 14+ was an appropriate age for independent travel training to be accessible for parents.</li> </ul> <p>Parent / carers have responded very strongly about the travel-training proposal with the vast majority being opposed to the proposals, whilst respondents who are non-parents or carers have expressed support for the proposal. It is clear from the responses and feedback received, that concern remains about how this proposal would be administrated.</p> <p>Families would be seeking assurances from the Council that a child's participation would be appropriately assessed and that those children with severe and complex needs, both physical and medical, would not be expected to take part. Whilst this appears to be a positive outcome, the implementation of the proposal would need to structured and communicated appropriately to families.</p> <p>The PTB scheme is another option that can be offered to provide transport support for families of children with special educational needs and disabilities in Rotherham.</p> <p>Responders were asked to consider:</p> <p>Whether parents and carers with children travelling on high cost single occupancy taxis should be offered a personal travel budget for their child or children to travel from school to college?</p> <ul style="list-style-type: none"> <li>• 63% of parent / carers either strongly</li> </ul>
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**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

	<p>disagree, or disagree with the proposal;</p> <ul style="list-style-type: none"> <li>• 54% of responders who are non-parents or carers either strongly agree, or agree with the proposal.</li> </ul> <p>In response to the following question:</p> <p>If you opted for a personal travel budget, if approved, how would you like the cost to be determined?</p> <ul style="list-style-type: none"> <li>• 44 % of parent / carers felt a distance calculation was appropriate for calculating a personal travel budget;</li> <li>• 44% of responders who are non-parents or carers felt a distance calculation was appropriate for calculating a personal travel budget.</li> </ul> <p>With regard to making a calculation of the budget, respondents were asked to suggest what other options/barriers should be considered and factored into formulating a budget?</p> <p>Responses received included:</p> <ul style="list-style-type: none"> <li>• Families to be given the actual cost of a taxi;</li> <li>• Being able to choose transport provider but want the actual cost being reimbursed rather than a part sum of money;</li> <li>• The Council should monitor and audit the spending on PTB's to prevent any abuse these resources;</li> <li>• Children were being educated out of area because schools in Rotherham are full they have to travel further and this would mean a higher cost for the family;</li> <li>• Increased traffic around schools if more families opted for PTB's;</li> <li>• Lack of parking facilities at schools;</li> <li>• Families should not be out of pocket.</li> </ul> <p>Overall parent / carers expressed disagreement with this proposal, however, the majority of responders who</p>
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**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

	<p>are non-parents or carers supported it. Parent / carers also expressed concern that the proposal would have a financial impact on them and that if they accepted a personal budget they would be unable to change back to the traditional service if it was not working for them.</p> <p>The Council, therefore needs to consider the above when reviewing the transport policy and ensure they can be mitigated. This would ensure families who wished to participate had the flexibility in how transport would be delivered and provide continuity of arrangements.</p> <p>An alternative approach to existing post 16 transport arrangements is to replace direct transport arrangements (e.g. single person taxi journeys) for those students over the age of 16 with special educational needs and disabilities, with personal transport budgets as a first option, and to promote Independent Travel Training and use of bus passes to complement the use of Personal Transport Budgets.</p> <p style="text-align: center;">Responders were asked:</p> <p style="text-align: center;">Whether young people in further education (college, sixth form) should only have access to personal transport budgets? This could include bus passes or cycle / moped grant scheme.</p> <ul style="list-style-type: none"> <li>• 51% of parent / carers either strongly disagree, or disagree with the proposal;</li> <li>• 55% of responders who are non-parents or carers either strongly agree, or agree with the proposal.</li> </ul> <p>The responses received for this area of the consultation is fairly balanced with similar views from parents / carers and non-parent carers. Parent / carers expressed concern that there would be a financial impact on them should these proposals be implemented.</p> <p>For those learners in post 16 education, the new Department for Education statutory guidance (October 2017 edition) states that local authorities have to provide financial assistance to facilitate attendance and give specific consideration of learners with special educational needs and disabilities. The financial</p>
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	<p>assistance can be awarded as a personal transport budget or a reasonable financial contribution towards transport for families. To aid transparency, the guidance indicates it is helpful for local authorities to set out the average cost per young person of post 16 transport in their area before any subsidies are deducted. The guidance also includes suitable and appropriate alternatives such as cycle schemes, moped schemes and travel training schemes to enable young people to travel on public transport independently.</p> <p>For families who are in receipt of Disability Living Allowance, Personal Independence Payment or a 16-19 Student Bursary, a contribution from this should be made towards any travel assistance.</p> <p>Responders were asked to consider the following:</p> <p>When calculating travel assistance contribution costs, do you think the Council should consider whether families receive the following benefits?</p> <ul style="list-style-type: none"> <li>• Disability Living Allowance</li> <li>• Personal Independence Payment</li> <li>• 16-19 Student Bursary</li> </ul> <p>The following responses were received to the question on whether the Council should take these payments into consideration?</p> <ul style="list-style-type: none"> <li>• 65% of parent / carers either strongly disagree, or disagree with the proposal;</li> <li>• 53% of responders who are non-parents or carers either strongly disagree agree, or disagree with the proposal.</li> </ul> <p>The Council cannot legally take Disability Living Allowance into account within current statutory guidance for those aged 5-16 years old. However, for those learners in post-16 education, the new Department for Education statutory guidance clarifies that local authorities may ask learners and their parents for a contribution to transport costs. In exercising this discretion, the Council must ensure that any</p>
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	contribution is affordable for learners and their parents and ensure that there are arrangements in place to support those families on low income. Local authorities may take receipt of 16-19 student bursary funding into account in assessing an individual's need for financial help with transport.
<b>Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings)</b>	During the consultation period the engagement was with customers and stakeholders. Senior Managers and Directors within service areas affected by proposed changes have been in dialogue through a Corporate Transport Board.

**The Analysis**

**How do you think the Policy/Service meets the needs of different communities and groups?** Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors.

As of January 2017, there were over 44,700 children and young people attending state funded schools in Rotherham. From these numbers, 2113 attend Rotherham school sixth forms. In July 2017 there were 1,699 children who had an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs (SEN). There are over 5,900 children who need a lower level of support around SEN. There are over 900 children living in Rotherham on the children's disability register. In January 2017 there were 624 children attending Rotherham special schools and 142 children attending a pupil referral unit within Rotherham.

Access to transport assistance is not determined by gender, race, religion or belief but disability is a protected characteristic that is used to assess entitlement. This includes physical disabilities, mental health issues, learning difficulties, progressive conditions, visual impairment and hearing impairment.

Eligibility for transport is assessed through an individual's application process. The type of additional need/SEN and disability forms part of this assessment. The Council must meet a statutory requirement to ensure that Home to school transport is provided and free for all children and young people who qualify under the age of 16.

For those young people over the age of 16 and attending further education provision there is a contributory charge towards daily transport. For those families who meet the low income threshold criteria this is currently free of charge.

This entitlement would remain; it is the type of the provision which forms the basis of the

**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

proposed changes.

Specific elements of these proposals impact upon

- Children under 16
- Children 16-18
- Adults 18+ accessing home to college transport

**Analysis of the actual or likely effect of the Policy or Service:**

**Does your Policy/Service present any problems or barriers to communities or Group?** The policy does not present any problems or barriers.

**Does the Service/Policy provide any improvements/remove barriers?** The policy provides an improved offering for families and young people requiring transport provision with Education Health Care Plans, by promoting independence, offering choice, and promoting a healthy life style.

**What affect will the Policy/Service have on community relations?** The Home to School transport policy recommendations will not affect community relations

Current and proposed future changes to policy will adhere to the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

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**Equality Analysis Action Plan** - See page 9 of guidance step 6 and 7

**Time Period .....April 2018.....**

Manager: Martin Raper..... Service Area: Streetscene..... Tel:..22223.....

**Title of Equality Analysis: Consultation on Home to School Transport Policy 2018**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

<b>Action/Target</b>	<b>State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*</b>	<b>Target date (MM/YY)</b>
An assessment matrix has been developed which will be used to assess individual needs of applicants, ensuring those applying for transport will not be discriminated against.	<b>Disability</b>	<b>April 2018</b>
Any recommended changes to post 16/further education transport will need to take into account the new statutory guidance for local authorities issued by the Department for Education October 2017.	<b>Disability</b>	<b>April 2018</b>
Any recommended changes to home to school transport policy will need to adhere to the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014.	<b>Disability</b>	<b>April 2018</b>

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<b>Name Of Director who approved Plan</b>		<b>Date</b>	

\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

**Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams**

<b>Completed equality analysis</b>	<b>Key findings</b>	<b>Future actions</b>
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**Appendix 5 - RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Completed equality analysis	Key findings	Future actions
<p>Directorate: .....</p> <p>Function, policy or proposal name: .....</p> <p>.....</p> <p>Function or policy status: ..... (new, changing or existing)</p> <p>Name of lead officer completing the assessment: .....</p> <p>Date of assessment: .....</p>		