

STAKEHOLDER ENGAGEMENT LIST – Last updated 13/02/2024

Event Ref	Planned Start Date	RAG Status	Lead Officer and job title	Is the consultee an individual, group, or a digital audience?	Consultee Name/Group Name	If a group, how many members were involved in the Consultation?	What/who does the consultee represent? <i>(For example, the views of young people)</i>	Completion Date	Comments added to the Consultation Log Y/N <i>(Or not for publication – R)</i>	Relevant Document References <i>(Filed in Teams)</i>
1	08.01.2024	5	Karen Mudford – Head of Fleet & Transport Services	Digital	Online survey made available publicly – Council newsletter/Council Facebook	To be monitored daily through CS&D	Views of anyone accessing the online survey	22.02.2024	Y	Survey responses recorded as Appendix 2 of the Cabinet Report for March '24
2	04.01.2024	5	Karen Mudford – Head of Fleet & Transport Services	Group	CYPS / R&E – SMT H2S Policy Consultation Working Group	9	Views of CYPS as an internal stakeholder and co-producer of the Home to School Transport Policy	04.01.2024	Y	RD1 – Minutes of meeting from 4 th January 2024
3	12.12.2023	5	Karen Mudford – Head of Fleet & Transport Services	Individual	RMBC Legal Team – Katie Etheridge	1	Views of RMBC legal advisors	12.12.2023	R	RD2 – Policy with suggested amends and RD 3 – Legal Briefing Note
4	31.1.2024	5	Elise Squires – Transport Business & Projects Manager	Group	Special School Headteachers	5	Views of Headteachers of Rotherham special schools	22.2.2024	Y	No queries or concerns regarding the Policy content, commitment to send link to survey to all parents/carers.
5	19.1.2024	5	Elise Squires – Transport Business & Projects Manager	Group	North Regional LA Forum	12	The views of other Local Authority representatives with responsibility for their own home to school transport policies	22.01.2024	Y	RD5 - Briefing document containing notes from attendance.
6	08.01.2023	5	Elise Squires – Transport Business & Projects Manager	Group	Parent Carer Forum – online and face to face events Event 1 – 5/2/24 Event 2 - 9/2/24	10	The views of parents/carers and children and young people/PCF	22.02.2024	Y	RD4 - PCF Consultation meetings
7	08.01.2023	5	Elise Squires – Transport Business & Projects Manager	Group	School event – Elements Academy	2	Parents/Carers/schools	01.02.2024	Y	Event poorly attended, despite advertising.
8	18.01.2024	5	Elise Squires – Transport Business & Projects Manager	Group	Introductory meeting SYMCA	2	The views of South Yorkshire Combined Mayoral Authority	22.02.2024	Y	RD6 - Minutes from meeting.
9	19.01.2024	5	Elise Squires – Transport Business & Projects Manager	Digital group	Email to all OOA schools and colleges to notify of consultation and signpost parents. Paper copies of questionnaire also supplied	85	The views of parents/carers/schools out of Borough and all colleges	22.02.2024	Y	RD7 – Copy of email sent.
10	09.02.2024	5	Cary-Anne Sykes – Head of Service SEND Education and Inclusion	Group	SENDCO Network – 9 th February 2024	70	The views of school SEND Coordinators	22.02.2024	N	Feedback reported: Parents need to assume more parental responsibility and it was felt that update to policy would support this.
11	26.01.2024	5	Elise Squires – Transport Business & Projects Manager	Digital group	Details of consultation with link to participate added to all school newsletter following email sent to all schools previously.	138	The views of all Rotherham Schools	22.02.2024	Y	RD8 – Copy of email sent, and acknowledgement from CYPS

RAG Status Key:	5 Consultation Log Updated with Comments	4 Complete	3 In progress	2 Planned	1 Not yet commenced
------------------------	---	-------------------	----------------------	------------------	----------------------------

STAKEHOLDER ENGAGEMENT LIST – Last updated 13/02/2024

Event Ref	Planned Start Date	RAG Status	Lead Officer and job title	Is the consultee an individual, group, or a digital audience?	Consultee Name/Group Name	If a group, how many members were involved in the Consultation?	What/who does the consultee represent? <i>(For example, the views of young people)</i>	Completion Date	Comments added to the Consultation Log Y/N <i>(Or not for publication – R)</i>	Relevant Document References <i>(Filed in Teams)</i>
12	26.01.2024		Elise Squires – Transport Business & Projects Manager	Group	Paper copies of the consultation and details of how to participate sent to the families of all children/young people travelling on our internal routes	167	The views of parents/carers of all passengers currently travelling home to school on in house routes	22.02.2024	Y	
13	26.01.2024		Elise Squires – Transport Business & Projects Manager	Digital	All RMBC employees – inclusion of details of consultation on Monday round up email which is received by all RMBC with internet access.	To be monitored daily through CS&D	The views of RMBC staff as employees and as Rotherham residents/parents/carers	22.02.2024	Y	RD9 – Monday round up 29 th January 2024
14	29.01.2024		Elise Squires – Transport Business & Projects Manager	Digital/Postal	Link to participate in consultation sent to families of all children and young people who receive home to school transport assistance via external operators/parental payments/zoom zero travel pass.	To be monitored daily through CS&D	The views of all parents/carers who have currently have travel assistance supported by the LA	22.02.2024	Y	RD10 – Copy of email sent.
15	30.01.2024		Elise Squires – Transport Business & Projects Manager	Group	Jump Starts – informal PCF event	100	Views of parents/carers/children and young people	22.02.2024	Y	RD 4 - PCF Briefing
16	13.02.2024		Elise Squires – Transport Business & Projects Manager	Group	Wacky Superstars at The Storyteller – information PCF event	30	Views of parents/carers/children and young people	22.02.2024	Y	RD4 – PCF Briefing
17	01.02.2024		Elise Squires – Transport Business & Projects Manager	Digital/Group	Meeting with Early Help rep: Kirsty Woodhead and ES to discuss the consultation. KW to ask team to distribute link and flyers to parents/carers at HUB/Home visits/children centre offers. Also invited ES and HS to their SMT meeting 16.02.2024	TBC	Views of parents/carers	22.02.2024		
18	08.02.2024		Graham Laycock/Carrie Ridgeway Transport Service Manager/Travel Planning Manager	Group	Meeting with external operators to advise them of the proposal to revise the home to school transport policy and take part in the consultation	19	The views of external transport operators	22.02.2024	Y	RD11 – Copy of email sent.

RAG Status Key:	5 Consultation Log Updated with Comments	4 Complete	3 In progress	2 Planned	1 Not yet commenced
------------------------	---	-------------------	----------------------	------------------	----------------------------