

# SHEFFIELD CITY COUNCIL

## Admissions Sub-Committee

### Meeting held 18 February 2015

**PRESENT:** Councillors Talib Hussain, Vickie Priestley and Sioned-Mair Richards

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#### **1. APPOINTMENT OF CHAIR**

1.1 RESOLVED: That Councillor Sioned-Mair Richards be appointed Chair of the meeting.

#### **2. APOLOGIES FOR ABSENCE**

2.1 No apologies for absence were received.

#### **3. EXCLUSION OF PUBLIC AND PRESS**

3.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 5 on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

#### **4. DECLARATIONS OF INTEREST**

4.1 There were no declarations of interest.

#### **5. HOME TO SCHOOL TRANSPORT APPEALS**

5.1 The Chair welcomed everyone to the meeting and asked attendees to introduce themselves. She then outlined the procedure which would be followed during the meeting and confirmed the legislative framework and the City Council's policy under which the Committee would make its decisions, which included (i) the DfE's 'Home to School Travel and Transport Guidance' - July 2014 and (ii) the 'Sheffield City Council Home to School Transport Policy' – September 2013 (HTS Policy).

5.2 In attendance were Tracey Reid and Julie Pryor (Customer Services), Ellen Oldham-Hepper (Professional Legal Officer to the Sub-Committee), Jennie Skiba (Democratic Services) and the appellant.

5.3 The Executive Director, Children, Young People and Families, submitted a report and commented upon a case where a parent had appealed against the administrative decision made by the Executive Director with regard to the refusal to grant a home to school travel bus pass (Case No. HS1).

- 5.4 Tracey Reid, Customer Services Manager, explained the Stage 1 and Stage 2 appeals criteria regarding the City Council's Home to School Transport Policy. She informed the Sub-Committee of the reasons why the application had been refused at Stage 1 and then the subsequent refusal of the appeal at Stage 2.
- 5.5 The appellant then addressed the Sub-Committee, stating that she considered that Council policy had not been addressed as she had not been invited to attend the Stage 2 appeal hearing to make verbal representations. She went on to outline the reasons for the application and subsequent appeal.
- 5.6 The Chair asked the appellant a number of questions, particularly regarding the family's financial circumstances, and queried why this information had been omitted from the bundle of papers. Julie Pryor, Customer Services, stated that the information had not been provided by the appellant, either as part of her initial application, or as part of the Stage 2 appeal.
- 5.7 RESOLVED: That the attendees involved in the appeal be excluded from the meeting before further discussion takes place on the grounds that, in view of the nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraph 5 of Schedule 12A to the Local Government Act 1972, as amended.
- 5.8 Ellen Oldham-Hepper reported orally, giving legal advice on various aspects of the appeal.
- 5.9 At this stage in the proceedings, the meeting was re-opened to the attendees.
- 5.10 RESOLVED: That consideration of the appeal be adjourned to enable the appellant to provide further information regarding her income, including details of her entitlement to Working Tax Credits.

### **ADMISSIONS SUB-COMMITTEE**

#### **Reconvened Meeting held on 24<sup>th</sup> February, 2015**

PRESENT: Councillors Sioned-Mair Richards (Chair), Talib Hussain and Vickie Priestley.

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#### **1. APOLOGIES FOR ABSENCE**

1.1 No apologies for absence were received.

#### **2. EXCLUSION OF THE PUBLIC AND PRESS**

- 2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 4 on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

**3. DECLARATIONS OF INTEREST**

- 3.1 There were no declarations of interest.

**4. HOME TO SCHOOL TRANSPORT APPEALS**

- 4.1 The Sub-Committee reconvened to give further consideration to the appeal against the administrative decision made by the Executive Director with regard to the refusal to grant a home to school travel bus pass (Case No. HS1).

- 4.2 In attendance were Tracey Reid and Julie Pryor (Customer Services), Ellen Oldham-Hepper (Professional Legal Officer to the Sub-Committee), John Turner (Democratic Services) and the appellant.

- 4.3 The Chair provided a brief explanation as to why the meeting on 18<sup>th</sup> February, 2015 had been adjourned.

- 4.4 The appellant attended the meeting and made verbal representations in support of her appeal.

- 4.5 Tracey Reid circulated details of the appellant's income, including her entitlement to Working Tax Credits, confirming that, due to her level of earnings, she was not entitled to maximum Working Tax Credits. She also confirmed that, based on her income levels, she was not entitled to claim free school meals for her child.

- 4.6 RESOLVED: That the attendees involved in the appeal be excluded from the meeting before further discussion takes place on the grounds that, in view of the nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraph 5 of Schedule 12A to the Local Government Act 1972, as amended.

- 4.7 Ellen Oldham-Hepper reported orally, giving legal advice on various aspects of the appeal.

- 4.8 The Sub-Committee gave consideration to all the supporting information and evidence provided by the appellant, including the details regarding her income and entitlement to Working Tax Credits and, arising therefrom, it was:-

- 4.9 RESOLVED: That the appeal be not upheld on the grounds that there are no exceptional circumstances demonstrated, namely educational, financial, medical or family and, having regard to the Council's Home to School Transport Policy, the school that the pupil is requesting a pass for is not their catchment school/nearest suitable school (Case No.HS1).

**6. DATE OF NEXT MEETING**

- 5.1 It was noted that future meetings of the Sub-Committee would be held as and when required.

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