

Admissions Committee

Thursday 31 May 2012 at 1.00 pm

**To be held at To be held at Howden
House, Union Street, Sheffield**

The Press and Public are Welcome to Attend

Membership

**Councillors Chris Rosling-Josephs (Chair), Alison Brelsford, Talib Hussain,
Martin Lawton, Clive Skelton and Nikki Sharpe**

PUBLIC ACCESS TO THE MEETING

The Admissions Committee carries out a statutory role, including the consideration of appeals regarding home to school transport and requests for primary and secondary school admissions.

As a lot of the work of this Committee deals with individual cases, some meetings may not be open to members of the public.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

If you would like to attend the meeting, please report to the First Point Reception desk at Howden House, Union Street, where you will be directed to the meeting room.

If you require any further information please contact John Turner on 0114 273 4122 or email john.turner@sheffield.gov.uk.

FACILITIES

There are toilets available on all floors at Howden House.

Access for people with mobility difficulties can be obtained through both entrances to Howden House on Union Street.

**ADMISSIONS COMMITTEE AGENDA
31 MAY 2012**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public.
- 4. Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting.
- 5. Minutes of Previous Meetings**
To approve the minutes of the meetings of the Committee held on 18 April and 16 May 2012.
- 6. Action Taken Under Delegated Powers**
To note the decisions made by the Executive Director, Children, Young People and Families, acting under delegated authority, in consultation with the Chair of the Committee.
- 7. Home to School Transport**
Report of the Executive Director, Children, Young People and Families.
- 8. Primary School Places - Requests for Further Statutory Appeal Hearings**
Report of the Executive Director, Children, Young People and Families.
- 9. Date of Next Meeting**
To note that the next meeting of the Committee will be held on Wednesday 27 June 2012, at 1.00 pm, at Howden House.

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

You will have a **personal interest** in a matter if it relates to an interest that you have already registered on the Register of Interests; relates to an interest that should be registered but you have not yet done so; or affects your well-being or financial position or that of members of your family or your close associates, to a greater extent than it would affect the majority of people in the ward affected by the decision.

The definition of family is very wide and includes a partner, step-relations, and in-laws. A “close associate” is someone whom a reasonable member of the public might think you would be prepared to favour or disadvantage.

If you have a personal interest you must: declare the existence and nature of the interest at the beginning of the meeting, before it is discussed or as soon as it becomes apparent to you; but you can remain in the meeting, speak and vote on the matter unless the personal interest is also prejudicial.

However, in certain circumstances you may have an **exemption** which means that you might not have to declare your interest.

- You will have an exemption where your interest arises solely from your membership of or position of control/management in a body to which you have been appointed or nominated by the authority; and/or a body exercising functions of a public nature (e.g. another local authority).

In these exceptional cases, provided that you do not have a **prejudicial interest** you only need to declare your interest if you intend to speak on the matter.

- You will have an exemption if your personal interest is simply having received a gift or hospitality over £25 which you registered more than 3 years ago.

When will a personal interest also be prejudicial?

Your personal interest will also be prejudicial if a member of the public who knows the relevant facts would reasonably think the personal interest is so significant that it is likely to prejudice your judgement of the public interest; and

- i. either the matter affects your financial position or the financial position of any person or body through whom you have a personal interest. For example, an application for grant funding to a body on your register of interests or a contract between the authority and that body; or
- ii. the matter relates to the determining of any approval, consent, licence, permission or registration that affects you or any relevant person or body with which you have a personal interest. For example, considering a planning or licensing application made by you or a body on your register of interests.

Exemptions: You will not have a prejudicial interest if the matter relates to:

- i. the Council’s housing functions – if you hold a lease or tenancy with the Council, provided that the matter under consideration is not your own lease or tenancy;
- ii. school meals, transport or travel expenses – if you are the parent or guardian of a child of school age, provided that the matter under consideration is not the school the child attends;
- iii. statutory sick pay;
- iv. Members’ allowances;
- v. ceremonial honours for Members; or
- vi. setting the Council Tax.

If you have a prejudicial interest, you must:

- (a) Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.
- (b) Leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter. If that is the case, you can also attend to make representations, give evidence or answer questions about the matter.
- (c) Once you have finished making representations, answering questions etc., you must leave the room. You cannot stay in the room whilst the matter is being discussed neither can you remain in the public gallery to observe the vote on the matter. In addition, you must not seek to improperly influence a decision about the matter.

FURTHER INFORMATION

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

Advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email lynne.bird@sheffield.gov.uk

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ADMISSIONS COMMITTEE

Meeting held 18th April 2012

PRESENT: Councillors Chris Rosling-Josephs (Chair), Talib Hussain,
Ian Saunders, Nikki Sharpe and Clive Skelton.

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1. **WELCOME AND HOUSEKEEPING ARRANGEMENTS**

1.1 The Chair welcomed attendees to the meeting and outlined basic housekeeping and fire safety arrangements.

2. **APOLOGIES FOR ABSENCE**

2.1 An apology for absence was received from Councillor Vickie Priestley.

3. **DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

4. **MINUTES OF PREVIOUS MEETINGS**

4.1 The minutes of meetings of the Committee held on 7th and 21st March 2012, were approved as correct records.

5. **EXCLUSION OF THE PUBLIC AND PRESS**

5.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on the following items of business to be considered on the grounds that they contain exempt information described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

6. **ACTION TAKEN UNDER DELEGATED POWERS**

6.1 The Committee noted that, since its last meeting, the Executive Director, Children, Young People and Families, in consultation with the Chair of the Committee, under powers delegated to her with regard to home to school transport, had (a) not upheld an appeal on the grounds that there are no exceptional circumstances demonstrated and, having regard to the Council's Home to School Transport Policy, the pupil does not attend one of their three nearest qualifying schools (Case No. HS3) and (b) upheld an appeal on the grounds that there are exceptional family circumstances in the case (Case No. NF1).

7. **PRIMARY SCHOOL PLACES – REQUEST FOR A FURTHER STATUTORY APPEAL HEARING**

7.1 The Executive Director, Children, Young People and Families, submitted a report and commented upon a case where the parents of a child had made a

request for a further statutory appeal hearing on the grounds of changes in the family's circumstances and, arising therefrom, it was:-

- 7.2 RESOLVED: That consideration of the request be deferred to enable the Executive Director to seek further information in connection with the case and, if and when such information is provided, authority be given for the Executive Director, in consultation with the Chair, to determine the request (Case No. SG1).

8. HOME TO SCHOOL TRANSPORT

- 8.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon 13 cases where parents had appealed against the administrative decisions made by the Executive Director with regard to the refusal to grant home to school travel bus passes.

- 8.2 The Committee gave consideration to all the supporting information and evidence provided by the pupils' parents including, in some cases, evidence and advice provided by voluntary or professional bodies and organisations and, arising therefrom, it was:-

- 8.3 RESOLVED: That (a) nine appeals be upheld on the grounds that there are either exceptional educational, financial, medical or family circumstances in the cases (Case Nos. AG1, VP1, VP2, VP3, Bdf1, FV1, NH2, PA1 and PW1); and

(b) four appeals be not upheld on the grounds that there are no exceptional circumstances demonstrated and, having regard to the Council's Home to School Transport Policy, (i) the distance from the home addresses of three pupils to the schools for which they are requesting passes for is less than the distance in the criteria (Case Nos. FP1, FP2 and Hat1) and (ii) one pupil does not attend one of their three nearest qualifying schools (Case No. MH1).

9. COUNCILLOR CHRIS ROSLING-JOSEPHS

- 9.1 RESOLVED: That this Committee places on record its thanks and appreciation to the Chair (Councillor Chris Rosling-Josephs) for the valuable work he had undertaken as Chair of the Committee during the 2011/12 Municipal Year.

10. DATE OF NEXT MEETING

- 10.1 The Secretary reported that he would contact the new Chair of the Committee following his/her appointment at the Annual Council meeting on 16th May 2012, in order to arrange the dates of meetings for the 2012/13 Municipal Year, and inform those Members appointed to the Committee accordingly.

ADMISSIONS COMMITTEE

Meeting held 16th May 2012

PRESENT: Councillors Alison Brelsford, Talib Hussain, Martin Lawton, Chris Rosling-Josephs, Nikki Sharpe and Clive Skelton

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1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **APPOINTMENT OF CHAIR**

RESOLVED: That Councillor Chris Rosling-Josephs be appointed Chair of the Committee.

3. **DAY AND TIME OF MEETINGS**

RESOLVED: That meetings of the Committee be held as and when required on dates and times to be determined by the Chair.

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