

Policy Committee Task and Finish Groups

Terms of Reference

Home to School Transport Policy Education Children and Families Policy Committee

1 Purpose

- 1.2 The Council's Constitution outlines that Task and Finish Groups may be appointed by Policy Committees as appropriate to assist in the completion of their duties, save that each Policy Committee may have no more than one appointed Task and Finish Group at any time.

The purpose of such Task and Finish Groups is to examine in detail specific issues or aspects of policy, procedure or service, according to their remit. These groups do not take any decisions but inform the deliberations of the Policy Committee. They should provide regular progress updates to meetings of the Policy Committee

Details of the scope of this Task and Finish Group are set out in Section 4.

2 Membership and attendance

- 2.1 Member of the group will consist of

Membership is drawn initially from the Education, Children and Families Policy committee. This may be the whole Committee or some of the Committee. When not the whole committee, membership of the Group will be proportionate to the political representation on the committee.

The Home to School Transport Task and Finish Group will consist of:

- 5 Elected Members and include 2 from the Labour Party, 2 from the Liberal Democrats party and 1 from the Green Party
- The Group will include at least one of the following members of the Education Children and Families Policy Committee:
 - Chair
 - Deputy Chair
 - Group Spokesperson
- Councillors from each party will be appointed based on the topic for review. Members of the group may have a special knowledge or interest in the subject being considered.
- The Group may co-opt non-voting members who are not elected Members of the Council to assist in its consideration of an issue. This could include other council officers and representatives of other agencies for specific items.

- 2.2 Members of the Group will:

- Be polite and respectful and encourage constructive debate across the range of issue.

- Prepare for each meeting by reading briefings and fact sheets relevant to the task and finish group purpose.
- Request further information to help shape thinking where it is practicable to provide this within the constraints of the timetable set out for the group
- Will request that certain issues are considered by the Group where this is practicable within the constraints of the timetable set out for the group
- Will liaise with their relevant political parties in advance of the meetings and be empowered to provide advice within the remit of the task and finish group

2.3 Chair :

Task and Finish Groups will require a Chair to lead the review, chair meetings and report on progress. The Chair should be appointed based on the topic for review and can either be appointed by the parent committee or at the first meeting of the Task and finish group

2.4 The Task and Finish Group will be supported by officers from the relevant directorate. Officers will provide relevant material and take action notes for the Group

2.5 Task and Finish groups do not meet in public session and are not subject to the Access to Information Requirements.

2.6 The Group will be accountable to the Education, Children and Families Committee and report on progress made against the review of the home to school transport policy and any policy development in this area

3 Meeting Frequency

3.1 4/5 meetings will be held. Meetings will take place fortnightly and last for 1.5 hours. Meetings will be in person where practicably possible or online. Additional meetings can be requested by Group Members by exception and will be facilitated where practicable with the time constraints of the Group

3.2 The Task and Finish Group will seek to bring its work to a conclusion and submit a report to the Policy Committee by September 2024

4 Scope of the Task and Finish Group

4.1 The Group has been established to consider

- An amendment to the Home to school Transport policy to the effect that look after children in receipt of a bursary or scholarship be allowed to receive a bus pass if attending private school within the City Boundary
- A review of the Home to School Transport Policy, with particular regard to how other local authorities process applications for Zero Fare Bus Passes for travel to faith schools

- A review of the information given to parents on Home to School Transport applications when applying for secondary schools for their children; to look at incorporating the following
 - to review the current information pack for parents with particular reference to travel;
 - admissions information written in plain language;
 - a summary of important points to take into account when choosing a school, including the potential financial consequences of their choice;
 - support for parents who have English as a second or third language;
 - support for feeder schools in offering accurate advice to parents when applying for school places; and
 - engagement with parents in order to test the new information pack to make sure that it is user friendly.

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