

Appendix C

HOME TO SCHOOL AND COLLEGE TRANSPORT

1. APPEALS (SERVICE ISSUES) COMMITTEE

- 1.1 The Committee shall comprise 3 City Councillors, and as far as possible, the Committee shall include representatives from each political group.

2. APPEALS PROCEDURE

- 2.1 Appeals may be submitted by the parent/carer of any pupil/student who has been refused free or subsidised home to school/college transport in accordance with the Council's policies.
- 2.2 Appeals may be presented on behalf of a pupil/student provided written consent is obtained from the parent/carer.
- 2.3 Appeals will not be heard in respect of groups of pupils/students unless all the parents/carers consent in writing to the appeal being heard on that basis.
- 2.4 Where appeals on the safety of routes are submitted on behalf of a number of pupils/students in a community, the Council will normally consider an appeal relating to one pupil/student and will normally apply any favourable decision to those pupils/students in the same community without the need for further individual appeals.
- 2.5 The parent/carer may decide whether to present their case at the appeal hearing either (a) in person and/or (b) by way of written representations.
- 2.6 The Council reserves the right, where a parent/carer fails to attend the hearing or notify the appropriate officer of his or her intention to attend, to determine appeals in the absence of the parent/carer and to proceed on the basis of the parent/carer (appellants) written statement and/or letter(s) in support of the appeal.

3. SUBMISSIONS

- 3.1 The parent/carer of the pupil/student (the appellants) will have the opportunity to submit a written statement setting out the grounds of their appeal.
- 3.2 The parent/carer or their representative(s) may present an oral statement at the appeal either in support of, or in place of, a written statement (but see paragraph 3.6 below).
- 3.3 The LA shall prepare a written statement outlining the Council's policy and indicating how it has been applied in the appellant's case.
- 3.4 Written statements from both the appellant and the LA shall be submitted by the Director of Children's Services six working days prior to the appeal hearing to both panel members and the clerk.
- 3.5 Where appeals are convened at short notice with the consent of the appellants, the LA will endeavour to issue its statement to the appellants in advance of the meeting.
- 3.6 The Committee may defer a decision on an appeal where significant new information is raised at an appeal hearing without reasonable prior notice.

4. COMMITTEE MEETING

- 4.1 The Committee will consider whether to resolve that the press and public be excluded from the meeting. (Note: This will normally take place pursuant to Section 100 (A) of the Local Government Act 1972 because of the need to consider "exempt" information as defined in

paragraphs 4 and 5 of Schedule 12A of the Act-information relating to an applicant for a service or financial assistance provided by the Council.) Only the appellants and their representative(s) (if any) will be entitled to attend.

5. SAFETY OF ROUTE SITE VISIT

5.1 The Committee may hold a site visit prior to determining an appeal where the safety of a route is called into question.

5.2 Where site visits are held, the following will be invited to attend:

- ◆ the members of the Committee
- ◆ City Councillor(s) representing the relevant Ward
- ◆ the parent/carer or their representative(s)
- ◆ representatives of the Local Authority (LA) (Representatives of the Director of Children's Services/or Director of Environmental and Community Services as appropriate).