

APPENDIX 2

Home to School Transport Policy

Project Plan to change discretionary transport policy – Benefits & Post 16

Activity	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	July 2019	Sept 2020		
E & Y Programme Board												
Pre consultation prep/data analysis												
Prepare, translate documents*												
Equality Impact Ass												
Set up consultation												
Consultation												
Analysis												
Scrutiny												
Informal Cabinet												
Cabinet												
Publish Policy												
Inform stakeholders												
Train staff												
Implement Policy												

*Including detailed Project Plan and key templates– consultation document, Communication Plan , FAQ, Questionnaire, etc

NOTES

1. School transport policy must be published at least 12 months before implementation, ie for Sept 2020 publication must be by Sept 2019 at the latest.
2. Consultees include all those likely to be affected, including current pupils, those pupils due to start/change schools (Year 7) and post 16 students.
3. Consultation can be electronic only.

4. Everything must be done in accordance with Learner Travel Measure Operational Guidance.
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