

Record of officer decision

Decision title:	Personal Transport Budgets Procedure
Date of decision:	13 th September 2018
Decision maker:	Head of Transportation and Access
Authority for delegated decision:	This is an operational decision with regard to Part 3 Section 7 para 3.7.5 of the constitution
Ward:	Countywide
Consultation:	An officer consultation has been undertaken to take into account comments in respect of childrens and families, finance and legal.
Decision made:	<ol style="list-style-type: none"> 1. To formally adopt and document a procedure for the payment of Personal Transport Budgets to parents. 2. To formally record the authorisation of payments made under the Personal Transport Budgets procedure. 3. To delegate authority to Transport Officers to award Personal Transport Budget payments within the stated limits.
Reasons for decision:	<ol style="list-style-type: none"> 1. The Personal Transport Budgets procedure formalizes an existing informal procedure, identified in the Home to S where by payments are awarded to parents/carers to arrange the transport of their children to and from school. These payments are made at the discretion of the council, to parents of children who hold statutory entitlement to free school transport, and where the cost of doing so is less than the cost of the Local Authority providing transport. 2. The procedure will provide clarity for parents and officers. 3. The recording of decisions made under the procedure and appropriate delegation with regard to the council's financial rules will provide transparency such that the application of the procedure can be accurately monitored and managed.
Highlight any associated risks/finance/legal/equality considerations:	<p>The PTB will be operated as a discretionary option and it will not be imposed on parents/carers whose children have an eligibility for free transport. Equally, whilst a parent/carer may request a PTB it will only be awarded at the council's discretion. As such, the PTB will only operate where it is mutually beneficial and this minimizes any risks associated with costs and the council's statutory responsibilities.</p> <p>An analysis of the liability of existing users transferring from informal payments to Personal Transport Budgets has been carried out. The established financial liability and risk is minimal and it is therefore recommended that the procedure should be introduced.</p>
Details of any alternative options considered and rejected:	An alternative option is to continue on an informal basis. This was discounted as a clear documented procedure provides greater clarity for parents, schools and officers on the application of the own transport options and will guide officers in pro-actively promoting this option where it can reduce the overall cost of the service.

Details of any declarations of interest made:	None

Signed...Head of Transportation and Access Date: 17-9-18