

<b>Item No.</b> 22.	<b>Classification:</b> Open	<b>Date:</b> 13 July 2021	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Gateway 3 – Variation Decision Special Educational Needs and/or Disabilities (SEND) School Bus Service	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Jasmine Ali, Deputy Leader and Cabinet Member for Children, Young People and Education	

## **FOREWORD – COUNCILLOR JASMINE ALI, DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION**

We have many reasons to be proud of the quality of our services and the educational outcomes for our children and young people with special educational needs and or disabilities in Southwark.

Our Special Educational Needs and/or Disabilities (SEND) school bus service is an important part of our offer for children and young people who struggle to walk or travel by public transport to school.

This GW3 report seeks to extend the Special Educational Needs and/or Disabilities (SEND) Bus Service contract, provided by Olympic South Limited (trading as HATS), for a period of 24 months from 1 September 2021 at an estimated value of £4.6m, making an estimated lifetime contract value of £16.5m. The 24-month extension is required due to the delays that have been experienced in commencing the re-procurement of the contract due to the COVID-19 pandemic.

The provider has successfully mitigated the negative impact of losing the Verney Road site by finding a practical and comparatively affordable alternative. The full details attached in the report. The provider, education services and legal have worked together to bring this contract extension together at great speed. Which is important because at least 371 of our 600 plus children and young people relying on transport - currently travel on the SEND bus service.

HATS is currently meeting the needs of our children and young people well. This service have been flexible throughout the COVID-19 pandemic. Working closely with council officers to adjust its operations to meet and exceed the Government's covid-19 travel guidance to support children/families and schools. Through the implementation of 'bubbles', enhanced cleaning measures, and picking up passenger assistants en-route as opposed to them going into the depot.

HATS also worked flexibly with the council throughout the early stages of the pandemic, by using their vehicles and staff to transport children, that do not

usually travel on the service and staff to their school destinations where capacity allowed. They also delivered education materials from schools to children around the borough to support their home learning

It is also good to see that HATS employs local Southwark residents to deliver the service, works with Social Enterprise UK and supports local employment opportunities, apprenticeships and charitable causes.

Recent parental surveys show that 100% of parents and carers were satisfied with the service. A sentiment repeated in the recent report to the Corporate Contract Review Board in May 2021, which confirmed HATS as being 'consistently good quality'.

The extension of this contract is therefore both necessary and viable.

## **RECOMMENDATIONS**

1. That cabinet approves an extension of the Special Educational Needs and or Disabilities (SEND) Bus Service contract, provided by Olympic South Limited (trading as HATS), for a period of 24 months from 1 September 2021 at an estimated value of £4.6m, making an estimated lifetime contract value of £16.5m.
2. That cabinet notes that the estimated value of the variation includes additional depot facility costs of £283k for 2021-22 and £182k for 2022-23, as set out in paragraphs 13 to 18.

## **BACKGROUND INFORMATION**

3. The council has a statutory duty to provide travel assistance for children of statutory school age and young people up to 25 years who are eligible (having been assessed against the Southwark travel assistance policy) to receive travel support, to and from school or other educational establishment as set out in The Education Act 1996 and Education Inspection Act 2006. A total of 657 children receive a range of travel assistance as appropriate to meet their needs including - travel assistance training, a direct payment to the family to support their journeys or, travel in a vehicle procured via the council's taxi framework/SEND bus service. 371 of these children and young people currently travel on the SEND bus service, this number varies throughout the year as school placement arrangements for some children change
4. Some of Southwark's most vulnerable children and young people with special educational needs, who have Education, Health and Care Plans (EHCPs), use the service. All passengers served by this service are Southwark residents. The needs of children and young people may include:
  - Physical disabilities
  - Additional learning needs

- Autism
  - A range of communication, emotional, behavioural challenges
  - Visual or hearing impairment.
5. The SEND bus service contract was awarded in January 2015 to Olympic South Limited (trading as HATS) for an initial period of five years and eight months to 31 August 2020, with two x 12 month extension periods. Due to the high level of safeguarding, health and safety and SEND support specialisms linked to delivering this service, a key aim of the tender process sought to engage *one service provider to work with the council, adopting a shared, partnering approach to achieve an efficient and well managed service.* This has been an important feature of the contract to enable the council to meet its obligations via a third party organisation and has worked well.
  6. The SEND bus service contract requires the provider to ensure that it has access to sufficient, safe and secure premises to meet the service standards which includes a depot with office and restroom facilities. A fleet of specialist vehicles, which includes vehicles that are fully wheelchair accessible, drivers, passenger assistants and operational staff to manage the logistics are also provided. The bus service operates for 38 weeks each year during the school terms and comprises the core SEND bus service and a facility for 'Special Rounds' (there are currently four), which provide transport for children with an extremely high level of medical needs and/or special needs that must not be adjusted, unless requested by the council, once arrangements are made.
  7. Most journeys require one or more passenger assistants to support children or young people on their journeys due to their additional needs. At the commencement of the contract, the council directly employed 60 passenger assistants to work on the service. These staff, remained council employees and were integrated into the day to day service operations by HATS as the service specification required. The number of Southwark employed passenger assistants has reduced each year due to retirements and resignations, and now stands at 29 (including one Passenger Assistant Supervisor). The council does not replace these staff. Any additional passenger assistant staff required to meet any shortfall to deliver the service are sourced and employed by HATS.
  8. The SEND bus service, excluding additional passenger assistant costs, operates on a fixed cost basis within set ranges of passenger numbers, irrespective of how many vehicles HATS may require to transport service users. This is achieved through fixed passenger numbers (with tolerances built in to allow adjustments during the school year) rather than pricing for individual bus rounds/routes or for individual service users. This has worked well and allowed the stated contract price to remain stable over the years without the levels of price creep that can occur through other travel models e.g., being charged by each route.

9. The contract operated within three bands up until January 2019, when the limits in band three were exceeded due to the increasing demand for the service, which mirrored the increase in the number of children in the borough with an EHCP. The Strategic Director of Children's and Adults' Services approved the extension of passenger numbers and pricing 'bands' for the SEND bus contract as set out in the tender Pricing Schedule in April 2019.
10. The nine passenger bands used for pricing of the contract, ranging from a minimum of 338 to a maximum of 438 passengers, is attached as appendix 1 of this report.
11. Travel assistance officers, monitor punctuality and performance daily and report a good level of satisfaction with the service. Monitoring has shown that the provider meets all key performance indicators (KPIs) as set out in the specification and contract. When last surveyed in September 2019, parents/carers were asked 'how competent do they find the transport staff?' 100% of parents reported that they were satisfied. Annual Contract Performance Reports (APRs) for the SEND bus service, (last presented to Corporate Contract Review Board on 20<sup>th</sup> May 2021), have also demonstrated and confirmed that, overall, it has been of a consistently good quality.
12. During the COVID-19 pandemic, the service continued to operate to transport vulnerable and key worker children and young people to their educational establishments as required. HATS worked closely with council officers to adjust its operations to meet and exceed (where possible), the Government's COVID-19 travel guidance to support children/families and schools. This included the implementation of 'bubbles', enhanced cleaning measures, office staff working at home where possible and picking up passenger assistants en-route as opposed to them going into the depot. HATS also worked flexibly with the council throughout the early stages of the pandemic, by using their vehicles and staff to transport children, that do not usually travel on the service and staff to their school destinations where capacity allowed. HATS also, delivered education materials from schools to children around the borough to support their home learning.

## **KEY ISSUES FOR CONSIDERATION**

### **Key Aspects of Proposed Variation – provision of a depot facility**

13. At the time of tendering for this SEND bus service in 2014/15, the biggest challenge faced by tenderers was, securing suitable premises to deliver the service from and, the high cost of premises which in turn, increased the cost that bidders put forward.
14. HATS currently delivers the SEND bus service using two sites: A main HQ site at Verney Road SE16 for staff, vehicles and an overflow depot to store vehicles used on the service at Gibbon Road SE15.

15. In January 2021, HATS informed the council that its Verney Road site had been sold and that they had been notified that the three month break clause on the lease could be applied by the new owners and asked for assistance from the council to find a new site to operate from. At the end of March 2021, HATS was served notice to vacate. It has not been possible to negotiate an extension of the lease at Verney Road therefore, HATS must vacate by 9 August 2021.
16. HATS has worked with support from officers to identify an alternative site, large enough to deliver the service from and to accommodate all vehicles used to deliver Southwark's service from September 2022 when the lease on their overflow depot at Gibbon Road expires.
17. HATS has identified a depot at Stockholm St which has a higher rent and rates value than their current depot, it is well equipped with office space, telecoms, toilet facilities and is ready for use – any relocation costs would be minimal. The site has been offered to HATS for a seven year period with a six month break clause to HATS at 18 months which would enable them to end the lease after two years if they are not successful when tendering for Southwark's SEND bus service from 2023. This option therefore provides a suitable solution for the service, and is supported by officers.
18. The additional cost of securing this depot is £289k per annum, £7,607 per week for the period 1 September 2021 to 31 August 2022 which would need to be added as a variation to the weekly, passenger band, contract price. This figure would reduce to £182k per annum £4,795k per week for the period 1 September 2022 to 31 August 2023 when HATS would no longer have the cost of the lease for its overflow depot facility at Gibbon Road.

### **Key Aspects of Proposed Variation – extension period**

19. It is proposed that the contract is extended for a further 24 months to 31 August 2023.
20. The contract value for the 24 month extension will be an estimated £4.6m, for the extension period and the total estimated contract value will be approximately £16.5m.
21. The contract started on the 1 April 2015 for a period of five years and eight months and has the option for extension by a further two years. The Strategic Director for Children's and Adults' Services approved a one-year extension in July 2020 which ends on 31 August 2021. A 24 month extension is requested in this Gateway 3, of which 12 months is included within the current contract and an additional 12 month period is requested as a variation to the current contract. The 24 month extension is required due to the delays that have been experienced in commencing the re-

procurement of the contract due to the COVID-19 pandemic and to allow continuity of this statutory service.

22. As set out in paragraph 11 of this report, the service provided by HATS has been of a consistently good quality.

### Reasons for Variation

23. The proposed extension will allow the council sufficient time to review the service. The data and lessons learned from the contract will be used to further develop a future specification and procurement strategy. The proposed extension will also allow time to review other delivery models, benchmark and undertake market development and testing. It will also enable officers across the council to consider options for securing depot facilities on a long term basis to provide this service and also, to develop long term environmental factors to support climate change considerations. The SEND bus service is critical as the contract supports the council's ability to deliver its statutory responsibility to provide transport to eligible children and young people from statutory school age through to 25, as set out in The Education Act 1996, The Education and Inspection Act 2006 and Southwark's travel assistance policy.

### Future Proposals for this Service

24. During the extension period, a review of the current service specification and a full procurement will be undertaken, ready for a new contract to start in September 2023, as outlined in the table below:

Service reviewed	August to December 2021
Consultation held with young people/parents and Southwark colleagues engaged on this service. Benchmarking, exploring alternative bus transport models as well as to understand any changes which may impact this service/the transport sector resulting from COVID, Brexit and environmental factors affecting passenger transport.	September 2021-January 2022
Early market engagement/testing undertaken	January - February 2022
Approval of Gateway 0	March – April 2022
Approval of Gateway 1	June 2022
Approval of Gateway 2	January – March 2023
New contract in place	June 2023

<b>Table 1: Procurement process</b>	
Service to commence	September 2023

### Alternative Options Considered

25. The following options have been considered in relation to exercise the option to extend the contract.

<b>Table 2: Procurement options</b>		
<b>No.</b>	<b>Option</b>	<b>Impact</b>
1.	Do nothing	<ul style="list-style-type: none"> <li>- When the current contract expires on 31 August 2021 there would be no SEND bus service provision for children and young people.</li> <li>- Children and young people would have no transportation to enable them to access their educational settings. Emergency/business continuity arrangements have been considered but they would not be suitable to introduce as an alternative to this contract extension.</li> <li>- The council would be at risk of not meeting its statutory duty as set out in the Education Act 1996 and Education Inspection Act 2006.</li> </ul>
2.	Extend the contract	<ul style="list-style-type: none"> <li>- This is a good performing, well-respected service.</li> <li>- The intention has always been to exercise the option to extend the contract if service continued to be of good quality and value.</li> <li>- This extension will allow for a service review to be undertaken and sufficient time for a re-procurement.</li> </ul>
3.	Provide the service in-house	<ul style="list-style-type: none"> <li>- This would require additional investment, with potential TUPE implications and recruitment of a full complement of skilled staff to provide the service.</li> <li>- The council does not have a fleet to operate the service with, an appropriate depot facility would also have to be sourced and managed. This could not be implemented within the time frame available.</li> </ul>

<b>No.</b>	<b>Option</b>	<b>Impact</b>
4.	Call off from a framework	<ul style="list-style-type: none"> <li>- A framework would need to be developed, there is insufficient time to consider this option.</li> <li>- There are very few SEND School Bus frameworks currently available and none identified that would be able to meet the council's specific requirements.</li> <li>- The intention has always been to exercise the option to extend the contract if service continued to be of good quality and value.</li> </ul>

### Identified risks for the Variation

26. The following risks have been identified for this service:

<b>No.</b>	<b>Risk</b>	<b>Risk Level</b>	<b>Mitigating Action</b>
1.	The provider is required to source a depot under the contract. This presents challenge with limited options available in borough.	Low	<ul style="list-style-type: none"> <li>• The council has been supporting the provider to identify a new depot, potentially using council land, which would provide greater security and control over the depot for the future delivery of the contract. HATS has secured a lease arrangement at a depot facility in SE16 for up to seven years from 1<sup>st</sup> September 2021 – subject to extension of contract with Southwark as detailed in this Gateway report. This provides security for the service to operate for the next two years of extension and, allows time for a full, procurement of the service to be undertaken.</li> <li>• Ensure the provider has a business continuity plan in place to secure a depot or continue to deliver the service as per the contract</li> </ul>

No.	Risk	Risk Level	Mitigating Action
			requirements by September 2021.
2.	The provider not agreeing to the extension unless they have secured a suitable depot after August 2021	Low	<ul style="list-style-type: none"> <li>The provider has agreed in principle to the extension and, is prepared to enter into a lease agreement on a depot with a single break clause to provide a release from contract if the company is unsuccessful in the next procurement of the SEND bus service.</li> </ul>
3.	The impact of COVID 19 and Brexit on the economy with risks of having a negative effect on the economic viability of business	Low	<ul style="list-style-type: none"> <li>The financial stability of the provider will be monitored closely over the period of the extension.</li> <li>This is a well-established business with whom no previous financial concerns have been raised.</li> <li>Vehicle and passenger transport regulations may change following the UK's exit from the EU. This situation is under constant review by HATS and will be reported to the council/addressed as appropriate.</li> </ul>
4.	Legal challenge from other providers	Low	<ul style="list-style-type: none"> <li>The terms of the contract make express provision for a 12-month extension at the council's discretion.</li> <li>The additional year to the extension period are permissible within the Public Contract Regulations 2015 Regulation 72 1c. The additional year extension period will enable more time for the council to stimulate the market in preparation for the tender and new contract.</li> </ul>

No.	Risk	Risk Level	Mitigating Action
5.	Company might withdraw from the contract due to service/financial/other difficulties	Low	<ul style="list-style-type: none"> <li>• The relationship between the provider and the council is good and well established.</li> <li>• During the recent pandemic the provider has adopted a flexible approach to support the council and its service users' needs outside of its contractual obligations. Due to this, it provides the council with the confidence there will be a continuity of service during the period of the extension.</li> </ul>

### Policy implications

27. This contract will enable the council to fulfil its statutory duty to provide transport services to eligible children and young people as set out in the Education Act 1996 and in the Education and Inspection Act 2006 and will support delivery of the Southwark school travel assistance policy.
28. The contract assists the council in meeting its statutory public sector equality duty (PSED) under 149 of the Equality Act 2010 and supports the council's published approach to equalities.
29. The service supports the council's Fairer Future commitments including ensuring the 'Best Start in Life' for its residents and the values of treating every resident as if they were a valued member of our own family; and spending money as if it were from our own pocket.

### Contract management and monitoring

30. The council's contract register publishes the details of all contracts over £5,000 in value to meet the obligations of the Local Government Transparency Code. The appropriate details of this contract will be updated on the contract register via the eProcurement System.
31. Day to day monitoring of the contract will be reported through monthly review meetings between the Travel Assistant Manager and the provider. Spot checks on transport rounds will be undertaken by the council, producing highlight reports on performance. In addition to regular monitoring arrangements, quarterly performance and service improvement planning meetings will be held.
32. HATS Annual Performance Report will continue to be presented in line with the Contract Standing Orders (CSO's). Travel Assistance officers

will continue to monitor punctuality and performance of the service on a day-to-day basis to include:

- Compliance with the specification and contract terms and conditions
  - Contractor performance
  - Cost
  - User satisfaction/complaints
  - Risk management
  - Key performance indicators.
33. The travel assistance team also receives tracking reports weekly from HATS. Individual risk assessments are carried out annually on rounds and updated, if required, when a new child accesses the service. Any additional adaptations are carried out promptly to support passenger safety and comfort. The council has spot checks carried out annually by an independent Risk Assessor to check for compliance with all passenger travel, health and safety requirements.

### **Community impact statement**

34. The council is mindful of the need to have due regard to the Public Sector Equality Duty imposed under Section 149 of the Equality Act 2010. The service is a specialist service for children and young people with special educational needs and/or physical disabilities. Service users represent a wide range of communities living in Southwark.
35. A full, equality impact analysis will be undertaken as part of the future procurement exercise in 2021-22.
36. As this service is used by some of the most vulnerable members of the community, it is essential that the service is of a high standard and can meet the needs of all passengers. This transport service supports this cohort of students to attend their educational establishment which in turn ensures that they are able to achieve their full academic potential.
37. During the extension of the service, officers will continue to have due regard to the needs of those individuals and groups having a protected characteristic under the Equality Act 2010, including but not limited to age, disability, sex and race.

### **Social Value considerations**

38. The Public Services (Social Value) Act 2012 requires that the council considers, before commencing a procurement process, how wider social, economic and environmental benefits that may improve the wellbeing of the local area can be secured.
39. The social value considerations included in the tender (as outlined in the Gateway 1 and 2 report) included that the provider will support the local

community by providing free transport to enable children to attend Christmas events every year, arrange an awards ceremony for HATS and council staff and hold annual events for staff and family, including Southwark staff. It should be noted that during the COVID-19 pandemic, as already outlined in paragraph 12, some events have been on hold due to government restrictions. These events will resume as restrictions lift.

### **Economic considerations**

40. HATS employs local Southwark residents to deliver the service, works with Social Enterprise UK and supports local employment opportunities, apprenticeships and charitable causes. In doing so, it aligns to the council's Fairer Future Commitments, Theme 3, 'a green and inclusive economy and Theme 7 'a great start in life'. This is because young people who are able to attend school are able to work towards a qualification and increase their life chances/and ability to gain long-term employment if they are able to do so.

### **Social considerations**

41. The provider employs local Southwark residents, actively recruits locally and pays the London Living Wage.
42. Under the Social Value Act (2012), the provider supports the local community in relation to health and well-being (Fairer Futures Procurement Framework (FFPF)), by providing free transport to enable children to attend Christmas events every year (as government restrictions allow); arranging an award ceremony for their staff and council staff and holding annual events for staff and family, including the council staff.

### **Environmental/Sustainability considerations**

43. The provider complies with all environmental legislation this aligns to the council's Fairer Future Commitment, Theme 3 'a green and inclusive economy'.
44. All vehicles maintained by the provider must adhere to a standard that meets or exceeds the Driver Vehicle Standard Agency (DVSA) requirements, for example MOT and vehicle Service History and the Ultra-Low Emission Zone (ULEZ) requirements.
45. Within the recommissioning of the contract, the council will explore available options for electric vehicles and other green solutions.

### **Financial implications**

46. The contract has an estimated value of £4.6m for the extended period, making the total estimated contract value approximately £16.5m to 31 August 2023.

47. The budget for the service comes from the general fund, the annual cost of the service will depend on variances caused by the number of children and young people using the service throughout the year, which will be monitored and reviewed within the Education department's financial management arrangements.

### **Legal Implications**

48. Please see the concurrent report of the director of law and governance below.

### **Consultation**

49. During the last Operational Performance 'Annual Parents Survey/feedback' carried out in September 2019, 131 parents completed seven questions. Parents/Guardians made comments relating to their experiences and suggestions on ways that HATS could improve the service. The vast majority of feedback from the survey was extremely positive with the staff being recognised for their polite and friendly service.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Strategic Director of Finance and Governance (CAS21/005)**

50. This report seeks cabinet approval to extend the Special Educational Needs and Disabilities (SEND) Bus Service contract for a period of 24 months from 1 September 2021. The extension is estimated £4.6m for the 24 months period.
51. The strategic director of finance and governance notes that this is an estimated contract value as actual spend will depend on the demand during the year as described in the finance implications paragraph (paragraph 47).

### **Head of Procurement**

52. This report seeks approval from cabinet to extend the Special Educational Needs and or Disabilities (SEND) Bus Service contract, provided by Olympic South Limited (trading as HATS), for a period of 24 months from 1 September 2021 at an estimated value of £4.6m, making an estimated lifetime contract value of £16.5m.
53. Cabinet also notes that the estimated value of the variation includes additional depot facility costs of £283k for 2021-22 and £182k for 2022-23, as set out in paragraphs 13 to 18.
54. The rationale for the variation is detailed in paragraphs 13 to 25, the risks are detailed in paragraph 26, contract monitoring and management is

detailed in paragraphs 30 to 33 and paragraph 41 confirms payment of the London Living Wage (LLW).

### **Director of Law and Governance**

55. This report seeks approval to extend an existing contract with Olympic South Ltd (trading as HATS), as detailed in paragraphs 1 and 2.
56. As noted in paragraph 21 the terms of the existing contract contain express provision for extension for a period of 12 months, from 1 September 2021. Any further extension beyond 31 August 2022 would be subject to the application of the Public Contracts Regulations 2015, which permit contract modifications in certain limited circumstances, including where the following conditions have been fulfilled:-
  - the need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen;
  - the modification does not alter the overall nature of the contract;
  - any increase in price does not exceed 50% of the value of the original contract or framework agreement.
57. It is considered that the proposed extension for a second year meets the requirements set out above.
58. The community impact statement set out from paragraph 34 notes that officers intend to conduct an equality analysis as part of its compliance with the Public Sector Equality Duty under the Equality Act 2010, in order to assess the effect and impact of the service (in particular, on those having a protected characteristic under the Act) and to inform the future procurement exercise.
59. The proposed contract variation is consistent with the council's contract standing orders and the decision to approve the report recommendation is one which is reserved to the cabinet.

## BACKGROUND PAPERS

Background Papers	Held At	Contact
Gateway 1 – Procurement Strategy Approval – Special Educational Needs and/or Disabilities (SEND) School Bus Transport	Education Access, Education Department, 160 Tooley Street, London SE1 2QH	Glenn Garcia 0207 525 2717
<b>Link (copy and paste into browser):</b> <a href="http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;MId=4554&amp;Ver=4">http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&amp;MId=4554&amp;Ver=4</a>		
Gateway 2 – Contract Award Approval – Special Educational Needs and/or Disabilities (SEND) School Bus Transport	Education Access, Education Department, 160 Tooley Street, London SE1 2QH	Glenn Garcia 0207 525 2717
<b>Link (copy and paste into browser):</b> <a href="http://moderngov.southwark.gov.uk/documents/s50473/Report%20Gateway%202%20SEND%20Buses.pdf">http://moderngov.southwark.gov.uk/documents/s50473/Report%20Gateway%202%20SEND%20Buses.pdf</a>		
Gateway 3 – Contract Variation Extension Approval – Special Educational Needs and/or Disabilities (SEND) School Bus Transport	Education Access, Education Department, 160 Tooley Street, London SE1 2QH	Glenn Garcia 0207 525 2717
<b>Link (copy and paste into browser):</b> <a href="http://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?IId=50022812&amp;Opt=0">http://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?IId=50022812&amp;Opt=0</a>		

## APPENDICES

No	Title
Appendix 1	SEND bus service, passenger bands

## AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Jasmine Ali, Deputy Leader and Cabinet Member for Children, Young People and Education	
<b>Lead Officer</b>	David Quirke-Thornton, Strategic Director for Children' and Adults' Services	
<b>Report Author</b>	Glenn Garcia Assistant Director of Education and Statutory Services	
<b>Version</b>	Final	
<b>Dated</b>	30 June 2021	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Finance and Governance	Yes	Yes
Head of Procurement	Yes	Yes
Director of Law and Governance	Yes	Yes
Director of Exchequer (for housing contracts only)	N/a	N/a
Director of Education (for schools contracts only)	Yes	Yes
Cabinet Member	Yes	Yes
<b>Contract Review Boards</b>		
Departmental Contract Review Board	Yes	Yes
Corporate Contract Review Board	Yes	Yes
<b>Cabinet Member</b>	Yes/No	Yes/No
<b>Date final report sent to Constitutional Team</b>		30 June 2021

## APPENDIX 1

### SEND bus service – passenger bands with prices Academic Year from September 2020 – July 2021

	<b>Number of passengers</b>
Band 1	338 - 347
Band 2	348 - 368
Band 3	369 - 378
Band 4	379 - 388
Band 5	389 - 398
Band 6	399 - 408
Band 7	409 - 418
Band 8	419 - 428
Band 9	429 - 438