



# Outline Engagement & Stakeholder Plan

## A. PROJECT SUMMARY INFORMATION

<b>Project Name:</b>	Third Party Spend Programme – Home to School Travel Project (independent travel training programme)		
<b>Project ID (if known):</b>	21SA012		
<b>Cabinet Member:</b>	Cllr Asher Craig	<b>Lead Officer (Sponsor):</b>	Sarah Parker, Director Children & Families Services (project level)
<b>Project Manager:</b>	Helen Haggi	<b>Project Executive:</b>	Gail Rogers
<b>Directorate(s):</b>	People	<b>Associated service areas:</b>	Children’s Services
<b>Document recipients:</b>	Third Party Spend Programme Board, People EDM		

## B. ORGANISATIONAL CONTEXT

<b>Alignment to corporate theme(s):</b>	<ul style="list-style-type: none"> <li>• Empowering and Caring</li> <li>• Fair and inclusive</li> <li>• Well connected</li> <li>• wellbeing</li> </ul>		
<b>Project category:</b>	<input type="checkbox"/> Saving delivery <input type="checkbox"/> Cost avoidance <Other>	<input type="checkbox"/> Compliance / Statutory <input checked="" type="checkbox"/> Improved outcomes	<input checked="" type="checkbox"/> Risk reduction <input checked="" type="checkbox"/> Enabling

## C. DOCUMENT CONTROL

<b>Document status:</b>	<input type="checkbox"/> Draft <input checked="" type="checkbox"/> Final			
<b>Document owner:</b>	Gail Rogers			
<b>Version control</b>	<b>Version</b>	<b>Author(s)</b>	<b>Description</b>	<b>Date</b>
	V00_01	HH/GR	First draft	04/01/2022
	V00_02	HH	Second draft	05/01/2022

## 1. Communication principles:

All communications from the project must be accessible to all; actionable; relevant; timely; understandable and aligned across Children's Services and SEND.

## 2. Communication objectives:

A detailed communications plan will be developed outlining options for independent travel training programmes. This is built into the project plan timescales in Appendix H.

	Specific objective	Measure of success	Timescale (by when)
1	Consult with key stakeholders on establishing an Independent Travel Training Programme.	Engagement on options with stakeholders complete and potential changes to policy based on stakeholder feedback for approval at Cabinet.	August 2022
2	Children safely supported to independence.	Increased number of children who travel independently to school as part of the programme.	August 2022

## 3. Scope of the communications:

In Scope
Home to school travel policy and independent travel training programme policy

Out of scope	Any risks/consequences associated with "Out of scope" items
N/A	N/A

## 4. Key messages associated with the project:

- Demand for travel by hired out vehicles has increased 37% in the last three years without the potential to increase contractors under the existing closed contract.
- Current home to school travel arrangement is a closed framework that is no longer fit for purpose.
- To build more resilience and capacity in transport provision for service users, we propose a competitive tender to establish a new Dynamic Purchasing System framework to manage costs and respond to demand growth in the Service.
- We are reviewing policies alongside this to ensure they are clear and up to date to deliver a quality service with capacity for growing numbers of children requiring the service.
- The Home to School Travel team has revised its staffing structure to allow for more joined up review of travel arrangements and to develop independence training initiatives.
- The Service plan to review support available for independent travel training and co-develop services with parents and carers to establish greater independence for children in everyday travel to school, reducing the need for travel by taxi where appropriate.

- The intention is to undertake consultation on the Council’s Home to School Travel policy to introduce independent travel training and optimisation of travel routes to safely support young people to independence.
- To further develop this, the Service plans to engage with parents and carers over general policy to help children travel as independently as their individual conditions allow.

#### 4.1 Consultation approach:

A detailed consultation plan will be developed to gather feedback from key stakeholders on the travel policy and independent travel training programme. When proposals have been developed following this engagement work, we will ask for stakeholder views on those specific proposals before they are put in place.

The following approach will be further developed in collaboration with SEND throughout the project:

- Detailed consultation and communications plan developed
- Secure approval to engage on travel policy and independent travel training at March Cabinet
- Focus groups held with key stakeholder groups, service users and families
- Survey to identify and shortlist options
- Update event to go over options
- Independent travel programme proposal shaped based on stakeholder feedback
- Return to Cabinet for approval of any proposed changes once consultation complete

#### 4.2 If consultation is required, how would you describe this proposal in Plain English within the consultation paper:

The service needs to be in a position where it is supporting the Education, Health and Care Plan annual review process when travel independence training is recommended.

The Home to School Travel team has revised its staffing structure to allow for more joined up review of travel arrangements and to develop independence training initiatives.

To further develop and implement any initiatives, we will seek approval from Cabinet in March to engage and develop a plan in collaboration with parents and carers for independent travel training proposals.

### 5. Primary Stakeholders:

The table below identifies stakeholders who have an interest in the home to school travel service, its recommissioning and independent travel training.

Role	Stakeholders
Commissioners	Bristol City Council Commissioners
Customers	Children & Families Disabled Children’s Specialist Service Pathways to Independence Service Special Educational Needs Co-ordinators (SENCOs) Special Schools

	Alternative Learning Provision Mainstream Schools
Collaborators & Contributors	Bristol City Council Commissioners, Bristol Parent Carers , Children & Families, Disabled Children’s Specialist Service, SEND Engagement Development Officer,
Commentators	Local Media, Bristol Parent Carers, Parent carer campaigning groups e.g. SEND are Welcome, SEND Partnership Board, SEND Improvement Board
Consumers	Disabled children, young people and their families
Champions	Home to School Travel Service SEND Partnership Board, Complex Health Needs Group Councillors & cabinet member

Of the stakeholders identified the table below analyses the extent to which they are affected by the commissioning project and the power and influence each stakeholder has in the process.

	Low interest/stake-holding	High-interest/stake-holding
High-power	<p><b>Satisfy</b></p> <p><i>Opinion formers. Review your analysis of their position regularly.</i></p> <p>Local Media</p>	<p><b>Manage</b></p> <p><i>Key stakeholders who should be fully engaged through full communication.</i></p> <p>Children &amp; Families of existing services Children &amp; Families not using current services Bristol City Council Commissioners Disabled Children’s Specialist Service Pathways to Independence Service Current providers Bristol Parent Carers Parent carer campaign groups Councillors &amp; cabinet member BCC in-house short breaks service Schools</p>
Low-power	<p><b>Monitor</b></p> <p><i>This group may be ignored if time and resources are stretched.</i></p> <p>None</p>	<p><b>Inform</b></p> <p><i>Service Users often fall into this category. It may be helpful to take steps to increase their influence by organising them into groups or taking active consultative work.</i></p> <p>SEND Partnership Board</p>
	Low interest/stake-holding	High-interest/stake-holding

## 6. Making the change stick:

The table below is a desktop exercise to analyse who is for or opposed to the proposal to establish independent travel training programmes. This will be further developed as part of our plans to engage with primary stakeholders.

	In favour	Neutral	Opposed	Unknown
Children & Families of existing services				x
Children & Families not using current services				x
Bristol Parent Carers				x
SEND Partnership Group	x			
Councillors & cabinet member				x
Current providers				x
DCSS				x
Bristol City Council Commissioners	x			
Local Media				x
Contacts within schools				x
Other VSC providers				x
Schools				x

## 7. Key associated risks:

R003	Post Covid caution means independent travel training is strongly challenged.	Ensure a full plan developed to include Bristol Parent Carer Forum to help understand key issues and reduce any resistance to change with full engagement on plans in collaboration with SEND. Any options will be shaped in collaboration with parents and carers before proposals are made.	
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## 8. Document sign off:

Name	Job Title	Date circulated
People EDM	N/A	05/01/2022
Gail Rogers	Head of Service Children's Commissioning	12/01/2022
Vikki Jervis	Head of Service Accessible City and Principal Educational Psycho	10/01/2022