

***APPEALS COMMITTEE (HOME TO SCHOOL TRANSPORT)***  
***Agenda***

Date Thursday 8 November 2018

Time 10.00 am

Venue Lees A Room, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

Notes

1. DECLARATIONS OF INTEREST- If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Kaidy McCann in advance of the meeting.

2. CONTACT OFFICER for this Agenda is Kaidy McCann Tel. 0161 770 5151 or email [Kaidy.McCann@oldham.gov.uk](mailto:Kaidy.McCann@oldham.gov.uk)

MEMBERSHIP OF THE APPEALS COMMITTEE (HOME TO SCHOOL TRANSPORT) IS AS FOLLOWS:  
Councillors Harrison, Heffernan and Moores

Item No

- 1 Election of Chair  
The Panel is asked to elect a Chair for the duration of the meeting.
- 2 Urgent Business  
Urgent business, if any, introduced by the Chair
- 3 Apologies For Absence
- 4 Declarations of Interest  
To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.
- 5 Home to School Transport Appeal Procedure (Pages 1 - 2)
- 6 Exclusion of the Press and Public  
That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraph(s) 1 and 2 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.
- 7 Home to School Transport Appeal (Pages 3 - 14)



**Oldham**  
Council

## ***Oldham Metropolitan Borough Council***

### **APPEALS PANEL PROCEDURE FOR FREE SCHOOL TRANSPORT AND HOME TO SCHOOL TRANSPORT**

- 1.1 Appeal for Free School Transport will be heard by a panel of three Members, one of whom will act as Chair and who will have a casting vote.
- 1.2 The Chair introduces the participants and outlines the procedure to be used.
- 1.3 The Appellant must have set out their reasons for appeal beforehand.
- 1.4 The Chair will control the procedure with the advice and assistance of the Legal Representative from within Oldham Metropolitan Borough Council.
- 1.5 The Chair will ensure that the following procedure is followed
- 1.6 The case for the LEA
- 1.7 Questioning by the Parent / Guardian
- 1.8 Questioning by Panel Members;
- 1.9 The Case for the Parent / Guardian
- 1.10 Questioning by the LEA
- 1.11 Questioning by Panel Members;
- 1.12 Summing up by the LEA
- 1.13 Summing up by the Parent/Guardian
- 1.14 The Panel may adjourn at any point in the proceedings.
- 1.15 Any documentation to be presented at the hearing will be copied to each member and party at least five days before the hearing. Evidence which comes to light either within this time frame or at the hearing will be considered by the Panel.
- 1.16 The Chair recalls both parties and either conveys the decision orally or reserves the decision, in the presence of both parties.
- 1.17 The decision will be confirmed in writing to both parties with reasons as soon as reasonably practical, but in any event within five days of the close of the hearing.

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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