

## **MEMBERS HOME TO SCHOOL APPEALS PANEL (STAGE 2)**

### **Stage 2 – Appeal against refusal of Free School transport**

- Appeals against refusal of free school transport by the Stage 1 Officers Review Panel shall be submitted in writing and received by the Authority by the date specified in the original stage 1 Review Panel decision letter and must state the reasons why the appellant disagrees with the Stage 1 Officers Review Panel's decision. The only available grounds are as specified in the Policy.
- The appeal shall be against the decision of the Stage 1 Review Panel and shall not plead any new grounds (in that any new grounds would require a fresh application for stage 1 determination)
- The School Transport Member Appeal Panel will consider any appeals received at its next scheduled meeting.
- The decision of the Stage 2 Appeal Panel shall be final.

### **Membership of Stage 2 Members Home to School Appeals Panel**

- The Executive Board Member for Technical Services and the Executive Board Member for Education & Childrens Services together with the local member (or both members in a 2 member ward) (ie. "local" member for the appellant learner/s ward). On a day when multiple appeals are considered the "local" member/s shall only remain in the appeal hearing during consideration of their own ward learner/s appeals.
- Any local ward member who is unable to attend the Panel meeting may submit representations in writing.
- The Chair of the Members Appeal Panel shall be the Executive Board Member for Technical Services (or in his or her absence the Executive Board Member for Education and Childrens Services)
- The quorum for the stage 2 panel shall be 2 of which at least one must be an Executive Board Member
- Each member shall have a vote, save that the Chair of the Appeals Panel shall have the casting vote in the event of equality of votes
- Representative from the Legal Department to provide legal and procedural advice (no vote)
- Representatives from the Environment Department and / or Education and Childrens Services Departments to provide technical and education advice and information (no vote)
- Minute taker (no vote)
- The usual provisions regarding declarations of interests etc. will apply.
- Parent(s) / Guardian(s) representations to the Panel will be by way of written representations and no provision is made for attendance in person before the Panel.
- The Panels will be held on a monthly basis (unless the volume of appeals requires otherwise)

