



Leading learning and skills

2010 Transport Partnership Funding Guidance

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LEGAL ISSUES

March 2010



department for
children, schools and families

Post-16 Transport Partnerships Funding Guidance 2010/11

Introduction

1. This document has been produced by the Learning and Skills Council (LSC) and sets out guidance for Local Authority Post-16 Transport Partnerships for the 2010/11 academic year. Post-16 Transport Partnership funding is administered by the LSC's Learner Support Directorate. As of 1 April the LSC will no longer exist and the Learner Support Directorate will transfer to the Young People's Learning Agency (YPLA). The Learner Support Directorate will continue to operate its current schemes under the YPLA and will continue to administer Post-16 Transport Partnership funding as set out in this guidance in the 2010/11 academic year.
2. Transport Partnerships will be aware of the continuation of funding to support partnership activity in 2010/11 and of the LSC letter issued in January confirming this. As in 2009/10 this guidance document has been produced to accompany the separate *Guidance to Local Authorities in Preparing their Transport Policy Statement* and sets out the purpose of the transport partnership and its associated funding. Partnerships will be advised individually of the amount of funding allocated to them. Funding is intended to support partnerships in meeting the post-16 transport duty which is to ensure that learners of sixth form age are able to access the education and training of their choice.

Post-16 Transport Partnership Funding

3. There is an allocation of £12 million for transport partnership activity in 2010/11. The funding should be used to support implementation of the post-16 transport duty, with a focus on the development of innovative and sustainable solutions which will directly benefit learners of sixth form age. It should be noted that the Transport Partnership Fund which is available to local authorities in 2010/11 is a short term source of funding and there is no guarantee that funding will continue to be made available in future years. Therefore, those activities which have been established through the fund and proved to be most successful should be funded increasingly from Local Authority core funding i.e. from formula grant or locally raised revenue.
4. The Local Authority will be the accounting body for this fund but resources may be delegated with the Local Authority and the partnership's agreement.
5. Local Authorities must publish their Transport Policy Statements on their own web sites and provide a link to Directgov by 31 May 2010. To facilitate this process the Local Authority's web team should complete the following actions:
 - Load the Transport Policy Statement onto the council website; and
 - Update the links to Local Directgov (LGSL/IL 1135/8: "Find out about transport for 16-19 year olds in education")

6. Any difficulties experienced in locating Local Authority web team details should be directed to localdirectgov@communities.gsi.gov.uk.

7. Please note that in an attempt to streamline and speed up the allocation process, there is no longer a requirement to obtain YPLA approval of the Transport Policy Statement. Nor does the Appendix 1 (Declaration for Receipt of Partnership Funding) return need completing and returning to the YPLA as was the case in previous years. The table below outlines the timetable for actions during 2010/11. Please note that funding this year will be released in July.

Guidance on the Use of Funding

8. There is a range of activity currently being funded by Post-16 Transport Partnership funding and innovative projects continue to be developed. See the 2009/10 'Good Practice Guide' for further information.

9. Funding should be used to support implementation of the sixth form duty, with a focus on the development of sustainable solutions which will directly benefit learners, including:

- Independent travel training schemes
- Support for individual LLDD/SEN learners up to 25
- Approaches that allow independent travel including moped/scooter subsidies, including purchasing of insurance and protective equipment
- Cycling schemes, bike sheds, cycling racks and other lock up facilities, safety equipment.

10. Funding may not be used to support Local Authority funding for travel costs for learners of sixth form age.

11. Where appropriate funding may also be used to support transport infrastructure, including:

- Train the trainer
- Supply of local minibuses
- Purchasing and maintaining vehicles
- Research projects
- Marketing and promotion – transport booklets, websites on travel information, road safety DVDs.

12. Funding may also be used (in concert with other relevant funding streams) to support the development of innovative and sustainable transport solutions associated with Diploma delivery.

13. The YPLA must be notified in advance of any evaluation or research projects and copies of any resulting report or findings must be provided to the YPLA as soon as they have been produced.

Allocation Model

14. The methodology used to calculate each Local Authority's allocation for the 2010/11 academic year is based on four factors, these are:

- The number of 15 year olds within the Local Authority area in Local Authority schools. This is an indicator of the likely need for funds.
- The number of 16 and 17 year olds within the Local Authority area studying full-time in schools, sixth forms and other FE. This represents the latest data on the need for funds.
- Index of Multiple Deprivation (IMD). This represents an increased need for financial support.
- Geographic Barriers. This is based on the "IMD Sub Domain: Geographical Barriers" aggregated to Local Authority level.

Reconciliation and MI

15. The Post-16 Transport Partnership funding must be reconciled annually by return of the Record of Expenditure of Post-16 Transport Partnership Funding (see Page 6).

16. The annual return form includes a qualitative element rather than just purely financial information to assist with assessing the impact of the funding. This ability to demonstrate impact is important if we are to bid for continued funding for this activity. Expenditure totals must only take account of the Transport Partnership Funding allocated rather than funding from other sources.

17. It should be noted that any unspent funding that has been notified to the LSC on the Record of Expenditure of Post-16 Transport Partnership Funding (for 2008/09), has resulted in the Local Authority's total allocation being reduced accordingly in 2010/11 as part of the annual reconciliation exercise.

18. The Record of Expenditure of Post-16 Transport Partnership Funding, covering activity in the 2009/10 academic year, should be returned no later than **Friday 24 September** 2010 to the national YPLA address below. Two signatures are required, one of which must be the Chief Finance Director or other officer with suitable delegated authority.

Learner Support Team (Transport),
Young People's Learning Agency,
The Straddle, 4th Floor
Victoria Quays, Wharf Street,
Sheffield S2 5SY

Audit Arrangements for Post-16 Transport Partnership Funding for 2010/11 onwards

19. Record of Expenditure of Post-16 Transport Partnership Funding: an audit would seek to verify that the funding reported on this document had been incurred. Therefore Audit evidence should be:

19.1 Spend on Individual/SEN/LLDD Learners

- Evidence that the learner was eligible for assistance
- Evidence of the expenditure incurred i.e. invoices

19.2 Spend on Transport Infrastructure

- Evidence that the expenditure was in line with published Policy
- Evidence that the expenditure was incurred i.e. invoices

19.3 Spend on Travel Training

- Evidence that the expenditure was incurred i.e. invoices

19.4 Spend on Projects

- Evidence that any research or publicity project was in line with the published policy
- Evidence that the expenditure was incurred i.e. invoices

19.5 Spend on 14-19 Delivery

- Evidence that the expenditure was in line with published Policy
- Evidence that the expenditure was incurred i.e. invoices

Post-16 Transport Partnership Funding Allocations 2010/11

20. For 2010/11 (as in previous years) the allocations have been calculated using updated figures in the model.

21. **If you do not wish to receive any or all of your allocation, please let us know by email by 31 July 2010 to post16transportfunding@lsc.gov.uk.** Please note the address will change to post16transportfunding@ypla.gov.uk from 1 April

2010. **Please note that bids for additional funding from Local Authorities will not be considered this year.**

22. The table below shows the timetable for Local Authority actions:

Timetable for Actions	
Action Required	Date to be completed
<p>Local Authority produces Transport Policy Statement ensuring that they take account of this guidance and the Guidance in Preparing the Transport Policy Statement</p> <p>Local Authority publishes Transport Policy Statement via it's own web site and provides a link to Directgov as described in this guidance</p>	by 31 May 2010
YPLA will conduct an audit of websites to confirm Transport Policy Statements have been published	Between 1 June and 30 June 2010
Transport Partnership Funding disbursed	from July 2010
Local Authority returns 2009/10 Record of Expenditure of Post-16 Transport Partnership Funding (previously known as Appendix 2) to given national YPLA address.	by 24 September 2010

23. The allocations will be made from July 2010; we will write to individual Local Authorities to let them know their allocation for 2010/11. Receipt of the funding is contingent upon Local Authorities having regard to this guidance which is intended to assist them in meeting the duty with regard to transport arrangements for young people of sixth form age. The YPLA reserves the right to require repayment of all or part of the funding in the event of a failure to comply with any of these conditions.

Record of Expenditure of Post-16 Transport Partnership Funding

(Academic year – 01/08/09 - 31/07/10)

Please return by 24 September 2010 to: Learner Support Team (Transport),
Young People's Learning Agency, The Straddle, 4th Floor, Victoria Quays, Wharf
Street, Sheffield S2 5SY

The form must be sent by post displaying an original signature in manuscript
form.

Exact figures should be used throughout this form with no approximations. Supporting evidence may be requested.

NAME OF LOCAL AUTHORITY

AMOUNT OF ALLOCATION

£

SPEND ON INDIVIDUAL/SEN/LLDD LEARNERS

£

Please give details

SPEND ON TRANSPORT INFRASTRUCTURE

£

Please give details

SPEND ON TRAVEL TRAINING

£

Please give details

SPEND ON PROJECTS

£

Please give details

SPEND ON 14-19 DELIVERY

£

Please give details

ADMIN (5% Maximum)

£

AMOUNT OF 09/10 ALLOCATION SPENT
(Do not include funding from other sources)

£

AMOUNT OVER SPENT

£

AMOUNT UNDER SPENT
(This cannot be carried forward to 10/11)

£

NAME AND POSITION OF OFFICER

NAME OF CHIEF FINANCE DIRECTOR

SIGNATURE OF OFFICER

SIGNATURE OF CHIEF FINANCE DIRECTOR

EMAIL ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER

TELEPHONE NUMBER

DATE

DATE