

# Cabinet

**Date & time**

Tuesday, 25  
February 2014 at  
2.00 pm

**Place**

Ashcombe Suite,  
County Hall, Kingston  
upon Thames, Surrey  
KT1 2DN

**Contact**

Anne Gowing or James  
Stanton  
Room 122, County Hall  
Tel 020 8541 9938

**Chief Executive**

David McNulty

[anne.gowing@surreycc.gov.uk](mailto:anne.gowing@surreycc.gov.uk)

**Cabinet Members:** Mr David Hodge (Chairman), Mr Peter Martin (Vice-Chairman), Mrs Mary Angell, Mrs Helyn Clack, Mr Mel Few, Mr John Furey, Mr Michael Gosling, Mrs Linda Kemeny, Ms Denise Le Gal and Mr Tony Samuels

**Cabinet Associates:** Mr Steve Cosser, Mrs Clare Curran, Mr Mike Goodman and Mrs Kay Hammond

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 9698, fax 020 8541 9009, or email [anne.gowing@surreycc.gov.uk](mailto:anne.gowing@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing or James Stanton on 020 8541 9938.**

***Note:** This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.*

*Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.*

*If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting*

## **1 APOLOGIES FOR ABSENCE**

## **2 MINUTES OF PREVIOUS MEETING: 4 FEBRUARY 2014**

The minutes will be available in the meeting room half an hour before the start of the meeting.

## **3 DECLARATIONS OF INTEREST**

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

## **4 PROCEDURAL MATTERS**

### **4a Members' Questions**

The deadline for Members' questions is 12pm four working days before the meeting (*19 February 2014*). A copy of any questions received will be available to view on the Surrey County Council website ([www.surreycc.gov.uk/committeepapers](http://www.surreycc.gov.uk/committeepapers)) following the deadline.

### **4b Public Questions**

The deadline for public questions is seven days before the meeting (*18 February 2014*). A copy of any questions received will be available to view on the Surrey County Council website ([www.surreycc.gov.uk/committeepapers](http://www.surreycc.gov.uk/committeepapers)) following the deadline.

### **4c Petitions**

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **4d Representations received on reports to be considered in private**

To consider any representations received in relation why part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

**5 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL**

**6 ADMISSION ARRANGEMENTS FOR SEPTEMBER 2015 FOR SURREY'S COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES**

(Pages 1  
- 112)

Following the statutory consultation on proposed changes to Surrey's admission arrangements for September 2015, Cabinet is asked to consider the responses and make recommendations to the County Council on admission arrangements for community and voluntary controlled schools and Surrey's coordinated schemes for September 2015.

This report covers the following areas in relation to school admissions:

- Auriol Junior School (Stoneleigh, Ewell) - Recommendation 1
- Reigate Priory School (Reigate) – Recommendation 2
- St Ann's Heath Junior School (Virginia Water) – Recommendation 3
- Meadowcroft Infant School (Chertsey) and St Ann's Heath Junior School (Virginia Water) – Recommendation 4
- Thames Ditton Infant and Thames Ditton Junior schools (Thames Ditton) – Recommendation 5
- Admission criteria for two year olds applying for nursery - Recommendation 6
- Esher CofE High School (Esher) – Recommendation 7
- St Andrew's CofE (Controlled) Infant School (Farnham) – Recommendation 8
- Published Admission Number for Year 3 at The Dawnay School (Great Bookham) – Recommendation 9
- Published Admission Number for Reception at North Downs Primary School (Brockham) – Recommendation 10
- Own admission authority schools to be used in the assessment of 'nearest school' – Recommendation 11
- Out of County schools not to be used in the assessment of 'nearest school' – Recommendation 12
- Published Admission Numbers for other community and voluntary controlled schools – Recommendation 13
- Admission arrangements for other community and voluntary controlled schools – Recommendation 14

**7 CHANGES TO FIRE ENGINE DEPLOYMENT IN THE NORTH OF REIGATE AND BANSTEAD BOROUGH**

(Pages  
113 -  
214)

In March 2013, Surrey County Council Cabinet approved Surrey Fire and Rescue Service's (SFRS) proposal to operate a chain of single fire engine stations running through the boroughs of Epsom and Ewell (E&E) and Reigate and Banstead (R&B). With this move, SFRS proposed to rebalance its resources in the area to ensure their efficient use and continuity of fire cover for local communities and county wide against the Surrey Response Standard.

Part of the plan was to create a new fire station within the Burgh Heath area; however no site could be secured in this area. SFRS are therefore asking Cabinet to approve the provision of a new fire station within a wider

area (a three mile radius) around Burgh Heath. Until this permanent site is identified SFRS intend to relocate to a temporary location within the same area, which will still deliver an improvement in the response standard as defined by the supporting map in Annex 1. This is in order to enable SFRS to meet its response targets, which has become an operational imperative due to a reduction in the reliability of the fire cover in that part of the County due in part to London Fire and Emergency Planning Authority closing Purley Fire Station for a period of 18-24 months from summer 2014.

*[The decisions on this item can be called in by the Communities Select Committee]*

## **8 SUPPORTING ECONOMIC GROWTH**

(Pages  
215 -  
246)

In February 2013 Cabinet identified economic growth as a key priority for the county council, both to secure an increase in the size and value of the economy and to generate employment. The report set out how the county could benefit considerably from greater influence over national programmes and devolved funding to support local economic growth. It also identified how the council would apply the One Team ethos in working with district and borough councils, businesses and other public sector partners across Surrey to drive forward economic growth.

The council has made considerable progress on this over the last twelve months. This report takes forward the approaches identified in February 2013 and identifies activity that is underway to maximise the levels of investment in Surrey including:

- ensuring that Surrey County Council's priorities are reflected in the development of the Local Enterprise Partnership (LEP) strategic economic plans and securing additional investment in the county;
- strengthening the local authority role in Local Enterprise Partnership governance;
- engaging business opinion through Surrey Connects, in particular understanding Surrey's key growth and globally competitive sectors to achieve and sustain growth; and
- enhancing collective working across Surrey with district and boroughs and with business on economic growth, including through Surrey Future and the Employment and Skills Board, in particular to make the case for additional investment in strategic infrastructure.

The role of the LEPs has evolved considerably in the last twelve months and the partnerships have become increasingly important in supporting local economic growth. LEPs have been invited to negotiate Local Growth Deals with Government, through which they can secure funding for capital schemes, including transport and infrastructure, as well as seeking greater influence over national growth programmes. Surrey is split between two LEPs and the county council has worked actively with both partnerships in the development of their Strategic Economic Plans and will continue to play a key role as they enter into negotiations with Government.

*[The decisions on this item can be called in by the Environment and Transport Select Committee]*

- 9 MONTHLY BUDGET MONITORING REPORT** (Pages 247 - 250)

To consider the budget monitoring report of the council's financial position at the end of period 10 – January of the 2013/14 financial year.

**Please note that the annexes to this report will be circulated separately prior to the Cabinet meeting.**

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

- 10 FORMATION OF WOKING JOINT COMMITTEE** (Pages 251 - 288)

It is proposed to create a Joint Committee of Surrey County Council (SCC) and Woking Borough Council (WBC) which will be the first of its kind to be established in Surrey. The objectives of the Joint Committee will be to improve outcomes and value for money for residents and businesses in Woking by strengthening local democracy and improving partnership working through joint decision making. SCC Cabinet (and Full Council) approval is sought to establish the Joint Committee, to agree to delegate recommended functions to the committee and to agree the Constitution and Standing Orders under which the committee will operate. WBC will be seeking approvals from its own Executive and Full Council through February 2014.

*[The decisions on this item can be called in by the Communities Select Committee]*

- 11 SCHOOLS EXPANSION PROGRAMME FROM SEPTEMBER 2014** (Pages 289 - 294)

There is significant demand for new school places within Surrey, resulting from increases in the birth rate and inward migration into the County, which are addressed through the County's five year 2013-18 Medium Term Financial Plan.

Lyne and Longcross Infant School and St John the Baptist School have been identified within the programme as requiring expansion through the provision of permanent adaptations and additions to their existing facilities, to meet the demand for school places in the Chertsey and Woking areas.

Approval is sought for the expansion of Lyne and Longcross School from a 1fe infant school to a 1fe primary school, adding 120 junior places at the school by 2015. Approval is also sought for funding on phase 1 of the expansion of St John the Baptist Catholic Secondary School comprising works to provide 3 additional classrooms, 2 studio spaces, a small office and changing rooms as a result of converting the existing gymnasium. A new sports hall and Multi Use Games Area (MUGA) will be provided immediately opposite the existing gym to replace that provision by 2015. The Published Admission Number of the school will not increase until phase 2 of the project is complete (expected by 2018). At that point the school will admit 240 at year 7 providing 300 additional secondary school

places in the Borough.

Detailed financial information for each school is set out in part 2 of the agenda (items numbers 21 and 22 respectively)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

**12 EXTENSION OF GRANT AGREEMENT FOR WELFARE BENEFITS  
ADVICE INFORMATION AND SUPPORT**

(Pages  
295 -  
326)

This report seeks approval to extend the Grant Agreement for Welfare Benefits Advice, Information and Support for two years from 1 April 2014.

A one year grant agreement for the provision of Welfare Benefits Advice Information and Support was awarded in April 2013 after a competitive bidding process. The agreement included the option of extending for a further two years.

This report demonstrates why the recommended extension of the agreement delivers best value for money for Surrey County Council.

An annex containing exempt information is contained in part 2 of the agenda (item 18).

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

**13 BLOCK CONTRACT WITH HILLCREST CARE FOR 20 INDEPENDENT  
FOSTERING PLACEMENTS**

(Pages  
327 -  
342)

The County Council has a statutory duty to provide suitable alternative accommodation for children that become Looked After either under Section 20 or 31 of the Children Act 1989. These placements include approved Foster Placements or with Residential Care. These placements will be provided within the Council's own in-house resources or via the Independent Sector.

As part of this provision Surrey County Council (SCC) has a block contract for 20 placements with Hillcrest Care Services Ltd (Hillcrest). This provider is an Independent Fostering Agency (IFA) providing independent foster carers. Last year Cabinet Member approval was given to extend this Block Contract with Hillcrest for a further year until 31 March 2014.

In 2013 Procurement and Commissioning reviewed the contract with Hillcrest and assessed the options regarding future delivery (beyond March 2014). Thorough review of the contract as well as future commissioning intentions resulted in a recommendation that a new 3-year contract is awarded to Hillcrest. Details of the options analysis are contained in Sections 16 to 20 of this report.

This report details the reasons why Surrey County Council wishes to award a new contract to Hillcrest. An annex containing exempt financial

information is contained in Part 2 of the agenda (item no.19)

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

**14 ICELANDIC BANK DEPOSIT**

(Pages  
343 -  
346)

This report concerns the outcome of the sale of the priority claim of the Council as a Landsbanki depositor/creditor. The Local Government Association (LGA) has successfully negotiated an offer on behalf of all interested authorities (totalling 86), resulting in a minimum 70 authorities selling at the same time with the remaining 16 having considered the offer with their outcomes currently unknown. This report relates to the £10m Landsbanki deposit. It does not relate to Glitnir depositor claims as those claims have been paid in full, albeit with £1.6m still held in Iceland due to the current imposition of capital controls.

In its meeting of 22 October 2013, Cabinet authorised, on the Council's behalf, the Local Government Association (LGA) and its legal representatives to arrange an auction of the council's claim for its deposit with Landsbanki (now known as LBI hf) managed by Deutsche Bank. It authorised the Leader or Cabinet Member for Business Services, in consultation Chief Finance Officer and the Monitoring Officer, to make a final decision on the sale price and to report back to the council with an update on the outcome of the auction.

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

**15 AWARD OF CONTRACTS FOR THE DELIVERY OF THERAPY SERVICES TO SURREY SCHOOLS**

(Pages  
347 -  
370)

At present, both Surrey County Council (SCC) and the National Health Service (NHS) in Surrey enter into contracts with providers of paediatric therapy services in Surrey to provide services to Surrey children with special educational needs and disabilities who attend Surrey schools.

The provider organisations are Virgin Care Services Limited (VCSL) and Central Surrey Health Limited (CSHL). The county council and the NHS in Surrey have agreed to move as soon as possible to a joint commissioning arrangement.

As the SCC contracts terminate on 31 March 2014 and the NHS contracts also terminate on 31 March 2017, April 2017 is the agreed date to commence joint commissioning.

This report recommends awarding new SCC contracts to cover the period 2014 – 2017 from which time the joint commissioning arrangement will be in place.

An annex containing financial information is contained in Part 2 of the agenda (item 20).

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

- 16 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING** (Pages 371 - 382)

To note any delegated decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting of the Cabinet.

**17 EXCLUSION OF THE PUBLIC**

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

## **PART TWO - IN PRIVATE**

- 18 EXTENSION OF GRANT AGREEMENT FOR WELFARE BENEFITS ADVICE INFORMATION AND SUPPORT** (Pages 383 - 384)

This is a part 2 annex relating to item 12

**Exempt: Not for publication under paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

- 19 BLOCK CONTRACT HILLCREST CARE FOR 20 INDEPENDENT FOSTERING PLACEMENTS** (Pages 385 - 386)

This is a part 2 annex relating to item 13.

**Exempt: Not for publication under paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

- 20 AWARD OF CONTRACTS FOR THE DELIVERY OF THERAPY SERVICES TO SURREY SCHOOLS** (Pages 387 - 390)

This is a part 2 annex relating to item 15.

**Exempt: Not for publication under paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*



- 21 LYNE AND LONGCROSS COFE INFANT SCHOOL: EXPANSION** (Pages 391 - 398)

*Confidential information relating to item 11.*

**Exempt: Not for publication under paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 22 ST JOHN THE BAPTIST CATHOLIC SECONDARY SCHOOL** (Pages 399 - 408)

Confidential financial information relating to item 11.

**Exempt: Not for publication under paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 23 PUBLICITY FOR PART 2 ITEMS**

To consider whether the item considered under Part 2 of the agenda should be made available to the Press and public.

**David McNulty**  
**Chief Executive**  
Friday, 14 February 2014

## QUESTIONS, PETITIONS AND PROCEDURAL MATTERS

The Cabinet will consider questions submitted by Members of the Council, members of the public who are electors of the Surrey County Council area and petitions containing 100 or more signatures relating to a matter within its terms of reference, in line with the procedures set out in Surrey County Council's Constitution.

### **Please note:**

1. Members of the public can submit one written question to the meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and so cannot relate to "confidential" or "exempt" matters (for example, personal or financial details of an individual – for further advice please contact the committee manager listed on the front page of this agenda).
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman's discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet Members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet Members may decline to answer a supplementary question.

## MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

*Thank you for your co-operation*

**SURREY COUNTY COUNCIL****CABINET****DATE: 25 FEBRUARY 2014****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING****LEAD OFFICER: CLAIRE POTIER, PRINCIPAL MANAGER ADMISSIONS AND TRANSPORT****SUBJECT: ADMISSION ARRANGEMENTS FOR SEPTEMBER 2015 FOR SURREY'S COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES****SUMMARY OF ISSUE:**

Following the statutory consultation on proposed changes to Surrey's admission arrangements for September 2015, Cabinet is asked to consider the responses and make recommendations to the County Council on admission arrangements for community and voluntary controlled schools and Surrey's coordinated schemes for September 2015.

This report covers the following areas in relation to school admissions:

- Auriol Junior School (Stoneleigh, Ewell) - Recommendation 1
- Reigate Priory School (Reigate) – Recommendation 2
- St Ann's Heath Junior School (Virginia Water) – Recommendation 3
- Meadowcroft Infant School (Chertsey) and St Ann's Heath Junior School (Virginia Water) – Recommendation 4
- Thames Ditton Infant and Thames Ditton Junior schools (Thames Ditton) – Recommendation 5
- Admission criteria for two year olds applying for nursery - Recommendation 6
- Esher CofE High School (Esher) – Recommendation 7
- St Andrew's CofE (Controlled) Infant School (Farnham) – Recommendation 8
- Published Admission Number for Year 3 at The Dawnay School (Great Bookham) – Recommendation 9
- Published Admission Number for Reception at North Downs Primary School (Brockham) – Recommendation 10
- Own admission authority schools to be used in the assessment of 'nearest school' – Recommendation 11
- Out of County schools not to be used in the assessment of 'nearest school' – Recommendation 12
- Published Admission Numbers for other community and voluntary controlled schools – Recommendation 13
- Admission arrangements for other community and voluntary controlled schools – Recommendation 14
- Coordinated Admissions Schemes – Recommendation 15

Recommendations are set out on pages 1 to 6 and further details of each proposal are set out on pages 8 to 19.

<b>RECOMMENDATIONS:</b>
-------------------------

It is recommended that Cabinet make the following recommendations to the County Council:

**Recommendation 1**

That a feeder link is introduced for Auriol Junior School for children attending The Mead Infant School for September 2015, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children attending The Mead Infant School
- d) Siblings not admitted under c) above
- e) Any other children

**Reasons for Recommendation**

- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents
- It would be in line with the criteria that exist for most other schools which have a feeder link and reciprocal sibling links
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools within close proximity
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- It is supported by the Headteacher and Governing Body of the school
- There was overall support for this proposal
- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at The Mead Infant School would not confer an automatic right to transport to Auriol Junior School

**Recommendation 2**

That tiered sibling criteria are introduced for Reigate Priory for September 2015, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Siblings for whom the school is the nearest to their home address
- d) Non-siblings for whom the school is the nearest to their home address
- e) Other siblings for whom the school is not the nearest to their home address
- f) Any other children

**Reasons for Recommendation**

- It would help ensure that a school within a reasonable distance could be offered to all children within the area
- Whilst the nature of this proposal means that some families might not be able to get younger siblings in to the same school, this would only apply if it is not their nearest school
- The pressure on places means that on balance a greater disadvantage might be caused to local families than to future siblings if this proposal is not agreed
- There was overall support for this proposal
- It reduces the likelihood of local families having to travel to schools that are further away

---

### **Recommendation 3**

That a feeder link is introduced for St Ann's Heath Junior School for children attending Meadowcroft Infant School for September 2015, in addition to the existing feeder link with Trumps Green Infant School, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Siblings
- d) Children attending Trumps Green Infant School or Meadowcroft Infant School
- e) Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
- f) Any other children

#### **Reasons for Recommendation**

- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools with agreed links
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- It is supported by the Governing Bodies of both schools
- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Meadowcroft Infant School would not confer an automatic right to transport to St Ann's Heath Junior School

### **Recommendation 4**

That a reciprocal sibling link is introduced between Meadowcroft Infant School and St Ann's Heath Junior School for September 2015 so that these schools would be described as being on a shared or adjoining site for applying sibling criteria.

#### **Reasons for Recommendation**

- It would support families with more than one child as families with a sibling at one school would benefit from sibling priority to the other school
- It would provide continuity for parents, children and schools and reduce anxiety for parents
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools with agreed links
- It is supported by the Governing Bodies of both schools

### **Recommendation 5**

That a reciprocal sibling link is introduced between Thames Ditton Infant and Thames Ditton Junior schools for September 2015 so that the schools would be described as being on a shared or adjoining site for applying sibling criteria.

#### **Reasons for Recommendation**

- It would support families with more than one child as families with a sibling at one school would benefit from sibling priority to the other school
- It would provide continuity for parents, children and schools and reduce anxiety

for parents

- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It is supported by the Governing Bodies of both schools

### **Recommendation 6**

That criteria for admission to nursery for two year olds who are eligible for the free extended provision are introduced for September 2015, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery or the main school at the time of admission
- d) Any other children

#### **Reasons for Recommendation**

- It provides for clear, fair and transparent criteria
- The criteria are consistent to those used for other years of entry
- They are lawful and comply with the School Admissions Code
- They will enable parents to understand how places will be allocated at nurseries which choose to admit children at two years old
- It supports the Government's agenda of extending free nursery provision to families on low income

### **Recommendation 7**

That, subject to Hinchley Wood School also agreeing changes to admission arrangements as they have proposed, the catchment area for Esher CofE High School is extended for September 2015 to include the whole of Claygate village.

#### **Reasons for Recommendation**

- It provides for families in Claygate to have a greater opportunity of being offered a local Surrey school
- It coincides with an increase in PAN at Esher High thereby minimising the impact on other families applying for Esher High
- There was overwhelming support for this proposal
- This proposal is linked to a separate proposal by Hinchley Wood School to extend its catchment area and to introduce feeder links which, if not introduced in line with this proposal, would lead to an untenable increase in applications for Esher High. This recommendation is therefore conditional on the changes at Hinchley Wood being agreed before this recommendation is ratified by Full Council
- If Esher High School becomes an Academy on 1 March 2014, before ratification of the recommendation by Full Council, the school's Governing Body will need to ratify the recommendation of Cabinet in order to ensure the admission arrangements have been lawfully determined

### **Recommendation 8**

That admission priority based on a catchment is introduced for St Andrew's CofE (Controlled) Infant School for September 2015 so that, after siblings, children who live within the published catchment area for the school would receive priority for a place ahead of those who do not, as follows:

- 
- a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Siblings
  - d) Children living within the catchment area of St Andrew's CofE Infant School (see ANNEX 10 for new catchment map)
  - e) Any other children

#### **Reasons for Recommendation**

- It helps to support the future viability of this school
- It provides for a joined up approach to admissions in the area of Farnham
- It helps to protect the existing feeder link from St Andrew's to South Farnham School
- It is supported by the Governing Body of St Andrew's CofE (Controlled) Infant School as it is recognised that this is a step towards formalising the links between these schools

#### **Recommendation 9**

That the Year 3 Published Admission Number for The Dawnay is decreased from 30 to 15 for September 2015.

#### **Reasons for Recommendation**

- It will provide for a better use of resources within the school
- It will reduce the impact of in year admissions on the school
- It will not lead to a pressure on school places because the number will better reflect numbers on roll
- School Commissioning and the school support this change

#### **Recommendation 10**

That the Reception Published Admission Number for North Downs Primary School is decreased from 64 to 60 for September 2015.

#### **Reasons for Recommendation**

- It will enable the school to meet its duty with regard to infant class size legislation
- It will enable the school to optimise the most efficient use of its sites
- It will reflect the number that the school is working to maintain after the initial offers are made
- School Commissioning and the school support this change

#### **Recommendation 11**

That Bishop Wand CofE School, Saint Ignatius Roman Catholic School and St Andrew's Catholic School are added to the list of own admission authority schools which will be considered to admit local children when assessing nearest school for community and voluntary controlled schools in Surrey.

#### **Reasons for Recommendation**

- It ensures that there will be a consistent approach in selecting schools which will be taken in to account when assessing 'nearest school' when applying the admission arrangements of community and voluntary controlled schools
- It ensures that there is equity in the application of admission arrangements for community and voluntary controlled schools County wide

#### **Recommendation 12**

That Camelsdale Primary School in West Sussex is discounted for the purpose of applying the admission arrangements for community and voluntary controlled schools

in Surrey.

#### **Reasons for Recommendation**

- It ensures that families who live nearer to Camelsdale Primary School but who are unlikely to be offered a place there will not be disadvantaged in their applications for their nearest community Surrey school
- It is consistent with the approach taken with other out of County schools for which Surrey parents are generally unsuccessful based on catchment

#### **Recommendation 13**

That the Published Admission Numbers (PAN) for September 2015 for all other community and voluntary controlled schools are determined as they are set out in Annex 1 of Appendix 1 which include the following changes:

- Bell Farm Primary School – removal of Junior PAN
- Bishop David Brown – increase in PAN from 120 to 150
- Esher High School – increase in PAN from 210 to 240
- Holmesdale Community Infant - increase in Reception PAN from 90 to 120
- The Hythe Community Primary – increase in Reception PAN from 30 to 60
- Manorcroft Primary - increase in Reception PAN from 58 to 60
- Meath Green Infant - increase in Reception PAN from 70 to 90
- Onslow Infant – increase in Reception PAN from 60 to 90
- St Ann’s Heath Junior - increase in Junior PAN from 64 to 90
- St Mary’s C of E (VC) Infant – increase in Reception PAN from 25 to 30
- Stamford Green Primary – increase in Reception PAN from 60 to 90

#### **Reasons for Recommendation**

- Where a decrease in PAN is proposed the decrease has already been agreed through statutory proposals following expansion to a primary school
- Where increases in PAN are proposed the schools are increasing their intake to respond to the need to create more school places and will help meet parental preference
- The School Commissioning team and the schools support these changes
- All other PANs remain as determined for 2014 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences

#### **Recommendation 14**

That the remaining aspects of Surrey’s admission arrangements for community and voluntary controlled schools for September 2015, for which no consultation was required, are agreed as set out in Appendix 1 and its Annexes.

#### **Reasons for Recommendation**

- This will ensure stability and consistency for the majority of Surrey’s parents, pupils and schools
- The arrangements enable parents to have some historical benchmark by which to make informed decisions about their school preferences
- The existing arrangements are working reasonably well
- The arrangements enable the majority of pupils to attend their nearest schools and in doing so reduces travel and supports Surrey’s sustainability policies

#### **Recommendation 15**

That the Coordinated Admission Schemes for 2015/16 are agreed as set out in Annex 4 to Appendix 1.

#### **Reasons for Recommendation**



- The coordinated schemes for 2015 are similar to 2014
- The coordinated schemes will enable the County Council to meet its statutory duties regarding school admissions
- The coordinated schemes are working well

## **DETAILS:**

### **Consultation**

1. On 13 November 2013 the Cabinet Member for Schools and Learning agreed to consult on proposed changes to the admission arrangements for some community and voluntary controlled schools. This consultation ran for eight weeks from 25 November 2013 to 20 January 2014.
2. After the initial consultation was released it was agreed to carry out two further separate consultations, one for Esher CofE High School and one for St Andrew's CofE (Controlled) Infant School. These consultations ran for eight weeks from 12 December 2013 to 5 February 2014.
3. Full details of the proposed admission arrangements for Surrey's community and voluntary controlled schools and Surrey's coordinated admission schemes, including the arrangements for which there is no change proposed, are attached as Appendix 1 and its Annexes.
4. Documents which set out a summary of the main changes in each of the consultations and which were made available to schools and parents are attached at Appendix 2, Appendix 3 and Appendix 4.
5. The consultations were sent directly to Headteachers, Chairs of Governors and Parent Governors of all Surrey schools, Diocesan Boards of Education, neighbouring local authorities, out of County voluntary aided and foundation schools within 3 miles (primary schools) or 5 miles (secondary schools) radius of the Surrey border, Surrey County Councillors, Borough and District Councillors, Parish and Town Councillors, members of Surrey's Admission Forum, Early Years establishments and Surrey MPs.
6. Surrey County Council Members and Borough and District Councillors were asked to draw the consultations to the attention of any local community or resident groups in their area who may have an interest in responding.
7. Consultees were also sent a suggested form of wording for parents, which they were encouraged to put on websites, noticeboards and in newsletters, as appropriate.
8. Notice of the consultations was also published on Surrey County Council's website along with an online response form.
9. Details of the proposals have been shared with members of the Children and Education Select Committee.
10. With regard to the initial consultation, 83 responses were submitted by the closing date.
11. A summary of the responses to questions within that consultation is set out below in Table A.

**Table A - Summary of responses to admission consultation**

Question Number	Proposal	Document	Agree	Disagree
1	Auriol Junior School - introduction of feeder link for children at The Mead Infant School	Appendix 1	27	2
2	Reigate Priory - introduction of tiered sibling criteria	Appendix 1	46	12
3	St Ann's Heath Junior School - introduction of a feeder link for children at Meadowcroft Infant School	Appendix 1	7	3
4	Meadowcroft Infant School and St Ann's Heath Junior School - introduction of a reciprocal sibling link	Annex 2	6	4
5	Thames Ditton Infant School and Thames Ditton Junior School - introduction of a reciprocal sibling link	Annex 2	9	3
6	Admission criteria for two year olds entering nursery	Appendix 1	15	8
7	Decrease in Year 3 Published Admission Number for The Dawnay School from 30 to 15	Annex 1	1	5
8	Decrease in Reception Published Admission Number for North Downs Primary School from 64 to 60	Annex 1	1	5
9	Own admission authority schools in Surrey considered to admit local children	Annex 3	2	4
10	Out of County schools considered to admit local children	Annex 3	2	7

12. With regard to the consultation on extending the catchment area for Esher CofE High School, 925 individual responses were submitted by the closing date.
13. With regard to the consultation on introducing a catchment area for St Andrew's CofE (Controlled) Infant School, 26 individual responses were submitted by the closing date.
14. A summary of the responses to questions within these further consultations is set out below in Table B.

**Table B - Summary of responses to admission consultation for Esher CofE High School and St Andrews CofE (Controlled) Infant School**

Proposal	Document	Agree	Disagree	No opinion
Esher CofE High School – extension of the catchment area to include the whole of Claygate village	ANNEX 5	827#	89	8
St Andrew's CofE (Controlled) Infant School – introduction of catchment area	Appendix 1 & ANNEX 10	10	16	0

15. Further analysis of the responses to each consultation is included at Appendix 6.
16. Details of recommendations have been shared with the local Members for each area, where appropriate.

<b>Proposed changes to local admission arrangements</b>
---------------------------------------------------------

**Recommendation 1 - Introduction of a feeder link to Auriol Junior School from The Mead Infant School**

17. There was overall support for this proposal with 27 respondents in support and two opposed.
18. Most children attending The Mead Infant School do currently transfer to Auriol Junior School if they apply.
19. The Published Admission Number for both these schools is 90 and so, whilst there would be no guarantee that all children at The Mead Infant School would be given a place at the junior school, it is likely that in most years those who want to transfer would be able to.
20. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.
21. Although siblings would be given a lower priority after the feeder link, for 2013 admission there were only three children who were allocated a place under the sibling criterion who did not attend The Mead Infant School. As not all children attending the Mead Infant School are likely to apply for a place at Auriol Junior, it is likely that all siblings would still be offered a place, although there would be no guarantee.
22. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into joint junior or primary provision where this reduces transport needs for young children.
23. In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in section 11 of Appendix 1.
24. This proposal is supported by the Headteacher and Governing Body of Auriol Junior School.
25. Eligibility to transport is not linked to the admission criteria of a school and as such attending the feeder school would not confer an automatic right to transport to Auriol Junior School.

**Recommendation 2 - Introduction of tiered sibling criteria for Reigate Priory School**

26. There was overall support for this proposal with 46 respondents in support and 12 opposed.

27. Reigate Priory is an oversubscribed junior school in Reigate. Despite having Reigate Priory as their nearest school some children living to the north of Reigate have found it increasingly difficult to access a place at this school. They are displaced in favour of siblings and other children who live closer to the school. However in many cases, children living to the north of Reigate live further away from their next nearest school and if they are not offered a place at Reigate Priory, they may have to travel some distance to another school.
28. This change in admission criteria would mean that places would be offered to children for whom the school was nearest ahead of other children for whom it was not, with siblings being prioritised in this way as well as applicants on distance. It is anticipated that this will help ensure that a school within a reasonable distance can be offered to all children living in the area.
29. It is anticipated that the impact of this change would be comparatively low. In the past three years, the number of children who have been admitted to Reigate Priory under the sibling criterion who did not have it as their nearest junior provision was as follows:
- |      |    |
|------|----|
| 2011 | 13 |
| 2012 | 6  |
| 2013 | 6  |
30. Whilst there is no guarantee that Reigate Priory would be able to allocate a place to every child who has it as their nearest school, this proposal lessens the disadvantage that might be caused to children living further away to the north of Reigate. These children may still have Reigate Priory as their nearest school but are currently displaced if children with siblings at the school apply, even if those children have another nearer junior provision.
31. For 2012 admission there were five children who had Reigate Priory as their nearest school who were not offered a place but all would have been offered if these criteria had applied. These children were subsequently allocated to schools which were further away.
32. Reigate Priory has a published admission number of 150 but took an extra class in 2013 and so admitted 180 pupils. With this extra class, all children who had the school as their nearest were offered a place, as well as eight children who did not have the school as their nearest.
33. However the proposed published admission number for Reigate Priory currently remains at 150 for 2015. Whilst Surrey County Council continues to explore options for expansion so the school might admit 180 pupils in 2015, if this is not realised then it is likely that, in 2015, siblings will once again displace other children who have Reigate Priory as their nearest school.
34. It is acknowledged that if this proposal is implemented, families with children already at the school may not get a younger child in to the same school if it is not their nearest school and if the school is oversubscribed with children for whom it is the nearest school.
35. Each year the admission intake for each school will vary depending on the number of applicants and where they live. Owing to this, when tiered sibling criteria are in use, it is possible for a family to legitimately get one child into a school but to fail to get a younger child in to the same school. This can create:
- uncertainty and anxiety for parents with one more than one child

- difficulties for families in getting their children to different schools
  - lack of continuity for families and schools
  - an increase in traffic as families have to drive their children to different schools
36. In Surrey, tiered sibling criteria are not part of the standard admission arrangements used by most community and voluntary controlled schools. This is because Surrey's general approach is that, as far as possible, admission arrangements should support families getting their children into the same school. However tiered sibling criteria have been introduced for some schools to respond to a very specific need, usually relating to pressure of places in an area or the introduction of extra classes which disproportionately increases the number of siblings in future years.
37. In recommending that this proposal is implemented immediately the following factors have been taken in to account:
- Reigate Priory has admitted an extra class in 2013 which may in turn lead to an increase in sibling applicants applying to the school in the near future
  - It has not yet been resolved whether the PAN for Reigate Priory will increase in future. Without an increase in PAN it is unlikely that all children who have the school as their nearest will be able to be allocated a place
  - The pressure on places in this area would mean that it will prove difficult to offer a reasonable alternative school to some families if they are displaced by siblings
38. During the consultation a number of parents asked the local authority to reconsider introducing feeder links from Holmesdale Infant School and Reigate Parish Church Infant School. However the proposal for tiered sibling criteria is currently recommended as an alternative to feeder links. If feeder links were to be proposed for use in a future intake, this would be a matter that the local authority would be required to consult on.

### **Recommendation 3 - Introduction of a feeder link to St Ann's Heath Junior School from Meadowcroft Green Infant School**

39. The number of responses was low but seven respondents supported this proposal and three were opposed.
40. Meadowcroft Infant School currently has no feeder link to Year 3 provision. This can make parents anxious about Year 3 transition and has resulted in them taking their children out of the school at Year 2 or earlier, as soon as a place becomes available in a primary school or another infant school with clearer links to Year 3 provision. This can be disruptive for the school and for the children.
41. This proposal is linked with the decision to expand St Ann's Heath Junior School from a published admission number of 64 to 90 and a proposal to expand Lyne and Longcross from a one form entry infant school to a one form entry primary school. Currently, children at Lyne and Longcross predominantly transfer to St Ann's Heath Junior School, but if Lyne and Longcross becomes a primary school then some places at St Ann's Heath will be freed up.
42. Surrey County Council accepts that Meadowcroft Infant School is some distance from St Ann's Heath Junior School. However, as there is little local Year 3 provision, children in this area are increasingly likely to have to travel longer distances to access a school place. As such, the local authority believes this to be a positive development as it improves on the current arrangements.
43. Whilst there is no guarantee that all children at Meadowcroft Infant School who apply would be given a place at the junior school it is likely that in most years those who want

to transfer would be able to. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.

44. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into joint junior or primary provision where this reduces transport needs for young children.
45. Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Trumps Green Infant School would not confer an automatic right to transport to St Ann's Heath Junior School.

#### **Recommendation 4 - Introduction of a reciprocal sibling link between St Ann's Heath Junior School and Meadowcroft Infant School**

46. The number of responses was low but six respondents supported this proposal and four were opposed.
47. This proposal is subject to the establishment of a feeder link from Meadowcroft Infant School to St Ann's Heath Junior School. If agreed, Meadowcroft Infant School and St Ann's Heath Junior School would be described as being on a shared or adjoining site for applying sibling criteria (see ANNEX 2 of Appendix 1). Such an arrangement would mean that families with a sibling at one school would benefit from sibling priority to the other school.
48. In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in section 11 of Appendix 1.
49. The introduction of a reciprocal sibling link between the two schools would provide a greater chance of families keeping their children together.

#### **Recommendation 5 - Introduction of a reciprocal sibling link between Thames Ditton Infant School and Thames Ditton Junior School**

50. The number of responses was low but nine respondents supported this proposal and three were opposed.
51. In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in section 11 of Appendix 1.
52. The introduction of a reciprocal sibling link between the two schools would provide a greater chance of families keeping their children together or at schools in close proximity.

### **Recommendation 6 – Introduction of admission criteria for two year olds who are eligible for the free extended provision**

53. The number of responses was low but 18 respondents supported this proposal and eight were opposed.
54. These criteria are principally in line with the criteria that apply for three year olds and would only apply to community or voluntary controlled schools or nurseries which decided to admit children at two years old.
55. Parents are not obliged to choose nursery provision for their child, but where they do wish their child to start nursery as a two year old and where they are eligible for the free extended provision, these criteria will enable them to understand how places will be allocated.
56. Once two year olds are placed on roll at a nursery, they would be automatically entitled to take up a three year old place and the number of places available for three year olds would reduce.
57. This supports the Government's agenda of extending free nursery provision to families on low income.

### **Recommendation 7 – Extension of catchment area for Esher CofE High School to include the whole of Claygate village**

58. There was overwhelming support for this proposal with 827 respondents in support and 89 opposed.
59. Esher High is an oversubscribed secondary school which currently only admits children of siblings and those living within its catchment area.
60. Currently the catchment area for Esher High only extends to cover half of Claygate, with the other half of the village falling within the catchment area for Hinchley Wood School. Whilst the children in the Esher High catchment are normally offered a place at Esher High, the children in the Hinchley Wood catchment are less likely to be offered a place at their catchment school. This can leave the community of Claygate divided with one half being offered their catchment school whilst the other is not.
61. It is recognised that Claygate has historically been served by two schools as there are good transport links from the village to both Esher High and Hinchley Wood schools. Due to these historic links, neither school would wish to remove Claygate from their catchment area.
62. However, even if they were to do so, placing Claygate in the catchment area for only one of these schools would be unlikely to resolve the issue. Hinchley Wood School is responsible for its own admission arrangements, but this school is not currently able to allocate many places to Claygate children. As such, if the whole of Claygate fell just within the catchment for Hinchley Wood an even greater number of Claygate pupils would be likely to be without an offer of a school place. Alternatively if the whole of Claygate fell solely within the catchment area for Esher High then the numbers who would be seeking a place at that school would be likely to have a detrimental impact on other families who live elsewhere but who could also claim a historic link with the school.
63. This proposal for Esher High is therefore in line with a change being proposed by Hinchley Wood School to extend their catchment to cover the whole of Claygate but also

to introduce feeder links with its four partnership junior/primary schools, which includes Claygate Primary School. These proposals, taken together, will ensure that neither school has sole responsibility for children living in Claygate which would not be sustainable for either school.

64. With regard to catchments, the School Admissions Code says that catchment areas 'must be designed so that they are reasonable and clearly defined'. In this regard the proposed catchment would appear to be more reasonable than the existing catchment as it does not divide the community of Claygate.
65. It is proposed that Esher High School will increase its admission number from 210 to 240 from September 2015. The addition of this extra class should negate the impact that this change to catchment area would have on other applicants to this school, including those within the Molesey area. If the school were oversubscribed by children living within catchment, priority would be given to those children living nearest the school.
66. There is no proposal at this stage to introduce feeder links for Esher High and if this were to be considered in the future any such proposal would need to undergo full consultation before it could be introduced.
67. Currently children living within the catchment for Hinchley Wood stand little chance of being offered a place at Esher High unless they qualify as a sibling. Other than the village of Claygate, the proposal for Esher High will not have a direct impact on other children living in the Hinchley Wood catchment area who wish to apply for Esher High School because these families would not previously have been offered a place at Esher High.
68. However it is recognised that this proposal is linked to the proposal by Hinchley Wood School to introduce feeder schools. Hinchley Wood School are expected to make a decision on their admission arrangements before the decision of Cabinet is ratified by Full Council. As such the recommendation that Cabinet are asked to put forward to Full Council will be conditional on Hinchley Wood proceeding with their proposed admission arrangements.
69. If Esher High School becomes an Academy on 1 March 2014, before ratification of the recommendation by Full Council, the school's Governing Body will need to ratify the recommendation of Cabinet in order to ensure the admission arrangements have been lawfully determined.
70. Whilst there are of course no guarantees that a place at either school will be available for pupils living in Claygate, it is believed that, taken together, these proposals provide a greater likelihood for children in Claygate to be offered a place at either Esher High or Hinchley Wood. They also provide for this area to continue to divide their applications between the two schools, thereby preventing an untenable increase in demand at either school.
71. Whilst it is proposed to retain the area of Cobham within the catchment for Esher High, this may need to be reviewed in future years if the proposal to open up a senior department at Cobham Free School goes ahead.

**Recommendation 8 – Introduction of admission priority based on a catchment for St Andrew's CofE (Controlled) Infant School**

72. Overall there was some opposition to this proposal with 10 respondents in support and 16 opposed.



73. This proposal has been drawn up to secure the future viability of St Andrew's beyond the short-term and to end a period of considerable uncertainty. It is part of the process of formulating a joint working relationship with South Farnham School for the mutual benefit of the two schools.
74. Children at St Andrew's would receive education at a local infant school from which there is a feeder link to South Farnham at Year 3. This would ensure that continuity and clarity in admissions continues for the local area.
75. Concern was expressed through the consultation that the proposed catchment is too heavily dominated by an area south of the A31 bypass. However the catchment has been drawn up to reflect the existing feeder status that St Andrew's has with South Farnham School.
76. South Farnham School is a heavily oversubscribed primary school which admits children at Reception and at Year 3. South Farnham School operates across two sites, one of which is dedicated to KS1 education and the other to KS2 education. Currently there are children who live very close to the junior site of South Farnham School who are unable to access a place in reception at that school due to the distance they live from the infant site. These children may also not be eligible for a place at St Andrew's because they either live too far on distance or because it is not considered to be their nearest school. Due to the feeder links that South Farnham School has at Year 3, children living close to the junior site are then often displaced in favour of other children attending a feeder school.
77. Whilst South Farnham School intend proposing a change to their arrangements so that from 2015 they will measure to both sites for admission to reception and Year 3, it is still possible that not all children surrounding the junior site will be able to access a place at this school. However, due to the feeder link from St Andrew's Infant School to South Farnham School, this proposal is intended to ensure that the children who might be displaced from South Farnham School at reception and those in the local area who prefer St Andrew's are still served by a local infant school from which they can have a feeder link to South Farnham at Year 3. This should help to protect the feeder link that currently exists between St Andrew's and South Farnham School.
78. With regard to catchments, the School Admissions Code says that catchment areas 'must be designed so that they are reasonable and clearly defined'. It is the local authority's view that the catchment that has been proposed complies with the School Admissions Code in this respect. Whilst some concern was expressed that the proposed catchment boundary ran down the middle of the road, this is normal practice as it ensures that the boundary line is clear and it helps to avoid disputes when properties or land is developed.
79. Whilst this proposal does not prevent parents who live outside the catchment from naming St Andrew's as a preference, those areas are served by other local schools should St Andrew's not be in a position to offer places beyond the catchment area.

**Recommendation 9 - Proposal to decrease the Year 3 Published Admission Number for The Dawnay School from 30 to 15**

80. Admission authorities are required to consult on any proposed decrease to the Published Admission Number for a school.
81. The local authority has consulted on a decrease in Published Admission Number for Year 3 for The Dawnay School by 15 places.

82. There were six responses to this proposal with one in support and five opposed.
83. Concern was raised that numbers would decrease at the school if this proposal went ahead. However The Dawnay currently has more than 15 vacancies in each of Years 3, 4 and 5 and as such the number will better reflect numbers on roll.
84. This reduction is supported by the school because it will give them an admission number which will be more stable and easier to maintain which in turn will enable them to plan and manage their resources better. It will also reduce the number of in year admissions to the school which can create instability within the classroom and can further exacerbate the pressure on resources.
85. The reduction is supported by School Commissioning as they are satisfied that it will be unlikely to have a detrimental impact on the demand for places or to lead to a pressure on school places in the area.
86. The Published Admission Number determines the number of external applicants that a school will admit as part of its normal intake. In this case the reduction relates to the Published Admission Number for Year 3. As such this proposal does not affect children who start at the school in Reception, Year 1 or Year 2 as these children will automatically transfer to Year 3 as internal students.

**Recommendation 10 - Proposal to decrease the Reception Published Admission Number for North Downs Primary School from 64 to 60**

87. Admission authorities are required to consult on any proposed decrease to the Published Admission Number for a school.
88. Following a review by the school on the most efficient use of its Betchworth and Leigh sites, the school now provides for reception at the Betchworth site and Years 1 and 2 at the Leigh site. These sites operate in addition to the Brockham site which provides for children to attend from reception to Year 6, with children from Betchworth and Leigh attending the Brockham site from Year 3.
89. With a Published Admission Number of 64 this would mean that the school's infant classes would have more than 30 pupils. However, infant class size legislation sets out that no four, five or six year old should be taught in a class of more than 30 pupils with only one teacher.
90. As a result the local authority has consulted on a decrease in Published Admission Number for North Downs Primary School.
91. There were six responses to this proposal with one in support and five opposed.
92. As no reasons were submitted for those who were opposed it is difficult to establish the reasons for the opposition.
93. In practice, with a Published Admission Number of 64, this school has vacancies in each year group and so this reduction in number is unlikely to have a great impact on the children who get allocated to the school.
94. Currently, after the initial intake, this school lawfully lets its numbers drop back to 60 so that it can comply with infant class size legislation. As such, for the KS1 year groups in particular, this reduction in number will reflect what actually happens within the school and will enable parents to understand how many places will be available.

95. This reduction is supported by the school because it will enable them to meet the requirements of infant class size legislation.
96. The reduction is supported by School Commissioning as they are satisfied that it will be unlikely to have a detrimental impact on the demand for places or to lead to an increased pressure on school places in the area.

**Recommendation 11 – Proposal to add Bishop Wand CofE School, Saint Ignatius Roman Catholic Primary School and St Andrew’s Catholic School to the list of schools which will be considered to admit local children when assessing nearest school for community and voluntary controlled schools**

97. Annex 3 of Appendix 1 sets out a list of academies and foundation, trust and voluntary aided schools which will be considered to admit local children as well as a list of some out of County school which are close to the Surrey border but which will not be considered to admit local children. Where a community or voluntary controlled school gives priority to children attending their nearest school, these lists will be used to assess which school is considered to be each child’s nearest school.
98. For September 2015 admission it is proposed to add the following schools to the list of own admission authority schools that are considered to admit local children for the purpose of applying the admission arrangements for community and voluntary controlled schools:

**Mole Valley**

St Andrew’s Catholic Secondary School

**Spelthorne**

Bishop Wand Church of England School

Saint Ignatius Roman Catholic Primary School

99. As part of the intake for the last three years (2011, 2012 and 2013), each of these schools has admitted children from the local area without regard to faith and as such can be considered to admit local children.
100. This will ensure that all academies, foundation, trust and voluntary aided schools are treated consistently in this respect.

**Recommendation 12 - Proposal to add Camelsdale Primary School (West Sussex) to the list of out of County schools which will not be considered to admit local children when assessing nearest school for community and voluntary controlled schools**

101. It is proposed to add Camelsdale Primary School in West Sussex as an out of county school which will **not** be taken in to account for the purpose of applying the admission arrangements for any community or voluntary controlled school which gives priority to children according to whether or not the school is their nearest school.
102. Camelsdale Primary School operates a catchment area which does not extend in to Surrey. In the past five years only one Surrey child has been allocated a place at the initial allocation. However, there are a small number of Surrey families who live closer to Camelsdale than their nearest Surrey community school and who, as a direct result, fail to be eligible for a place at their nearest Surrey community school. As they have little chance of gaining a place at Camelsdale and as Camelsdale is an out of County school, it is proposed to discount this school when assessing nearest school.

103. This proposal does not affect parents who wish to apply for Camelsdale Primary School which will continue to consider applicants according to its admission criteria.

**Recommendation 13 - Proposed Published Admission Numbers (PAN) for other community and voluntary controlled schools**

104. Annex 1 of Appendix 1 sets out the proposed admission numbers for all community and voluntary controlled Schools for 2015 admission. Changes are highlighted in bold.

105. It is proposed to increase the Published Admission Number for the following schools in September 2015 but as admission authorities are no longer required to consult on any such increase these have not been subject to consultation:

**Guildford**

St Mary's C of E (VC) Infant – increase in Reception PAN from 25 to 30

**Reigate and Banstead**

Holmesdale Community Infant - increase in Reception PAN from 90 to 120

Meath Green Infant - increase in Reception PAN from 70 to 90

**Runnymede**

Manorcroft Primary - increase in Reception PAN from 58 to 60

**Woking**

Bishop David Brown School – increase in Year 7 PAN from 120 to 150

106. The following changes in Published Admission Number have been agreed through statutory proposals and as such these changes have not gone through further consultation but have been updated in Annex 1:

**Elmbridge**

Bell Farm Primary School – removal of Junior PAN

Esher High School – increase in PAN from 210 to 240

**Epsom and Ewell**

Stamford Green Primary - increase in Reception PAN from 60 to 90

**Guildford**

Onslow Infant – increase in Reception PAN from 60 to 90

**Runnymede**

The Hythe Community Primary – increase in Reception PAN from 30 to 60

St Ann's Heath Junior - increase in Junior PAN from 64 to 90

107. The following changes in PAN are currently being consulted on through statutory proposals. The PANs have not yet been updated in Annex 1 of Appendix 1 but will be updated as decisions are made:

**Elmbridge**

Hurst Park Primary – increase in Reception PAN from 30 to 60

**Spelthorne**

Ashford Park Primary - increase in Reception PAN from 60 to 90

**Woking**

Brookwood Primary – increase in Reception PAN from 30 to 60

West Byfleet Infant - increase in Reception PAN from 60 to 90

108. Where an increase in PAN is proposed, the school is increasing its intake to respond to the need to create more school places which in turn will help meet parental preference.

109. The School Commissioning team and the schools support these changes.

110. It is proposed that the PANs for all other community and voluntary controlled schools for 2015 should remain as determined for 2014 and this would enable parents to have some historical benchmark by which to make informed decisions about their school preferences.

#### **Recommendation 14 - Surrey's Primary and Secondary Coordinated Admission Schemes**

111. The local authority has a duty to determine its primary and secondary coordinated admission schemes by 15 April each year, even if there are no changes proposed.

112. The coordinated admission schemes are working well with all schools participating, as they are legally required to.

113. The coordinated schemes provide for all preferences to be named on one application form and for applications to be coordinated to ensure that each child only receives one offer of a place.

114. There are no changes proposed to the coordinated admission schemes.

#### **Recommendation 15 - Admission arrangements for which no changes are proposed**

115. The local authority has a duty to determine the admission arrangements for all community and voluntary controlled Schools by 15 April each year, even if there are no changes proposed.

116. Consistent admission arrangements that do not change enable parents to have a historical benchmark with which to assess their chances of success in future years and provides some continuity for schools and parents.

117. The admission arrangements are generally working reasonably well.

118. The admission arrangements enable the majority of pupils to attend their nearest schools and in doing so reduces the need for travel and supports Surrey's sustainability policies.

119. The existing admission arrangements provide for, on average, 85% of pupils to be offered their first preference school and 95% to be offered one of their named preference schools.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

120. The risks of implementing these changes are low and the majority of local residents are likely to welcome the proposed changes. However, any parents who feel unfairly disadvantaged by the proposals can object to the Office of the Schools' Adjudicator.

#### **Financial and Value for Money Implications**

121. The admission criteria for the majority of community and voluntary controlled schools in Surrey conform to Surrey's standard criteria. The more schools that have the same

admission criteria the more the processes can be streamlined and thus present better value for money. However, where required, the admission criteria for some schools vary from Surrey's standard but these can currently be managed within existing resources.

#### **Section 151 Officer Commentary**

122. The Section 151 Officer confirms that the proposed changes to admission arrangements do not have any significant financial implications.

#### **Legal Implications – Monitoring Officer**

123. The admission arrangements comply with legislation on School Admissions and the School Admissions Code.

#### **Equalities and Diversity**

124. The Equalities Impact Assessment has been completed in full and is attached in APPENDIX 5. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy relating to community and voluntary controlled schools does not discriminate according to age, gender, ethnicity, faith, disability or sexual orientation.

125. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the SEN process and the in-year fair access protocol. In addition a right of appeal exists for all applicants who are refused a school place.

#### **Corporate Parenting/Looked After Children implications**

126. The proposed admission arrangements give top priority to children who are Looked After by a local authority and to those children who have left care through adoption, a residence order or a special guardianship order.

#### **Safeguarding responsibilities for vulnerable children and adults implications**

127. The efficient and timely administration of the schools admission process coupled with the equitable distribution of school places in accordance with the School Admission Code and parental preference contribute to the County Council's priority for safeguarding vulnerable children.

#### **Climate change/carbon emissions implications**

128. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.

129. The admission arrangements enable the majority of pupils to attend their nearest school and in doing so reduces travel and supports policies on cutting carbon emissions and tackling climate change.

#### **WHAT HAPPENS NEXT:**

- The September 2015 admissions arrangements as agreed by the Cabinet will be ratified by the full County Council on 18 March 2014.
- The new arrangements for September 2015 will be circulated to all Surrey schools via a bulletin in the early Summer Term 2014.

- Schools will be advised of the wording of these arrangements so they can publish them in their school prospectus.
- These arrangements will be published in the primary and secondary Information on School Admissions and Transfers booklets in July-August 2014, which will be made available to parents in September 2014.
- The Information on School Admissions will be circulated to the Contact Centre, Surrey County Council Libraries and Early Years.
- The Information on School Admissions will also be published on Surrey County Council's website in September 2014.

**Contact Officer:**

Claire Potier Principal Manager Admissions and Transport (Strategy)  
Tel: 01483 517689

**Consulted:**

Nick Wilson, Strategic Director for Children, Schools and Families  
Peter-John Wilkinson, Assistant Director - Schools and Learning  
Sarah Baker, Legal and Democratic Services  
School Commissioning Team  
School Admissions Forum  
Headteachers, Chairs of Governors, Parent Governors of all Surrey schools  
Early Years establishments in Surrey  
Diocesan Boards of Education  
Neighbouring local authorities  
Out of County voluntary aided and foundation Schools within 3/5 miles radius of the Surrey border  
Surrey County Councillors, Parish Councils, Local MPs,  
General public consultation via the website/schools/contact centre

**Annexes:**

- Appendix 1** Admission arrangements for Community & VC schools  
**Annex 1** Proposed Published Admission Numbers  
**Annex 2** Schools to be considered as adjoining/shared sites for sibling priority  
**Annex 3** Schools to be considered to admit local children  
**Annex 4** Coordinated Schemes  
**Annex 5** Catchment map for Esher High  
**Annex 6** Catchment map for Southfield Park Primary  
**Annex 7** Catchment map for Woodmansterne Primary  
**Annex 8** Catchment map for Oxted  
**Annex 9** Catchment map for Tatsfield Primary  
**Annex 10** St Andrew's Proposed Catchment  
**Appendix 2** Proposed changes to admission arrangements – consultation document  
**Appendix 3** Proposed changes to Esher CofE High School – consultation document  
**Appendix 4** Proposed changes to St Andrew's CofE School – consultation document  
**Appendix 5** Equality Impact Assessment  
**Appendix 6** Outcome of Consultation

**Sources/background papers:**

- School Admissions Code
- Cabinet Member for Schools and Learning report and decision - 13 November 2013

This page is intentionally left blank



## PROPOSED Admission arrangements for Surrey County Council's community and voluntary controlled schools 2015/16

This document sets out Surrey County Council's proposed admission arrangements for community and voluntary controlled schools in **2015/16**. Where changes have been made, text is in bold.

1. The Published Admission Numbers **for initial entry to** Surrey's community and voluntary controlled schools **in September 2015** are set out in ANNEX 1.
2. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see Surrey's coordinated schemes at ANNEX 4 for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
3. Applications for Reception and applications for a Junior place **at schools which have a published admission number for Year 3**, must be made by 15 January **2015**. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four **primary or Year 3** preferences and these will be considered under an equal preference system.
4. Applications for secondary school must be made by 31 October **2014**. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six preferences and these will be considered under an equal preference system.
5. The admission arrangements for **2015/16** for the majority of Surrey's community and voluntary controlled schools are set out in section 7 below. Where there are local variations these are set out by area and by school in section 8.
6. Children with a statement of special educational needs that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.
7. Other than for schools listed in section 8, when a community or voluntary controlled school is over-subscribed for any year group, applications for entry in **2015/16** will be ranked in the following order:
  - i) First priority: Looked after and previously looked after children  
See section 9 for further information relating to looked after and previously looked after children.
  - ii) Second priority: Exceptional social/medical need  
See section 10 for further information relating to exceptional social/medical need.
  - iii) Third priority: Children who will have a sibling at the school or at an infant/ junior school which is on a shared/adjoining site at the time of the child's admission  
See ANNEX 2 for infant/junior schools that will be treated as being on shared/adjoining sites for the purpose of this criterion. See section 11 for further information relating to siblings.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- iv) Fourth priority: Children for whom the school is the nearest to their home address  
**All community and voluntary controlled schools will be considered in the assessment of nearest school.** A list of the academies and foundation, trust and voluntary aided schools in Surrey **that will be considered in the assessment of nearest school** and the out of county schools **that will not be considered in the assessment of nearest school** can be seen at ANNEX 3. See section 12 for further information on the definition of nearest school. See section 13 for further information on the definition of home address.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- v) Fifth priority: Any other children  
 Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System. See section 13 for further information on the definition of home address.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, Surrey County Council will draw lots to determine which child should be given priority.

## 8 Local admission arrangements for September 2015

Unless stipulated otherwise, if any of the following schools are oversubscribed within any category, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

### a) Elmbridge

#### i) Esher C of E High School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of Esher CofE High School (**see ANNEX 5 for new catchment map**)
5. Any other children

#### ii) Hinchley Wood Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest to their home address
4. Non-siblings for whom the school is the nearest to their home address

5. Other siblings for whom the school is not the nearest to their home address
6. Any other children

iii) Thames Ditton Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest to their home address
4. Non-siblings for whom the school is the nearest to their home address
5. Other siblings for whom the school is not the nearest to their home address
6. Any other children

iv) Thames Ditton Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest school to their home address
4. \* Children attending Thames Ditton Infant School for whom the school is the nearest school to their home address
5. Other children for whom the school is the nearest school to their home address
6. Other siblings for whom the school is not the nearest school to their home address
7. \* Other children attending Thames Ditton Infant School for whom the school is not the nearest school to their home address
8. Any other children

**\* Criteria 4 and 7 will only apply until 31 August 2015 at which time the child will have left the infant school**

b) Epsom & Ewell

i) Auriol Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. \*Children attending The Mead Infant School**
- 4. Siblings not admitted under 3 above**
- 5. Any other children**

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Southfield Park Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 6 for map). If the number of children in the defined catchment area is greater than the number of places available at the school, places will be offered to those living the furthest distance from the school, measured in a straight line.

5. Other children for whom the school is their nearest school
6. Any other children

iii) Wallace Fields Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Infant School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

iv) Wallace Fields Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Junior School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

c) Guildford

i) Walsh C of E Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Walsh Memorial CofE (Controlled) Infant School
4. Siblings not admitted under 3 above
5. \*Children attending St Paul's CofE Infant School (Tongham)
6. Any other children

**\* Criteria 3 and 5 will only apply until 31 August 2015 at which time the child will have left the infant school**

d) Mole Valleyi) St Martin's C of E Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. \*Children attending St Michael's CofE (Aided) Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

**\* Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

e) Reigate & Bansteadi) Banstead Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Banstead Infant School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Earlswood Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Earlswood Infant School
4. Siblings not admitted under 3 above
5. Children for whom the school is the nearest to their home address
6. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

iii) Reigate Priory School

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. Siblings for whom the school is the nearest to their home address**
- 4. Non-siblings for whom the school is the nearest to their home address**
- 5. Other siblings for whom the school is not the nearest to their home address**
- 6. Any other children**

iv) Warren Mead Junior School

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Warren Mead Infant School

4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

v) Woodmansterne Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 7 for map).
5. Children for whom the school is nearest to the home address
6. Any other children

f) Runnymede

i) New Haw Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending The Grange Community Infant School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Ottershaw C of E Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Ottershaw CofE Infant School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

iii) St Ann's Heath Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. \*Children attending Trumps Green Infant School **or Meadowcroft Infant School**
5. Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
6. Any other children

**\* Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

g) Surrey Heathi) Crawley Ridge Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Crawley Ridge Infant School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Hammond Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Lightwater Village School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

h) Tandridgei) Oxted School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. \*Children who both live in the catchment area (see ANNEX 8 for map) and who attend one of the following feeder schools:

- Crockham Hill CofE Primary School (Kent)
- Dormansland Primary School
- Godstone Village School
- Holland Junior School
- Lingfield Primary School
- St Catherine's Primary School
- St John's CofE (Aided) Primary School
- St Mary's CofE Junior School
- St Stephen's CofE Primary School
- Tatsfield Primary School
- Woodlea School

5. Those children who live in the catchment area but do not attend one of the feeder schools named above
6. Any other children

**\* Criterion 4 will only apply until 31 August 2015 at which time the child will have left the feeder school**

If there is oversubscription within any criteria, priority will be given to children who live furthest from their nearest alternative school as measured by straight line

from the address point of the pupil's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Tatsfield Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission
4. Siblings who live within the catchment area (see ANNEX 9 for map)
5. Other children who live within the catchment area
6. Siblings who live outside the catchment area
7. Other children who live outside the catchment area

i) Waverley

i) Hale Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. \*Children attending one of the following named feeder schools. In alphabetical order these are:
  - Folly Hill Infant School
  - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

**\* Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Shottermill Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Shottermill Infant School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

iii) St Andrew's C of E (Controlled) Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. **Children living within the catchment area of St Andrew's CofE Infant School (see ANNEX 10 for catchment map)**
5. Any other children



iv) William Cobbett Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. \*Children attending a named feeder school. In alphabetical order these are:
  - Badshot Lea Village Infant School
  - Folly Hill Infant School
  - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

**\* Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

j) Woking

i) Knaphill School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending Knaphill Lower School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) West Byfleet Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. \*Children attending West Byfleet Infant School
4. Siblings not admitted under 3 above
5. Any other children

**\* Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

9. Looked after and previously looked after children

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002\*), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

\* The Adoption and Children Act 2002 came in to force in December 2005 and as such children who left care through adoption prior to this date will not be considered as a previously looked after child within the top criterion for community and voluntary controlled schools.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

#### 10. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Places may be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

#### 11. Siblings for community and voluntary controlled schools

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living **as part of the same family unit** at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September **2015** or he/she will have a sibling at an infant/junior school on a shared/adjoining site in September **2015**. See ANNEX 2 for schools that will be treated as being on adjoining or shared sites for the purpose of the sibling criterion. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school on a shared or adjoining site.

At the initial allocation, when an applicant is applying for a Reception place at an infant school that has both a feeder and sibling link to a junior school and the child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the younger child will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission. The schools for which this will apply are as follows:

Banstead Infant and Banstead Community Junior  
 Crawley Ridge Infant and Crawley Ridge Junior  
 Earlswood Infant and Earlswood Junior  
 The Grange Community Infant and New Haw Community Junior  
 Knaphill Lower and Knaphill Junior  
 Lightwater Village Infant and Hammond Community Junior  
**The Mead Infant and Auriol Junior**  
**Meadowcroft Infant and St Ann's Heath Junior**  
 Ottershaw Infant and Ottershaw Junior  
 Shottermill Infant and Shottermill Junior  
**Thames Ditton Infant and Thames Ditton Junior**  
 Trumps Green Infant and St Ann's Heath Junior  
 Walsh Memorial CofE Infant and Walsh CofE Junior  
 Warren Mead Infant and Warren Mead Junior  
 West Byfleet Infant and West Byfleet Junior  
 Weybourne Infant and William Cobbett Junior

For other schools, which have a sibling link but no feeder link, neither child will be treated as a sibling under the sibling criterion until after the offer day. At that time, if a place has been offered to only one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in a school on a shared or adjoining site at the time of admission. The schools for which this will apply are as follows:

Eastwick Infant and Eastwick Junior  
 Meath Green Infant and Meath Green Junior  
 Merrow CofE Infant and Bushy Hill Junior (Foundation)  
 Wallace Fields Infant and Wallace Fields Junior'

Where a sibling is in Year 11 or Year 12 at a school that has a sixth form at the time of an application for a younger child to start year 7 in September **2015**, they will be deemed as being in the school at the time of admission, unless the /carer has specifically expressed that they will not be continuing in to the following academic year.

## 12. Nearest school

The nearest school within the admission arrangements for community and voluntary controlled schools is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line and which admits local children. The nearest school may be inside or outside the county boundary. Under this criterion all Surrey community and voluntary controlled schools are considered to admit local children. A list of the academies and foundation, trust and voluntary aided schools in Surrey that are considered to admit local children and the out of county schools that will not be considered to admit local Surrey children can be seen at ANNEX 3.

## 13. Home address

Within the admission arrangements for community and voluntary controlled schools the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared

custody it will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time. **We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.** All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception, Year 3 and Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

14. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistant from a school, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children have **equal** priority for a place, **Surrey County Council will draw lots to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.**

15. Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to each community and voluntary controlled school will be maintained until the last day of the **Summer term 2016** when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to Surrey County Council by **29 July 2016**, stating their wish and providing their child's name, date of birth and the name of their child's current school. After **29 July 2016**, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

## 16. In-year admissions

The following applications will be treated as in-year admissions during 2015/16:

- applications for admission to Reception which are received after 1 September **2015**;
- **for any school which has a published admission number (PAN) for Year 3**, applications for admission to Year 3 **which are received after** 1 September **2015**;
- applications for admission to Year 7 which are received after 1 September **2015**;
- all other applications for admission to Years 1 to 6 and 8 to 11.

Applications for Surrey's community and voluntary controlled schools must be made to the Local Authority on Surrey's common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

## 17. Starting school

The community and voluntary controlled infant and primary schools in Surrey have a single intake into Reception. All children whose date of birth falls between 1 September **2010** and 31 August **2011** will be eligible to apply for a full time place in Reception at a Surrey school for September **2015**. Applicants may request to defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Applicants may also request for their child to start part time until their child reaches statutory school age.

## 18. Nursery admissions

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools. s wishing to apply for a place must complete the application form and submit it directly to the school that they wish to apply for in accordance with the dates set by the school.

Each nursery class within community and voluntary controlled infant and primary schools operate one or two part-time sessions of up to 3 hours a day, depending on the school. This means that children might normally attend in the morning or afternoon, although if the school is offering the place more flexibly this could be over a longer period. Children attending a nursery in a community or voluntary controlled infant or primary school would normally either attend for 5 morning or 5 afternoon sessions per week. Schools which offer part-time sessions of less than 3 hours a day should review their session length each year.

### Places for two year olds

**Some nurseries might admit children after they turn two years old if they are entitled to the free extended provision. Where there are more applications than places available children who are entitled to the free extended provision will be ranked according to the following criteria:**

- a) **Looked after and previously looked after children**
- b) **Exceptional social/medical need**
- c) **Children who will have a sibling attending the nursery or the main**

**school at the time of admission**  
**d) Any other children**

**Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.**

**Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places available for three year olds will reduce.**

**Places for three year olds**

All children will be eligible for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.

When a nursery in a community or voluntary controlled infant or primary school is over-subscribed for a three year old place, applications for entry in **2015/2016** will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who **will** have a sibling attending the nursery or the main school at the time of admission
- d) Children who will turn 4 years old between 1 September **2015** to 31 August **2016** (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September **2015** to 31 August **2016** (these children will be able to stay on in nursery for another year in **2016/17** as they will not be due to start Reception until September **2017**)

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

**Procedures for admission**

Each school will endeavour to inform s of the outcome of their application by letter, at least one term before admission. **A school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria.** If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of morning or afternoon sessions rests with the governing body of the school.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

In addition to nurseries within some community and voluntary controlled infant and primary schools, Surrey also has four stand alone Nursery schools, some with attached Children's Centres, in Chertsey, Dorking, Godalming and Guildford. These may provide a mix of full and part time places. Whilst these schools will also follow the admission criteria set out above, under the social and medical need criterion they may also consider the individual learning need of a child, if it can be demonstrated that no other school can meet the child's learning needs.

## 19. Sixth form admissions

The following community and voluntary controlled schools have sixth forms:

- The Ashcombe School
- Therfield School
- Oxted School

### Internal students

Each school will welcome applications from internal students who will have attended year 11 of the school during the **2014/15** academic year.

### External students

Each school will also accept applications for entry to the sixth form from external applicants. The published admission number for external applicants for entry to Year 12 in September **2015** will be 15 for each school, but more places may be available subject to the take up by internal applicants. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements. Students should refer to each school's Sixth Form prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Other applicants on the basis of nearness to the school, measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

## 20. Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.

Surrey will be carrying out a review of the home to school transport policy ahead of the 2015 /16 academic year.



## PROPOSED Admission numbers for Surrey County Council's community and voluntary controlled schools 2015

This document sets out Surrey County Council's **proposed** Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2015. Where changes are being made text is in bold.

### 1. Primary schools

School	PAN
<b>ELMBRIDGE</b>	
<b>#Bell Farm Primary</b>	<b>4+ 90</b>
Claygate Primary	60
Cranmere Primary	60
Grovelands Primary	60
Hinchley Wood Primary	60
*Hurst Park Primary	30
Long Ditton Infant & Nursery	60
Manby Lodge Infant	60
Oatlands	90
The Royal Kent C of E Primary	4+ 30 7+ 2
St Andrew's Cof E Primary	4+ 52 7+ 8
St James C of E Primary	60
Thames Ditton Infant	90
Thames Ditton Junior	90
Walton Oak	60

# Agreed through statutory proposals to become a primary school from September 2012 with no Junior PAN from 2015

\* Separate consultation on expansion to a PAN of 60 from September 2015

<b>EPSOM &amp; EWELL</b>	
Auriol Junior	90
Cuddington Community Primary	30
Cuddington Croft Primary	4+ 60 7+ 6
Epsom Primary	60
Ewell Grove Infant & Nursery	70
The Mead Infant	90
Meadow Primary	90
Southfield Park Primary	60
<b>#Stamford Green Primary</b>	<b>90</b>
The Vale Primary	30
Wallace Fields Infant	60
Wallace Fields Junior	68
West Ewell Infant	120

# Agreed through statutory proposals to expand to a PAN of 90 from September 2015

**GUILDFORD**

Ash Grange Primary	30
Guildford Grove Primary	60
Holly Lodge Primary	60
Merrow C of E (Cont) Infant	60
<b># Onslow Infant</b>	<b>90</b>
Pirbright Village Primary	60
Ripley Church of England Primary	28
St Lawrence Primary	30
St Mary's C of E (VC) Infant	25
St Paul's Church of England Infant	30
Sandfield Primary	30
Shalford Infant	30
Shawfield Primary	30
Stoughton Infant	60
Tillingbourne Junior	90
Walsh Church of England Junior	75
Walsh Memorial C of E (Cont) Infant	60
Wood Street Infant	30
Worplesdon Primary	60
Wyke Primary	30

# Agreed through statutory proposals to expand to a PAN of 90 from September 2014

**MOLE VALLEY**

Barnett Wood Infant	52
Charlwood Village Infant	15
<b>The Dawnay</b>	4+ 30 7+ 15
Eastwick Infant	75 (+ 7 SEN)
Eastwick Junior	90
Fetcham Village Infant	60
The Greville Primary	4+ 30 7+ 60
Leatherhead Trinity	60
<b>North Downs Primary</b>	<b>60</b>
Oakfield Junior	60
Polesden Lacey Infant	30
Powell-Corderoy Primary	30
St Martin's Church of England (C) Primary	4+ 45 7+ 15
West Ashtead Primary	4+ 30 7+ 30

**REIGATE & BANSTEAD**

Banstead Infant	90
Banstead Community Junior	90
Dovers Green	56
Earlswood Infant & Nursery	120
Earlswood Junior	120

Epsom Downs Primary	60
Furzefield Primary Community	60
<b>Holmesdale Community Infant</b>	<b>120</b>
Horley Infant	90
Kingswood Primary	30
# Langshott Primary	60
Manorfield Primary & Nursery	30
<b>Meath Green Infant</b>	<b>90</b>
Meath Green Junior	90
Merstham Primary	30
*Reigate Priory Community Junior	150
St John's Primary	30
Salfords Primary	60
Sandcross Primary	4+ 60 7+ 60
Shawley Community Primary	45
Walton on the Hill Primary	30
Warren Mead Infant	70
Warren Mead Junior	75
Woodmansterne Primary	60
Wray Common Primary	60

# Agreed to become a primary school from September 2014

\* Exploring options for expansion to a PAN of 180

#### **RUNNYMEDE**

Darley Dene Primary	30
Englefield Green Infant & Nursery	60
The Grange Community Infant	90
<b># The Hythe Community Primary</b>	<b>60</b>
<b>Manorcroft Primary</b>	<b>60</b>
Meadowcroft Community Infant	30
New Haw Community Junior	90
Ongar Place Primary	30
Ottershaw Infant	60
Ottershaw Junior	60
<b>*St Ann's Heath Junior</b>	<b>90</b>
Stepgates Community	30
Thorpe Lea Primary	30
Trumps Green Infant	60

# Agreed through statutory proposals to expand to a PAN of 60 from September 2015

\* Agreed through statutory proposals to expand to a PAN of 90 from September 2015

#### **SPELTHORNE**

# Ashford Park Primary	60
Beauclerc Infant	40
Buckland Primary	60
Chennestone Primary Community	4+ 30 7+ 40
Clarendon Primary	30
Riverbridge Primary	90

Spelthorne Primary	90
Stanwell Fields C of E Primary	60
Town Farm Primary	60

# Separate consultation on expansion to a PAN of 90 from September 2015

### **SURREY HEATH**

Bagshot Infant	60
Crawley Ridge Infant	60
Crawley Ridge Junior	66
Cross Farm Infant	50
Frimley Church of England	90
The Grove Primary	60
Hammond Community Junior	90
Heather Ridge Infant	60
Holy Trinity Church of England	60
Lakeside Primary	60
Lightwater Village	60
Lorraine	30
Mytchett Primary	30
Pine Ridge Infant & Nursery	30
Prior Heath Infant	60
Ravenscote Community Junior	150
Sandringham	60
South Camberley Primary & Nursery	110
Valley End Church of England Infant	60
Windlesham Village Infant	60

### **TANDRIDGE**

Audley Primary	30
Dormansland Primary	30
Downs Way	45
Felbridge Primary	30
Hamsey Green Primary	60
Hillcroft Primary	60
Holland Junior	60
Hurst Green	30
Lingfield Primary	60
St Catherine's Primary	30
Tatsfield Primary	30

**WAVERLEY**

Badshot Lea Village Infant	45
Beacon Hill Primary	30
Busbridge Infant	60
Cranleigh CofE Primary	4+ 30 7+ 30
Farncombe CofE Infant & Nursery	40
Folly Hill Infant	30
Godalming Junior	58
Hale Primary	4+ 60 7+ 2
Milford	50
Moss Lane	60
The Pilgrims' Way Primary	30
Potters Gate CE Primary	60
St Andrew's C of E (Cont) Infant	40
Shottermill Infant	60
Shottermill Junior	68
Weybourne Infant	40
William Cobbett Junior	90
Witley C of E (Cont) Infant	30

**WOKING**

# Brookwood Primary	30
Byfleet Primary	30
Kingfield	30
Knaphill	90
Knaphill Lower	90
Maybury Primary	30
St Mary's C of E (Cont) Primary, Byfleet	60
* West Byfleet Infant	60
** West Byfleet Junior	60
Westfield Primary	60

# Separate consultation on expansion to a PAN of 60 from September 2015

\* Separate consultation on expansion to a PAN of 90 from September 2015

\*\* Separate consultation on expansion to a PAN of 90 from September 2018

## 2. Secondary schools

School	PAN
<b>ELMBRIDGE</b>	
#Esher C of E High School	240
# Agreed through statutory proposals to expand to a PAN of 240 from September 2015	
<b>GUILDFORD</b>	
Ash Manor School	210
<b>MOLE VALLEY</b>	
The Ashcombe School	240
Therfield School	210
<b>REIGATE &amp; BANSTEAD</b>	
Oakwood School	240
Reigate School	250
The Warwick	180
<b>TANDRIDGE</b>	
Oxted School	335
<b>WAVERLEY</b>	
Broadwater School	120
Glebelands School	180
<b>WOKING</b>	
Bishop David Brown School	150

## PROPOSED Schools in Surrey which will be treated as being on adjoining or shared sites for the purpose of sibling criteria for community and voluntary controlled schools for admission in 2015

For the purpose of applying sibling criteria for Surrey community and voluntary controlled schools, the following schools will be considered as being on adjoining or shared sites (changes for 2015 highlighted in bold):

### Elmbridge

- **Thames Ditton Infant and Thames Ditton Junior**

### Epsom & Ewell

- The Mead Infant and Auriol Junior
- Wallace Fields Infant and Wallace Fields Junior

### Guildford

- Merrow C of E Infant and Bushy Hill Junior (Foundation)
- Walsh Memorial C of E Infant and Walsh C of E Junior

### Mole Valley

- Eastwick Infant and Eastwick Junior

### Reigate & Banstead

- Banstead Infant and Banstead Community Junior
- Earlswood Infant and Earlswood Junior
- Meath Green Infant and Meath Green Junior
- Warren Mead Infant and Warren Mead Junior

### Runnymede

- The Grange Community Infant and New Haw Community Junior
- **Meadowcroft Infant and St Ann's Heath Junior**
- Ottershaw Infant and Ottershaw Junior
- Trumps Green Infant and St Ann's Heath Junior

### Surrey Heath

- Crawley Ridge Infant and Crawley Ridge Junior
- Lightwater Village and Hammond Community Junior

### Waverley

- Shottermill Infant and Shottermill Junior
- Weybourne Infant and William Cobbett Junior

### Woking

- Knaphill Lower and Knaphill School
- West Byfleet Infant and West Byfleet Junior

This page is intentionally left blank



**PROPOSED Academies and foundation, trust and voluntary aided schools that will be considered to admit local children and out of county schools that will not be considered to admit local Surrey children - 2015/16 admissions**

1.	Academies and foundation, trust and voluntary aided schools <b>in Surrey</b> that will be considered to admit local children and will therefore be considered under the nearest school criterion for community and voluntary controlled schools are set out below. <b>Community and voluntary controlled schools which convert to academy status after these arrangements have been determined will be added to this list by default.</b>	
	a) Infant & primary schools – Reception intake	
	<p><u>Elmbridge</u>            Burhill Community Infant School            Chandlers Field Primary School            Cobham Free School            The Orchard School            St Matthew's C of E Infant School</p> <p><u>Epsom &amp; Ewell</u>            Riverview C of E Primary School            St Martin's C of E Infant School</p> <p><u>Guildford</u>            Boxgrove Primary            Burpham Foundation Primary School            Chilworth C of E Infant School            Clandon C of E Infant School            Peaslake School            Pewley Down Infant School            Puttenham C of E School            The Raleigh School            St Nicolas C of E Infant School            Send C of E First School            Shere C of E Infant School            Weyfield Primary Academy</p> <p><u>Mole Valley</u>            Newdigate C of E Endowed Infant School            St Giles C of E Infant School            St John's C of E Primary School            St Michael's C of E Infant School            St Paul's C of E Primary School            Scott-Broadwood C of E Infant School            Surrey Hills C of E Primary School            The Weald C of E Primary School</p> <p><u>Reigate &amp; Banstead</u>            Lime Tree Primary School            Reigate Parish Church Infant School            St Matthew's C of E Primary School            Tadworth Primary School</p> <p><u>Runnymede</u>            Christ Church C of E Infant School            Lyne &amp; Longcross C of E School            Pycroft Grange Primary School            Sayes Court School            St Paul's C of E Primary School            Thorpe C of E Infant School</p> <p><u>Spelthorne</u>            Ashford C of E Primary School            The Echelford Primary School            Hawkedale Infant School            Kenyngton Manor Primary School            Littleton C of E Infant School</p>	<p><u>Spelthorne (continued)</u>            Laleham C of E Primary School  <b>Saint Ignatius Catholic Primary School</b>            Saxon Primary School            Springfield Primary School            St Nicholas C of E Primary School</p> <p><u>Surrey Heath</u>            Bisley C of E Primary School            St Lawrence C of E Primary School</p> <p><u>Tandridge</u>            Burstow Primary School            Godstone Village School            Limpsfield C of E Infant School            Marden Lodge Primary            Nutfield C of E Primary            St John's C of E Primary School            St Peter &amp; St Paul C of E Infant School            St Peter's C of E Infant School            St Stephen's C of E Primary School            Warlingham Village Primary            Whyteleafe School            Woodlea School</p> <p><u>Waverley</u>            All Saints C of E Infant School            Bramley C of E Infant School            Ewhurst C of E Infant School            Grayswood C of E Infant School            Green Oak C of E Primary School            Loseley Fields Primary School            Park Mead Primary School            South Farnham Primary            St Bartholomew's C of E Primary School            St James's C of E Primary School            St John's C of E Infant School            St Mary's C of E Infant School            St Mary's C of E Primary School            St Peter's C of E Primary School            Wonersh &amp; Shamley Green C of E Infant School</p> <p><u>Woking</u>            Barnsbury Primary School            Beaufort Community Primary School            Broadmere Community Primary            Goldsworth Primary School            Horsell Village School            New Monument            The Oaktree            Pyrford C of E Primary School            St John's Primary School            Sythwood Primary School</p>

b)	<p>Junior &amp; primary schools – Year 3 intake</p> <p><u>Elmbridge</u> Cleves School Long Ditton St Mary's C of E Junior School St Lawrence C of E Junior School</p> <p><u>Epsom &amp; Ewell</u> Danetree Junior School St Martin's C of E Junior School</p> <p><u>Guildford</u> Bushy Hill Junior School Holy Trinity Junior School Northmead Junior School Queen Eleanor's C of E Junior School St Bede's C of E Junior School</p> <p><u>Mole Valley</u> Surrey Hills C of E Primary School (Westcott site) The Weald C of E Primary School</p> <p><u>Reigate &amp; Banstead</u> Yattendon School</p> <p><u>Runnymede</u> St Jude's C of E Junior School</p>	<p><u>Spelthorne</u> Springfield Primary School St Nicholas C of E Primary School</p> <p><u>Surrey Heath</u> Connaught Junior School Cordwalles Junior School</p> <p><u>Tandridge</u> St John's C of E Primary School St Mary's C of E Junior School</p> <p><u>Waverley</u> Busbridge C of E Junior School The Chandler C of E Junior School Loseley Fields Primary School Park Mead Primary School South Farnham Primary St Bartholomew's C of E Primary School Waverley Abbey C of E School</p> <p><u>Woking</u> The Hermitage School Horsell C of E Junior School</p>
c)	<p>Secondary schools – Year 7 intake</p> <p><u>Elmbridge</u> Heathside School Hinchley Wood School Rydens School</p> <p><u>Epsom &amp; Ewell</u> Blenheim High School Epsom &amp; Ewell High School Glyn Technology School (Boys) Rosebery School (Girls)</p> <p><u>Guildford</u> Christ's College George Abbot Guildford County School Howard of Effingham School Kings College</p> <p><u>Mole Valley</u> The Priory <b>St Andrew's Catholic Secondary School</b></p> <p><u>Reigate &amp; Banstead</u> The Beacon</p> <p><u>Runnymede</u> Fullbrook School Jubilee International High School</p>	<p>The Magna Carta School</p> <p><u>Spelthorne</u> <b>Bishop Wand Church of England School</b> The Matthew Arnold School Sunbury Manor School Thamesmead School Thomas Knyvett College</p> <p><u>Surrey Heath</u> Collingwood College Kings International College Tomlinscote School</p> <p><u>Tandridge</u> De Stafford School Warlingham School</p> <p><u>Waverley</u> Farnham Heath End Rodborough Weydon School Woolmer Hill</p> <p><u>Woking</u> The Winston Churchill School Woking High School</p>
2.	<p>Out of county comprehensive schools that will <u>not</u> be considered to admit local Surrey children and will therefore not be considered under Surrey's nearest school criterion for Surrey residents are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Camelsdale Primary School – West Sussex County Council</b></li> <li>• The Wavell School – Hampshire County Council</li> <li>• Charters School – Royal Borough of Windsor &amp; Maidenhead</li> </ul> <p>Historically, no Surrey child has been eligible for a place at these schools on distance. As such, to consider either school as a nearest school for a Surrey child would cause disadvantage to that child's application for their nearest Surrey school.</p>	

## Surrey County Council

### **PROPOSED Coordinated schemes for admission to primary and secondary school 2015/16**

#### Contents

Page 2: Scheme for co-ordination of admissions to Reception for **2015/16**

Page 8: Scheme for co-ordination of admissions to Year 7 for **2015/16**

## PROPOSED Coordinated scheme for admission to primary school 2015/16

### Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September **2014**. These will be available in all Surrey primary schools. The leaflet will refer parents to the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) via which parents will be able to access the admissions booklet and apply online. Alternatively, they can obtain a primary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living inside Surrey can apply for a school in another local authority on Surrey's online or paper form. Along with all other local authorities, Surrey operates an equal preference system. Surrey's application form invites parents to express a preference for up to four maintained primary schools or academies within and/or outside of Surrey. This enables Surrey County Council to offer a place at the highest possible ranked school for which the applicant meets the admission criteria.
3. In accordance with the School Admissions Code, the order of preference given on the application form will not be revealed to a school within the area of Surrey. However, where a parent resident in Surrey expresses a preference for a school in the area of another local authority, the order of preference for that local authority's school will be revealed to that local authority in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that local authority's area.
4. The closing date for all applications (either online or paper) will be 15 January **2015**. Changes to ranked preferences and applications received after the closing date will not be accepted unless they are covered by paragraphs in this scheme which relate to late applications and changes of preference. If a parent completes more than one application stating different school preferences, Surrey's admissions and transport team will accept the form submitted on the latest date before the closing date. If the date is the same, Surrey's admissions and transport team will contact the parents to ask them to confirm their ranked preferences.
5. Schools that are their own admission authority must not use any other application form but may use a supplementary form if they need to request additional information that is required to apply their admission criteria. Surrey County Council's website and Surrey's primary school admissions booklet will indicate which schools require a supplementary form. Supplementary forms can be accessed via the website or can be obtained from each school. All supplementary forms should be returned to the school by the date specified by the school but in any case no later than the national closing date of 15 January **2015**. The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within Surrey, the admissions and transport team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code. Page 50

6. Where a school in Surrey receives a supplementary form, Surrey's admissions and transport team will not consider it to be a valid application unless the parent/carer has also listed the school on their home local authority's common application form.
7. It is recommended that any paper preference forms handed in to schools should be sent to Surrey's admissions and transport team immediately.
8. Surrey's admissions and transport team will confirm the status of any resident child for whom it receives a common application form stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by **3 February 2015**.
9. Surrey's admissions and transport team will advise a maintaining local authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining local authority by **3 February 2015**.
10. Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's admissions and transport team will upload application data relating to preferences for schools in other participating local authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by **3 February 2015**. Alternative arrangements will be made to forward applications and supporting information to non-participating local authorities.
11. Surrey County Council will participate in the Pan London application data checking exercise scheduled between **16 and 23 February 2015**.

## Processing

12. By **9 February 2015**, Surrey's admissions and transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
13. By **9 March 2015** all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's admissions and transport team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their published admission number unless there are exceptional circumstances such as if this would not enable Surrey to fulfil its statutory duty where the demand for places exceeds the number of places available.
14. Between **16 and 20 March 2015** Surrey's admissions and transport team will send and receive electronic files with all coordinating local authorities, in order to achieve a single offer.

## Offers

15. Surrey's admissions and transport team will identify the school place to be offered and communicate information as necessary to other local authorities by **31 March 2015**. In instances where more than one school could make an offer of a place to a child, Surrey's admissions and transport team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the admissions and transport team will offer a place at an

alternative community or voluntary controlled school with places or by arrangement with an academy or voluntary aided, foundation or trust school with places.

16. Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and 16 April **2015** which may impact on an offer being made by another participating local authority.
17. Notwithstanding paragraph 16, if an error is identified within the allocation of places at a Surrey school, the admissions and transport team will attempt to manually resolve the allocation to correct the error. Where this impacts on another local authority (either as a home or maintaining local authority) Surrey's admissions and transport team will liaise with that local authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another local authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's admissions and transport team will accept that the applicant(s) affected might receive a multiple offer.
18. Surrey's admissions and transport team will participate in the Pan London offer data checking exercise scheduled between **23 March** and **10 April 2015**.
19. Surrey's admissions and transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2015**.
20. By 16 April **2015** lists of children being allocated places will be sent to primary schools for their information.
21. On 16 April **2015** an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the contact centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO MAKE AN OFFER OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 16 APRIL 2015.**

## **Late Applications and changes of preference**

22. It is recognised that applications will be received after the closing date and that some parents will wish to change their preferences e.g. if a family is new to the area or has moved house. Such applications must still be dealt with and this section deals with applications received in these circumstances.

### **Applications and changes of preference received after the closing date but before 16 April 2015**

23. Some late applications will be treated as late for good reason. These will generally relate to applications from families who are new to the area where it could not reasonably have been expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might relate to a single parent family where the parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.

- 24.** The latest date that an application can be accepted as late for good reason is **13 February 2015**. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
- 25.** Where applications which have been accepted as late for good reason contain preferences for schools in other local authorities the admissions and transport team will forward the details to maintaining local authorities as they are received.
- 26.** Where an applicant lives out of county, Surrey will accept late applications which are considered to be on time within the terms of the home local authority's scheme up to **13 February 2015**.
- 27.** Where an applicant moves from one home local authority to Surrey after submitting an on time application under the terms of the former home local authority's scheme, Surrey will accept the application as on time up to **13 February 2015**, on the basis that an on time application already exists within the system.
- 28.** Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after **13 February 2015** will be considered as late. These applications will not be processed until after all on time applications have been considered.
- 29.** Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by **13 February 2015**. Any changes of preference received after **13 February 2015** will not be considered until all on time applications have been dealt with.

#### **Applications and changes of preference received between 16 April 2015 and 31 August 2015**

- 30.** Applications will continue to be received after the 16 April **2015**. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
- 31.** Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
- 32.** After 16 April **2015** some parents may wish to change a preference or order of preference due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences or order of preferences after the 16 April **2015**. Parents may also name additional preferences after the offer day of 16 April **2015**.
- 33.** The coordination scheme will end on 31 August **2015**. Applications received after 31 August **2015** will be considered in line with Surrey's in year admissions procedures.

## Post Offer

6

34. Surrey's admissions and transport team will request that resident applicants accept or decline the offer of a place by 30 April **2015**, or within two weeks of the date of any subsequent offer.
35. If they do not respond by this date Surrey's admissions and transport team will issue a reminder. If the parent still does not respond the admissions and transport team or the school, where it is its own admission authority, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the admissions and transport team or school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
- 36. Where an applicant resident in Surrey accepts or declines a place in a Surrey school by 30 April 2015, Surrey's admissions and transport team will forward the information to the school by 14 May 2015.**
37. Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 30 April **2015**, Surrey's admissions and transport team will forward the information to the maintaining local authority by **14 May 2015**. Where such information is received from applicants after 30 April **2015**, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
- 38. Where an acceptance or decline is received for a Surrey school in respect of an applicant resident outside Surrey, Surrey's admissions and transport team will forward the information to the school as it is received.**
39. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of an offer that can be made for a maintained school or academy in Surrey, in order that the home local authority can offer the place.
40. When acting as a maintaining local authority, Surrey and the admission authorities within it, will not inform an applicant resident in another local authority that a place can be offered.
41. When acting as a home local authority, Surrey will offer a place at a maintained school or academy in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.
42. When acting as a home local authority, when Surrey is informed by a maintaining local authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the common application form than any school already offered, it will inform the maintaining local authority that the offer will not be made.
43. When acting as a home local authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining local authority affected by the change.
44. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of any change to an applicant's offer status as soon as it occurs.



45. When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences) from home local authorities for maintained schools and academies in its area.

## Waiting Lists

46. Where a child does not receive an offer of their first preference school, their name will be placed on the waiting list for each school in Surrey that is named as a higher preference school to the one they have been offered, **in accordance with the policy of each admission authority**. Parents will be advised that if they want to go on the waiting list for an out of county preference school that they should contact the school or the maintaining local authority for the school to establish their policy on waiting lists.
47. Details of pupils **who have not been offered a higher preference school** will be shared with **the admission authority for each Surrey school** by **8 May 2015**.
48. Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However all offers must be made by the home local authority. Admission authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
49. Schools within Surrey will not inform any applicant that a place can be offered in advance of such notification being sent by the home local authority.
50. Waiting lists for each school will be held until the end of the Autumn term after which some schools may cancel their waiting lists and in those cases parents may apply in writing to remain on the list if they wish to.

### PROPOSED Coordinated scheme for admission to secondary school 2015/16

#### Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September **2014**. These will be distributed to all children in Year 6 in Surrey maintained schools who are resident in Surrey. The leaflet will refer parents to the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) via which parents will be able to access the admissions booklet and apply online. Alternatively, they can obtain a secondary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living inside Surrey can apply for a school in another local authority on Surrey's online or paper form. Along with all other local authorities, Surrey operates an equal preference system. Surrey's application form invites parents to express a preference for up to six maintained secondary schools or academies within and/or outside of Surrey (and any city technology college that has agreed to participate in their local authority's qualifying scheme). This enables Surrey County Council to offer a place at the highest possible ranked school for which the applicant meets the admission criteria.
3. In accordance with the School Admissions Code, the order of preference given on the application form will not be revealed to a school within the area of Surrey. However, where a parent resident in Surrey expresses a preference for a school in the area of another local authority, the order of preference for that local authority's school will be revealed to that local authority in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that local authority's area.
4. The closing date for all applications (either online or paper) will be 31 October **2014** but parents will be encouraged to return their form by **24 October 2014**, which is the Friday that schools break up for the autumn half term. Changes to ranked preferences and applications received after the closing date will not be accepted unless they are covered by the paragraphs in this scheme which relate to late applications and changes of preference. If a parent completes more than one application stating different school preferences, Surrey's admissions and transport team will accept the form submitted on the latest date before the closing date. If the date is the same, Surrey's admissions and transport team will contact the parents to ask them to confirm their ranked preferences.
5. Schools that are their own admission authority must not use any other application form but may use a supplementary form if they need to request additional information that is required to apply their admission criteria. Surrey County Council's website and the secondary school admissions booklet will indicate which schools require a supplementary form. Supplementary forms can be accessed via the website or can be obtained from each school. All supplementary forms should be returned to the school by the date specified by the school but in any case no later than the national closing date of 31 October **2014**. Surrey County Council will publish information that will encourage applicants to submit their supplementary form by **24 October 2014** (i.e. the

Friday before half term). The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within Surrey, the admissions and transport team will seek to ensure that these only collect additional information which is required by the published oversubscription criteria in accordance with the School Admissions Code.

6. Where a school in Surrey receives a supplementary form, Surrey's admissions and transport team will not consider it to be a valid application unless the parent/carers has also listed the school on their home local authority's common application form.
7. Surrey's admissions and transport team will confirm the status of any resident child for whom it receives a common application form stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by 14 November **2014**.
8. Surrey's admissions and transport team will advise a maintaining local authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining local authority by 14 November **2014**.
9. Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's admissions and transport team will upload application data relating to preferences for schools in other participating local authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by 14 November **2014**. Alternative arrangements will be made to forward applications and supporting information to non-participating local authorities.
10. Surrey County Council will participate in the Pan London application data checking exercise scheduled between **15 December 2014** and 2 January **2015**.

## Processing

11. By **8 December 2014**, Surrey's admissions and transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
12. By **12 January 2015** all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's admissions and transport team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their published admission number unless there are exceptional circumstances such as if this would not enable the local authority to fulfil its statutory duty where the demand for places exceeds the number of places available.
13. Between **3 and 16 February 2015** Surrey's admissions and transport team will send and receive electronic files with all coordinating local authorities, in order to achieve a single offer.

## Offers

14. Surrey's admissions and transport team will identify the school place to be offered and communicate information as necessary to other local authorities by **16 February 2015**. In instances where more than one school could make an offer of a place to a child,

Surrey's admissions and transport team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the admissions and transport team will offer a place at an alternative community or voluntary controlled school with places or by arrangement with an academy or voluntary aided, foundation or trust school with places.

15. Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and **2 March 2015** which may impact on an offer being made by another participating local authority.
16. Notwithstanding paragraph 15, if an error is identified within the allocation of places at a Surrey school, the admissions and transport team will attempt to manually resolve the allocation to correct the error. Where this impacts on another local authority (either as a home or maintaining local authority) Surrey's admissions and transport team will liaise with that local authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another local authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's admissions and transport team will accept that the applicant(s) affected might receive a multiple offer.
17. Surrey's admissions and transport team will participate in the Pan London offer data checking exercise scheduled between **17 and 24 February 2015**.
18. Surrey's admissions and transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2015**.
19. By **2 March 2015**, lists of children being allocated places will be sent to secondary schools for their information.
20. On **2 March 2015** an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the Contact Centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO MAKE AN OFFER OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 2 MARCH 2015.**

## **Late Applications and changes of preference**

21. It is recognised that applications will be received after the closing date and that some parents will wish to change their preference e.g. if a family is new to the area or has moved house. Such applications must still be dealt with and this section deals with applications received in these circumstances.

### **Applications and changes of preference received after the closing date but before 2 March 2015**

22. Some late applications will be treated as late for good reason. These will generally relate to applications from families who are new to the area where it could not reasonably have been expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might

relate to a single parent family where the parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.

23. The latest date that an application can be accepted as late for good reason is **12 December 2014**. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
24. Where applications which have been accepted as late for good reason contain preferences for schools in other local authorities the admissions and transport team will forward the details to maintaining local authorities as they are received.
25. Where an applicant lives out of county, Surrey will accept late applications which are considered to be on time within the terms of the home local authority's scheme.
26. The latest date for the upload to the Pan London Register of late applications which are considered to be on time is **12 December 2014**.
27. Where an applicant moves from one participating home local authority to another after submitting an on time application under the terms of the former home local authority's scheme, the new home local authority will accept the application as on time up to **12 December 2014**, on the basis that an on time application already exists within the Pan London system. Applicants moving to or from non-participating Pan London local authorities will be managed on a case by case basis.
28. Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after **12 December 2014** will be considered as late. These applications will not be processed until after all on time applications have been considered.
29. Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by **12 December 2014**. Any changes of preference received after **12 December 2014** will not be considered until all on time applications have been dealt with.

#### **Applications and changes of preference received between 2 March 2015 and 31 August 2015**

30. Applications will continue to be received after the **2 March 2015**. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
31. Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
32. After **2 March 2015** some parents may wish to change a preference or order of preferences due to a change of circumstances. Surrey's admissions and transport team

will accept changes to preferences or order of preferences after the **2 March 2015**. Parents may also name additional preferences after the offer day of **2 March 2015**.

- 33.** The coordination scheme will end on 31 August **2015**. Applications received after 31 August **2015** will be considered in line with Surrey's in year admissions procedures.

## Post Offer

- 34.** Surrey's admissions and transport team will request that resident applicants accept or decline the offer of a place by **16 March 2015**, or within two weeks of the date of any subsequent offer.
- 35.** If they do not respond by this date Surrey's admissions and transport team will issue a reminder. If the parent still does not respond the admissions and transport team or the school, where it is its own admission authority, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the admissions and transport team or school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
- 36. Where an applicant resident in Surrey accepts or declines a place in a Surrey school by 16 March 2015, Surrey's admissions and transport team will forward the information to the school by 23 March 2015.**
- 37.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by **16 March 2015**, Surrey's admissions and transport team will forward the information to the maintaining local authority by **23 March 2015**. Where such information is received from applicants after **16 March 2015**, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
- 38. Where an acceptance or decline is received for a Surrey school in respect of an applicant resident outside Surrey, Surrey's admissions and transport team will forward the information to the school as it is received.**
- 39.** When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of an offer that can be made for a maintained school or academy in Surrey, in order that the home local authority can offer the place.
- 40.** When acting as a maintaining local authority, Surrey and the admission authorities within it will not inform an applicant resident in another local authority that a place can be offered.
- 41.** When acting as a home local authority, Surrey will offer a place at a maintained school or academy in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.
- 42.** When acting as a home local authority, when Surrey is informed by a maintaining local authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the common application form than any school already offered, it will inform the maintaining local authority that the offer will not be made.

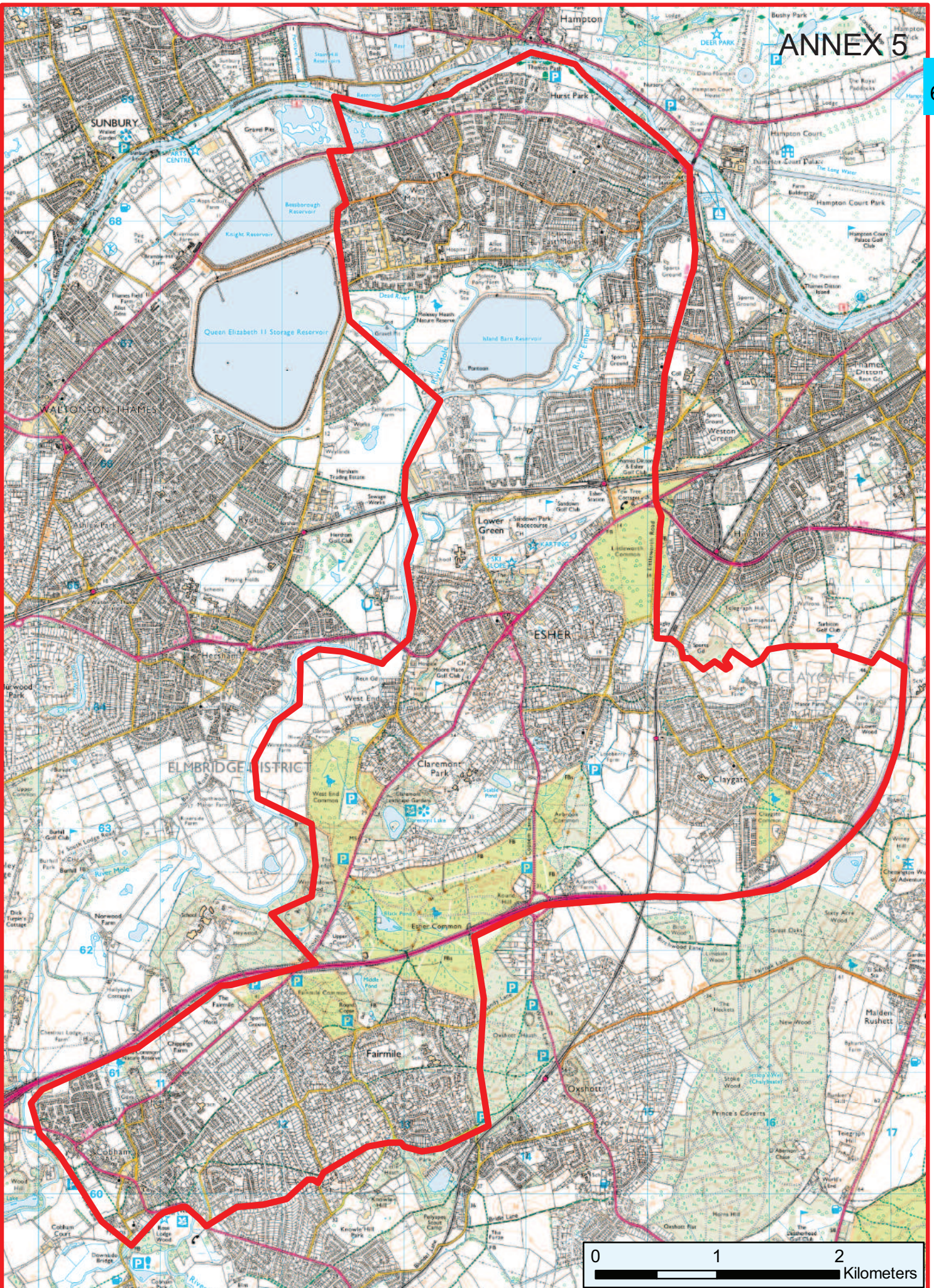
43. When acting as a home local authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining local authority affected by the change.
44. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of any change to an applicant's offer status as soon as it occurs.
45. When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences) from home local authorities for maintained schools and academies in its area.

## Waiting Lists

46. Where a child does not receive an offer of their first preference school, their name will be placed on the waiting list for Surrey schools that are named as a higher preference school to the one they have been offered, **in accordance with the policy of each admission authority**. Parents will be advised that if they want to go on the waiting list for any out of county preference school that they should contact the school or the maintaining local authority for the school to establish their policy on waiting lists.
47. Details of pupils **who have not been offered a higher preference school** will be shared with **the admission authority of each Surrey school** by **27 March 2015**.
48. Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However all offers must be made by the home local authority. Admission authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
49. Schools within Surrey will not inform any applicant that a place can be offered from a waiting list in advance of such notification being sent by the home local authority.
50. Waiting lists for each school will be held until the end of the Autumn term after which some schools may cancel their waiting lists and in those cases parents may apply in writing to remain on the list if they wish to.

This page is intentionally left blank





This page is intentionally left blank

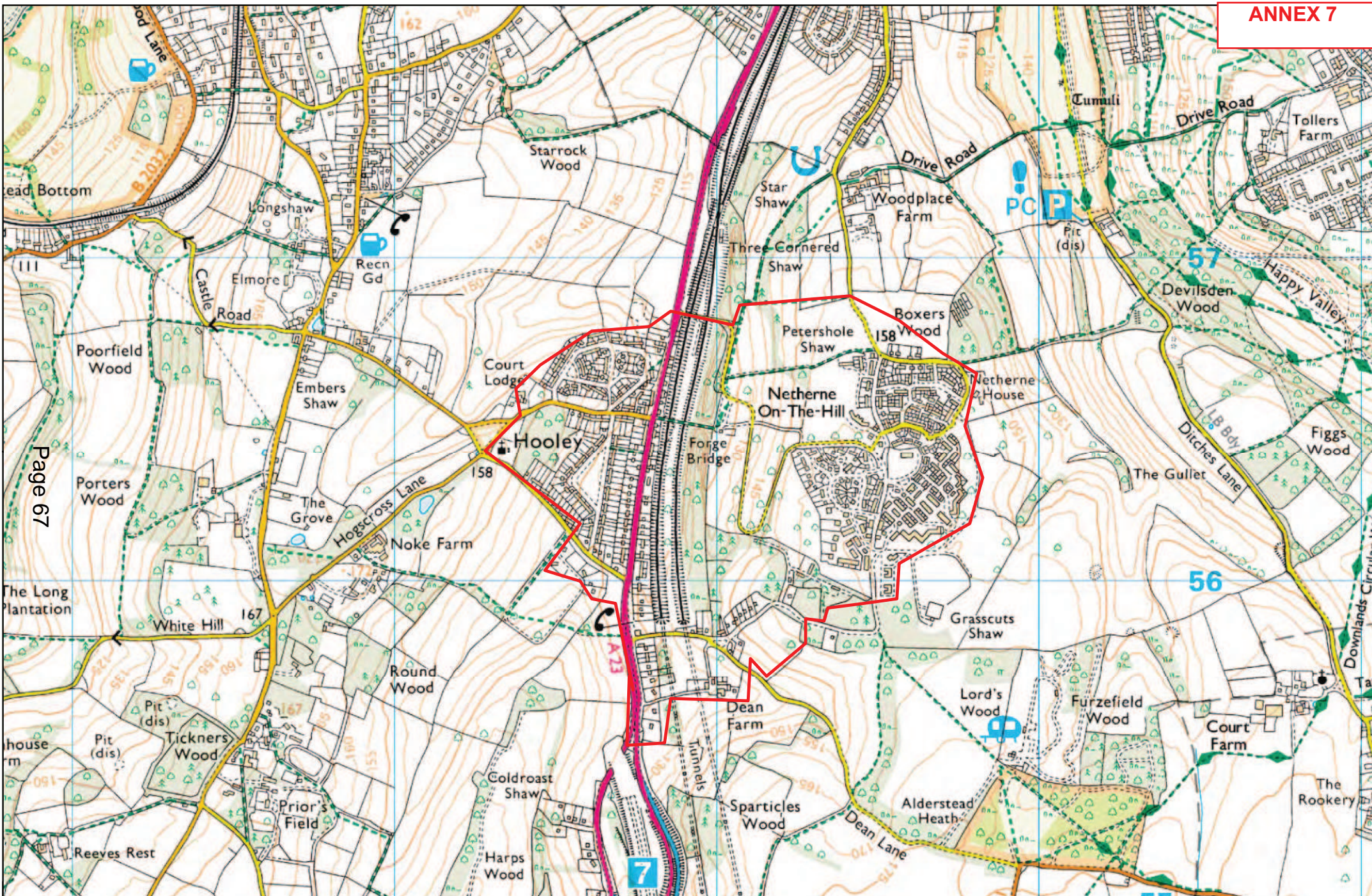


Page 65

### Southfield Park Primary Catchment Area



This page is intentionally left blank



Page 67

### Woodmansterne Primary Catchment Area

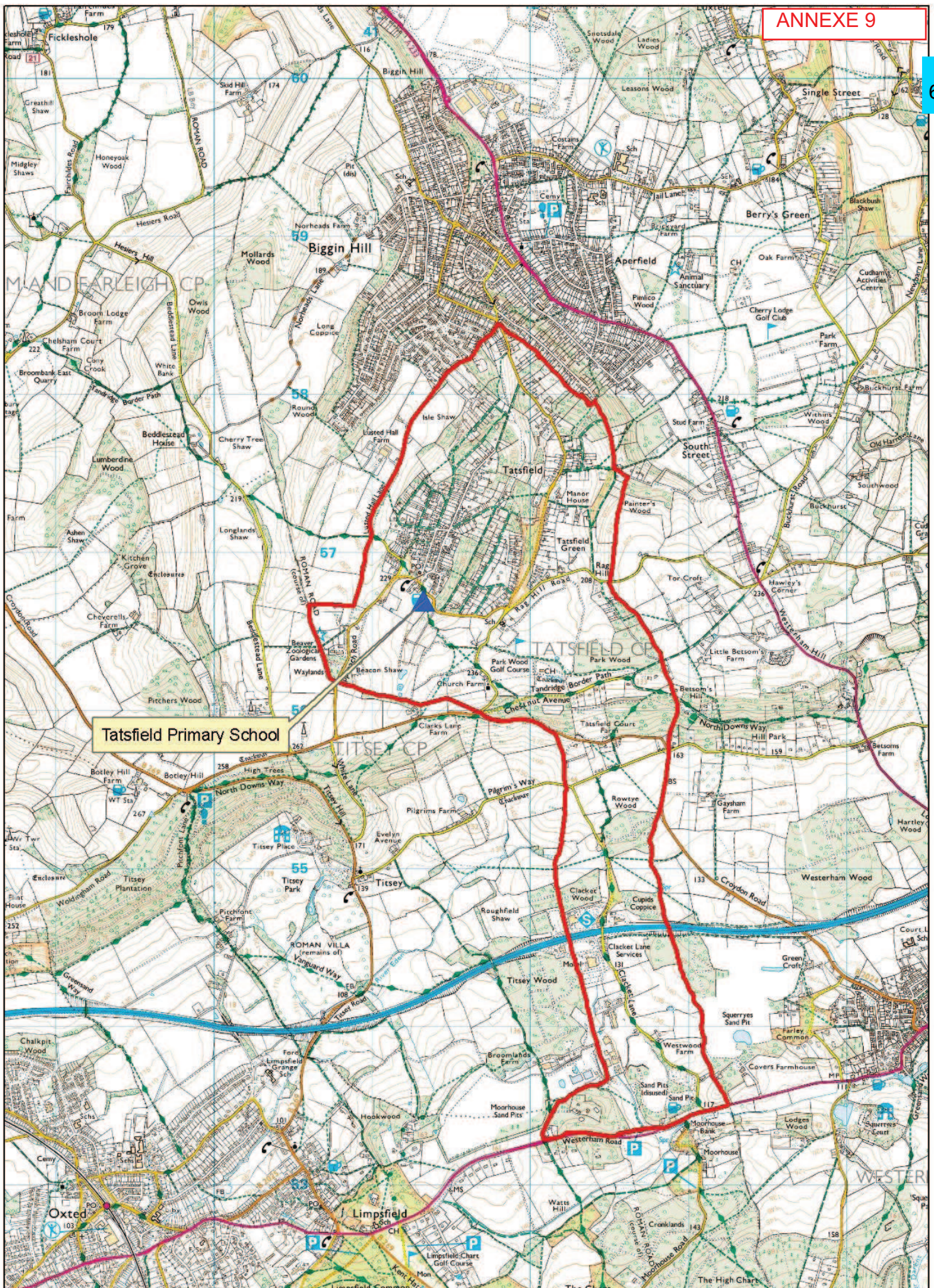


This page is intentionally left blank



This page is intentionally left blank

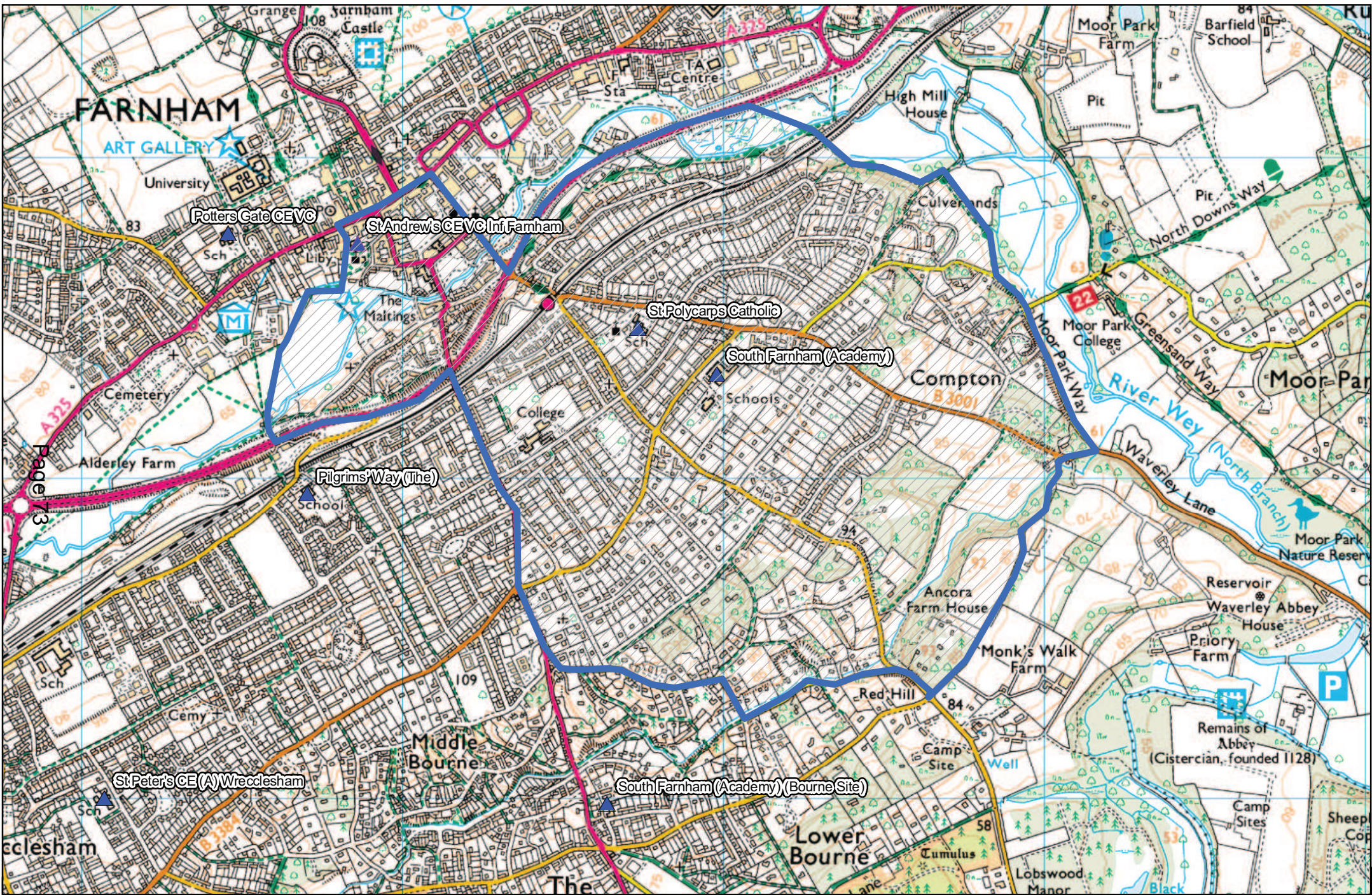




Tatsfield Primary School

Tatsfield Primary School Catchment Area

This page is intentionally left blank



N  
 © Crown copyright and database rights 2013  
 Ordnance Survey 100019613  
 Except A-Z Street Atlas © Copyright of the  
 Publishers Geographers' A-Z Map Company Ltd.

Printed By:  
 Printed On:  
 Project No:  
 Scale: 1:15,000 Original Size A4

## Annex 10: St Andrew's Infant Proposed Catchment Area



This page is intentionally left blank

# Proposed changes to the admission arrangements for Surrey County Council's community and voluntary controlled schools September 2015

(Please see separate consultation regarding the admission arrangements for Esher CofE High School and St Andrew's CofE (Controlled) Infant School in Farnham)

## Introduction

Surrey County Council is consulting on the changes which it has proposed to the admission arrangements for some community and voluntary controlled schools from September 2015. Full details of the changes are set out below.

A copy of the proposed admission arrangements for all community and voluntary controlled schools are set out in Appendix 1 and its annexes, with changes highlighted in bold. An equality impact assessment is set out in Appendix 2.

Appendix 1	Admission arrangements for community and voluntary controlled schools
ANNEX 1	Proposed published admission numbers
ANNEX 2	Schools to be considered to be on adjoining/shared sites for sibling priority
ANNEX 3	Schools to be considered to admit local children for assessing nearest school
ANNEX 4	Primary and secondary coordinated schemes
ANNEX 5	Catchment map for Esher C of E High School (expected to convert to an academy during consultation period)
ANNEX 6	Catchment map for Southfield Park Primary School
ANNEX 7	Catchment map for Woodmansterne Primary School
ANNEX 8	Catchment map for Oxted School
ANNEX 9	Catchment map for Tatsfield Primary School
Appendix 2	Equality impact assessment

## What changes are being proposed?

(Please see separate consultation regarding the admission arrangements for Esher CofE High School and St Andrew's CofE (Controlled) Infant School)

### 1. Auriol Junior School – Epsom and Ewell

From September 2015 it is proposed to introduce a feeder link to Auriol Junior School for children at The Mead Infant School so that the admission criteria would be as set out in **paragraph 8 b) i) of Appendix 1**, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending The Mead Infant School
4. Siblings not admitted under 3 above
5. Any other children

Whilst Auriol Junior School currently has a reciprocal sibling link with The Mead Infant School there is no feeder link from the infant school to the junior school. However, most children attending The Mead Infant School do transfer to Auriol Junior. For 2013 admission,

81 of the 90 children attending The Mead Infant School applied and were offered a place at Auriol Junior School.

Whilst there is still no guarantee that all children at The Mead Infant School who apply would be given a place at the junior school it is likely that in most years those who want to transfer would be able to. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.

Although siblings would be given a lower priority after the feeder link, for 2013 admission there were only three children who were allocated a place under the sibling criterion who did not attend The Mead Infant School. As not all children attending the Mead Infant School are likely to apply for a place at Auriol Junior, it is likely that all siblings would still be offered a place, although there would be no guarantee.

In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **section 11 of Appendix 1**.

## 2. Reigate Priory – Reigate and Banstead

From September 2015 it is proposed to introduce tiered sibling criteria so that the admission criteria would be as set out in **paragraph 8 e) iii) of Appendix 1**, as follows:

- a. Looked after and previously looked after children
- b. Exceptional social/medical need
- c. Siblings for whom the school is the nearest to their home address
- d. Non-siblings for whom the school is the nearest to their home address
- e. Other siblings for whom the school is not the nearest to their home address
- f. Any other children

Reigate Priory is an oversubscribed junior school in Reigate and increasingly there are children who have found it difficult to access a place even though it is their nearest junior. This change in admission criteria would mean that places would be offered to children for whom the school was nearest ahead of other children for whom it was not, with siblings being prioritised in this way as well as applicants on distance. It is anticipated that this will help ensure that a school within a reasonable distance can be offered to all children living in the area.

It is anticipated that the impact of this change would be comparatively low. In the past three years, the number of children who have been admitted to Reigate Priory under the sibling criterion who did not have it as their nearest junior provision was as follows:

2011	13
2012	6
2013	6

Whilst there is no guarantee that Reigate Priory would be able to allocate a place to every child who has it as their nearest school, this proposal lessens the disadvantage that might be caused to children living further away to the north of Reigate. These children may still have Reigate Priory as their nearest school but are currently displaced if children with siblings at the school apply, even if those children have another nearer junior provision. For

2012 admission there were five children who had Reigate Priory as their nearest school who were not offered a place but all would have been offered if these criteria had applied.

Reigate Priory has a published admission number of 150 but admitted an extra class in 2013. With this extra class, all children who had the school as their nearest were offered a place, as well as eight children who did not have the school as their nearest. However the proposed published admission number for Reigate Priory currently remains at 150 for 2015.

Whilst there are currently discussions on increasing the published admission number to 180 no decision has yet been made. If it is agreed for the school to admit 180 children in 2015 and thereafter for it to increase its PAN permanently, there may not be a need to vary the admission arrangements for the school as this should provide for all children to be offered a place if they have it as their nearest school. This will form part of the deliberations after consultation.

### 3. St Ann's Heath Junior School – Runnymede

From September 2015 it is proposed to introduce a feeder link to St Ann's Heath Junior School for children at Meadowcroft Infant School, in addition to the existing feeder link with Trumps Green Infants, so that the admission criteria would be as set out in **paragraph 8 f) iii) of Appendix 1**, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending Trumps Green Infant School or Meadowcroft Infant School
5. Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
6. Any other children

In addition to the feeder link it is also proposed to establish a reciprocal sibling link between Meadowcroft Infant and St Ann's Heath Junior so that the sibling link would work across both schools (**see Annex 2 of Appendix 1**).

Meadowcroft Infant School currently has no feeder link to Year 3 provision. This can make parents anxious about Year 3 transition and has resulted in them taking their children out of the school at Year 2 or earlier, as soon as a place becomes available in a primary school or another infant school with clearer links to Year 3 provision. This can be disruptive for the school and for the children.

This proposal is linked with the decision to expand St Ann's Heath Junior School from a published admission number of 64 to 90 and a proposal to expand Lyne and Longcross from a one form entry infant school to a one form entry primary school. Currently, children at Lyne and Longcross predominantly transfer to St Ann's Heath Junior School, but if Lyne and Longcross becomes a primary school then some places at St Ann's Heath will be freed up.

Surrey County Council accepts that Meadowcroft Infant School is some distance from St Ann's Heath Junior School. However, as there is little local Year 3 provision, children in this area are increasingly likely to have to travel longer distances to access a school place. As such, the local authority believes this to be a positive development as it improves on the current arrangements.

Whilst there is no guarantee that all children at Meadowcroft Infant School who apply would be given a place at the junior school it is likely that in most years those who want to transfer would be able to. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.

In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **section 11 of Appendix 1**.

#### **4. Thames Ditton Infant and Thames Ditton Junior schools – Elmbridge**

From September 2015 it is proposed to introduce a reciprocal sibling link between Thames Ditton Infant and Thames Ditton Junior schools, as set out in **Annex 2 of Appendix 1**.

This means that sibling priority would be applied across these schools and this will maximise the opportunity for families to keep their children in schools that are close to each other.

In line with Surrey County Council policy, the introduction of a reciprocal sibling link would enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **section 11 of Appendix 1**.

#### **5. Nursery criteria - introduction of criteria for two year olds**

From September 2015 it is proposed to introduce criteria for admission to nursery for two year olds who are eligible for the free extended provision, as set out in **paragraph 18 of Appendix 1** and as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who are expected to have a sibling attending the nursery or the main school at the time of admission
- d) Any other children

These criteria are principally in line with the criteria that apply for three year olds and would only apply to community or voluntary controlled schools or nurseries which decided to admit children at two years old.

Once two year olds are placed on roll at a nursery, they would be automatically entitled to take up a three year old place and the number of places available for three year olds would reduce.



## 6. Changes proposed to published admission numbers

**ANNEX 1 of Appendix 1** sets out the proposed published admission numbers for all community and voluntary controlled schools for September 2015. Any changes to the published admission number which was set for 2014 are highlighted in bold.

The local authority is only required to consult if it proposes to decrease a published admission number for a school. As it is proposed to decrease the published admission numbers for the schools listed below, the local authority is consulting on these changes:

### **The Dawnay – decrease to Junior PAN from 30 to 15**

This decrease is proposed to provide for a better use of resources within the school and to reduce the impact of in year admissions.

### **North Downs Primary – decrease to Reception PAN from 64 to 60**

As a result of a change to the use of its three sites, this decrease in published admission number is necessary to ensure that the school can comply with infant class size legislation.

## 7. Nearest schools

**Annex 3 of Appendix 1** sets out a list of academies and foundation, trust and voluntary aided schools which will be considered to admit local children as well as a list of some out of County school which are close to the Surrey border but which will not be considered to admit local children. Where a community or voluntary controlled school gives priority to children attending their nearest school, these lists will be used to assess which school is considered to be each child's nearest school.

For September 2015 admission it is proposed to add the following schools to the list of own admission authority schools that are considered to admit local children for the purpose of applying the admission arrangements for community and voluntary controlled schools:

### **Mole Valley**

St Andrew's Catholic Secondary School

### **Spelthorne**

Bishop Wand Church of England School

Saint Ignatius Roman Catholic Primary School

As part of the intake for the last three years (2011, 2012 and 2013), each of these schools has admitted children from the local area without regard to faith and as such can be considered to admit local children.

In addition, it is proposed to add Camelsdale Primary School in West Sussex as an out of county school which will **not** be taken in to account for the purpose of applying the admission arrangements for any community or voluntary controlled school which gives priority to children according to whether or not the school is their nearest school.

Camelsdale Primary School operates a catchment area which does not extend in to Surrey. In the past five years only one Surrey child has been allocated a place at the initial allocation. However, there are a small number of Surrey families who live closer to Camelsdale than their nearest Surrey community school and who, as a direct result, fail to be eligible for a place at their nearest Surrey community school. As they have little chance

of gaining a place at Camelsdale and as Camelsdale is an out of County school, it is proposed to .

## **How can you respond to the consultation?**

The consultation on these proposed changes will run from Monday 25 November 2013 to Monday 20 January 2014. If you would like to take part please complete an online response form at [www.surreysays.co.uk](http://www.surreysays.co.uk). Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondents name and address will be accepted.

## **What happens next?**

After the closing date responses will be collated and presented to the County Council's decision making Cabinet on 25 February 2014. It will decide whether or not to proceed with the proposed changes as well as determining the admission arrangements for all community and voluntary controlled schools for which no changes are proposed. Cabinet's decision will then need to be ratified by the full County Council on 18 March 2014. Once determined the final admission arrangements for all community and voluntary controlled schools will be placed on Surrey's website at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

# Consultation

## PROPOSED amendment to the catchment area for Esher CofE High School - 2015/16

### Introduction

Surrey County Council is proposing an amendment to the catchment area to be used for Esher C of E High School for September 2015. This proposal has been put together in conjunction with the school and is in line with changes being proposed by Hinchley Wood School.

Esher C of E High School is currently a voluntary controlled school but is expected to convert to an academy on 1 February 2014. If the conversion goes ahead on that date, the school will take responsibility for determining their own admission arrangements for 2015.

The proposed admission arrangements and catchment map for 2015 are included at Appendix 1 and Appendix 2.

### What change is being proposed?

The change being proposed is to extend the catchment area for Esher C of E High School to include the whole of Claygate village (see Appendix 2 for proposed catchment map).

Currently the catchment area only extends to cover half of Claygate, with the other half of the village falling within the catchment area for Hinchley Wood School. Whilst the children in the Esher High catchment are normally offered a place at that school, the children in the Hinchley Wood catchment are less likely to be offered a place at their catchment school. This can leave the community of Claygate divided with one half being offered their catchment school whilst the other is not.

With regard to catchments, the School Admissions Code says that catchment areas '**must** be designed so that they are reasonable and clearly defined'.

It is recognised that Claygate has historically been served by two schools as there are good transport links from the village to both Esher High and Hinchley Wood schools. Due to these historic links, neither school would wish to remove Claygate from their catchment area.

However, even if they were to do so, placing Claygate in the catchment area for only one of these schools would be unlikely to resolve the issue. Hinchley Wood School is not currently able to allocate many places to Claygate children and so if the whole of Claygate fell just within the catchment for Hinchley Wood an even greater number of pupils would be likely to be without an offer of a school place. Alternatively if the whole of Claygate fell solely within the catchment area for Esher High then the numbers who would be seeking a place at that school would be likely to have a detrimental impact on other families who live elsewhere but who could also claim a historic link with the school. Given the historic links, it would also be questionable whether to amend the catchments in this way would be reasonable.

For this reason, this proposal for Esher High is in line with a change being proposed by Hinchley Wood School to extend their catchment to cover the whole of Claygate also. However, Hinchley Wood School also propose to introduce feeder links with its four partnership junior/primary schools, which includes Claygate Primary School. In this way it is likely that children living in Claygate who attend Claygate Primary School can be considered for a place at Hinchley Wood School, whilst those who do not can be considered for a place at Esher High School.

Esher High School is proposing to admit 240 children from September 2015, which is an increase of one extra class. The addition of this extra class should negate the impact that this change to catchment area would have on other applicants.

Whilst there are of course no guarantees that a place at either school will be available for pupils living in Claygate, it is believed that, taken together, these proposals provide a greater likelihood for children in Claygate to be offered a place at either Esher High or Hinchley Wood. They also provide for this area to continue to divide their applications between the two schools, thereby preventing an untenable increase in demand at either school.

### **How can you respond to the consultation?**

The consultation on the proposed change to the catchment area for Esher High School will run from Thursday 12 December 2013 to Wednesday 5 February 2014. If you would like to take part please complete an online response form at [www.surreysays.co.uk](http://www.surreysays.co.uk). Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondent's name and address will be accepted.

**Please note that Hinchley Wood School is carrying out a separate consultation regarding the proposed changes to their admission arrangements. If you wish to comment on the proposed changes for both schools it is important that you respond to both consultations because the responses will be considered separately.**

### **What happens next?**

After the closing date the responses will be collated. If by 5 February 2014 the school has become an Academy, the outcome of the consultation will be shared with the governing body of the school which will then be responsible for determining the admission arrangements by 15 April 2014. The admission arrangements would then be published on the school's website.

If however the school has not converted to an Academy by 5 February 2014, Surrey County Council will retain responsibility for determining the arrangements. In which case, the outcomes will be presented to Surrey County Council's decision making Cabinet on 25 February 2014. Cabinet's decision would then need to be ratified by the full County Council on 18 March 2014. Once determined the final admission arrangements would be made available on Surrey's website at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## PROPOSED admission arrangements for Esher C of E High School - 2015/16

The Published Admission Number for initial entry to Esher CofE High School in 2015 will be 240.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for secondary admission. Applications for admission to Year 7 must be made by 31 October 2014.

Children with a statement of special educational needs that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Where the school is over-subscribed for any year group, applications for entry in 2015/16 will be ranked in the following order:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of Esher CofE High School (**see APPENDIX 2 for change to catchment map**)
5. Any other children

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

### Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### Siblings for community and voluntary controlled schools

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at the time of the child's admission. For the initial intake to the school this means that a child will be given priority for admission only if their sibling will still be at the school in September 2015. This will apply both at the initial allocation of places and also when prioritising the waiting list.

### Home address

The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time. A temporary address will not generally be accepted if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

### Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place e.g. where two children live equidistant from the school, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children are to be ranked consecutively in their order of priority for a place, Surrey County Council will draw lots to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

### Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

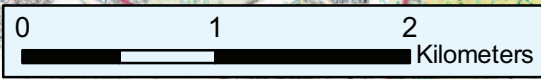
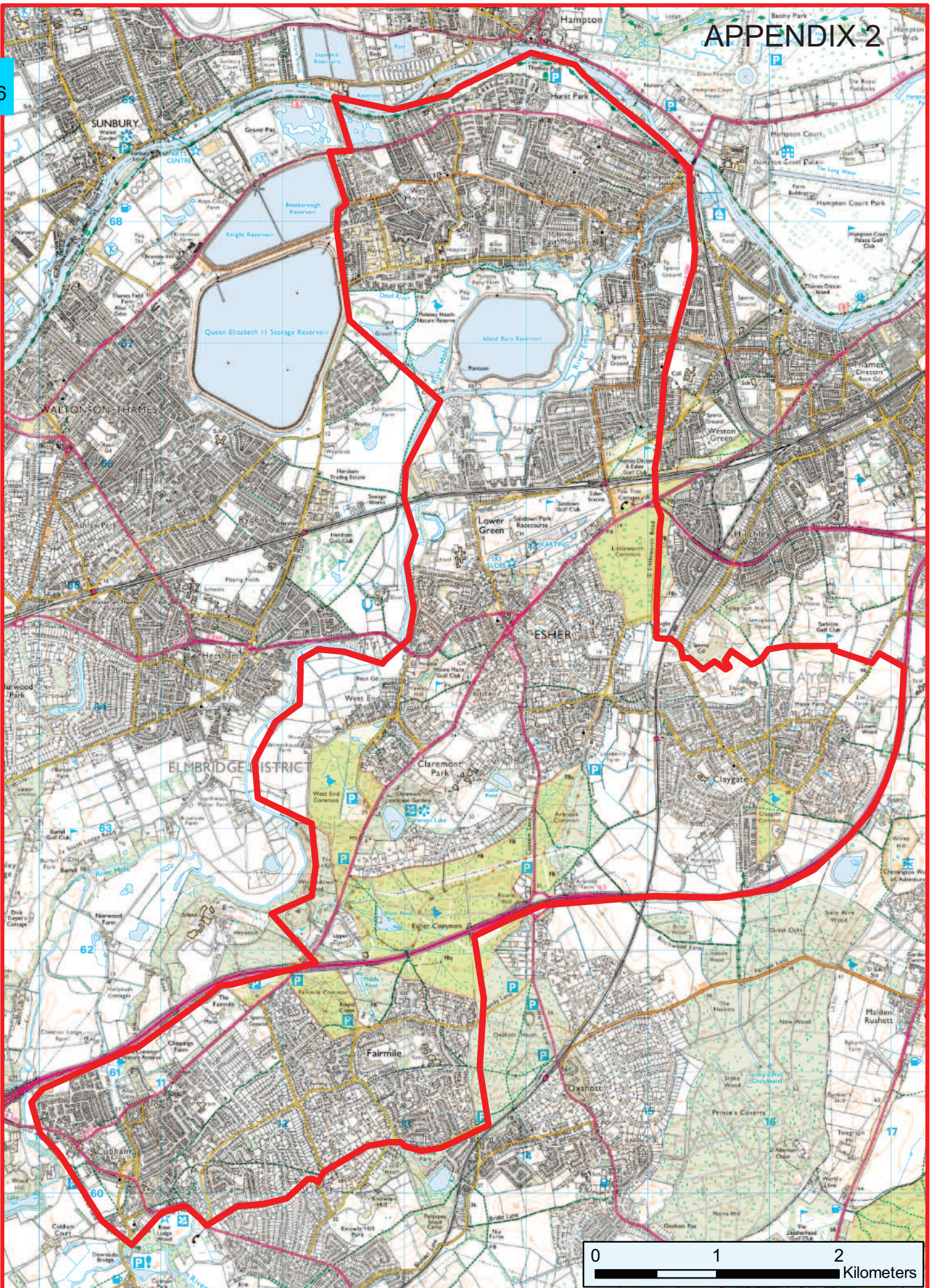
Waiting lists for the initial intake will be maintained until the last day of the Summer term 2016 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to Surrey County Council by 29 July 2016, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 29 July 2016, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

### In-year admissions

The following applications will be treated as in-year admissions during 2015/16:

- applications for admission to Year 7 which are received after 1 September 2015;
- all other applications for admission to Years 8 to 11.

Applications must be made to the Local Authority on Surrey's common application form. Where there are more applications than places available, each applicant will be ranked in accordance with the published oversubscription criteria for each school.





# Consultation

## PROPOSED change to the admission arrangements for St Andrew's CofE (Controlled) Infant School - 2015/16

### Introduction

Surrey County Council is proposing a change to the admission arrangements for St Andrew's CofE (Controlled) Infant School for September 2015. This proposal has been put together in liaison with Governors at St Andrew's and following discussions with Guildford Diocese and South Farnham School Academy Trust.

The proposed admission arrangements and catchment map for 2015 are included at Appendix 1 and Appendix 2.

### What change is being proposed?

After giving priority to siblings, (criterion 3 below) it is proposed to introduce an admission priority for the school based on a catchment area, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of St Andrew's CofE Infant School (**see APPENDIX 2 for catchment map**)
5. Any other children

This would mean that, after siblings, children who live within the proposed catchment area for the school would receive priority for a place ahead of those who do not.

This proposal has been drawn up to secure the future viability of St Andrew's beyond the short-term, to end a period of considerable uncertainty. It is part of the process of formulating a joint working relationship with South Farnham for the mutual benefit of the two schools.

Children at St Andrew's will receive education at a local infant school from which there is a feeder link to South Farnham at Year 3. This should provide for a greater continuity and clarity in admissions for the local area.

South Farnham School admits children at Reception and at Year 3 and the school operates across two sites, one of which is dedicated to KS1 education and the other to KS2 education. Whilst South Farnham School may propose changes to their admission arrangements, there is an existing feeder school link with St Andrew's Infant School.

Whilst this proposal does not prevent parents who live outside the catchment from naming St Andrew's as a preference, those areas served by other local schools should St Andrew's not be in a position to offer places beyond the catchment area.

## **How can you respond to the consultation?**

The consultation on the proposed change to the admission arrangements for St Andrew's CofE Infant School will run from Thursday 12 December 2013 to Wednesday 5 February 2014. If you would like to take part please complete an online response form at [www.surreysays.co.uk](http://www.surreysays.co.uk). Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondent's name and address will be accepted.

## **What happens next?**

After the closing date the responses will be collated and the outcomes will be presented to Surrey County Council's decision making Cabinet on 25 February 2014. Cabinet's decision would then need to be ratified by the full County Council on 18 March 2014. Once determined the final admission arrangements would be made available on Surrey's website at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## **PROPOSED admission arrangements for St Andrew's CofE (Controlled) Infant School - 2015/16**

The Published Admission Number for initial entry to St Andrew's CofE (Controlled) Infant School in 2015 will be 40.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for primary admission. Applications for admission to Reception must be made by 15 January 2015.

Children with a statement of special educational needs that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Where the school is over-subscribed for any year group, applications for entry in 2015/16 will be ranked in the following order:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of St Andrew's CofE Infant School (see APPENDIX 2 for catchment map)
5. Any other children

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

### Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### Siblings for community and voluntary controlled schools

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.

A child will be given sibling priority if they have a sibling at the school at the time of the child's admission. For the initial intake to the school this means that a child will be given priority for admission only if their sibling will still be at the school in September 2015. This will apply both at the initial allocation of places and also when prioritising the waiting list.

### Home address

The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time. A temporary address will not generally be accepted if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

### Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place e.g. where two children live equidistant from the school, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children are to be ranked consecutively in their order of priority for a place, Surrey County Council will draw lots to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

### Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake will be maintained until the last day of the Summer term 2016 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to Surrey County Council by 29 July 2016, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 29 July 2016, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

### Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September **2010** and 31 August **2011** will be eligible to apply for a full time place in Reception for September **2015**. Applicants may request to defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Applicants may also request for their child to start part time until their child reaches statutory school age.

### In-year admissions

The following applications will be treated as in-year admissions during 2015/16:

- applications for admission to Reception which are received after 1 September 2015;
- all other applications for admission to Years 1 and 2.

Applications must be made to the Local Authority on Surrey's common application form. Where there are more applications than places available, each applicant will be ranked in accordance with the published oversubscription criteria for each school.



# St Andrews Infant School Proposed Catchment Area

Printed By:  
 Printed On:  
 Project No:  
 Scale:

© Crown copyright and database rights 2013  
 Ordnance Survey 100019613  
 Except A-Z Street Atlas © Copyright of the  
 Publishers Geographers A-Z Map Company Ltd.

1:2,888 Original Size A4



# Addressing Inequalities

## Equalities Impact Assessment

## Surrey County Council Equality Impact Assessment Template

### Stage one – initial screening

<b>What is being assessed?</b>	<b>Admissions policy and coordinated schemes 2015</b>
<b>Service</b>	<b>Admissions and Transport</b>
<b>Name of assessor/s</b>	<b>Claire Potier</b>
<b>Head of service</b>	<b>Peter-John Wilkinson</b>
<b>Date</b>	<b>30 October 2013</b>
<b>Is this a new or existing function or policy?</b>	<b>Existing policy under review</b>

**Write a brief description of your service, policy or function. It is important to focus on the service or policy the project aims to review or improve.**

The policies being considered under this EIA set out the processes and criteria for admitting children to community and voluntary controlled schools and how Surrey County Council will coordinate admission applications and outcomes within the County Council and across County borders. In accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent.

**Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.**

<b>Equality Group</b>	<b>Positive</b>	<b>Negative</b>	<b>No impact</b>	<b>Reason</b>
<b>Age</b>	X			<ul style="list-style-type: none"> <li>• <b>Parents of 4 year olds can ask for their child to defer entry or start Reception full / part-time</b></li> <li>• <b>Older applicants will be prioritised for</b></li> </ul>



				admission to a three year old nursery place as they will have less time to spend in nursery
Gender Reassignment			X	
Disability	X			Provision is made for SEN children to be admitted to school  Provisions made within the policy for priority to be given to medical need
Sex			X	
Religion and belief	X			Provision made within the admissions timetable for faith schools to rank their applicants
Pregnancy and maternity			X	
Race			X	
Sexual orientation			X	
Carers	X			Potential for child carers to claim for social priority for a school place
Other equality issues – please state	X			Children in care and children who have left care through adoption, a residence order or special guardianship order, receive top priority for a school place by law  A translation service is on offer for parents who might find language a barrier to understanding the literature and Surrey's Schools and Childcare service acts as a Choice Advice service to help parents understand the process

HR and workforce issues			X	
Human Rights implications if relevant			X	

If you find a negative impact on any equality group you will need to complete stage one and move on to stage two and carry out a full EIA.

A full EIA will also need to be carried out if this is a high profile or major policy that will either effect many people or have a severe effect on some people.

Is a full EIA required?	Yes (go to stage two) X	No
If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion.		
Briefly describe any positive impacts identified that have resulted in improved access or services		

For screenings only:

Review date	
Person responsible for review	
Head of Service signed off	
Date completed	

- Signed off electronic version to be kept in your team for review
- Electronic copy to be forwarded to Equality and Diversity Manager for publishing

Stage 2 – Full Equality Impact Assessment - please refer to [equality impact assessment](#) guidance available on Snet

## Introduction and background

Using the information from your screening please describe your service

**or function. This should include:**

- **The aims and scope of the EIA**
- **The main beneficiaries or users**
- **The main equality, accessibility, social exclusion issues and barriers, and the equality groups they relate to (not all assessments will encounter issues relating to every strand)**

The policies being considered under this EIA set out the processes and criteria for admitting children to community and voluntary controlled schools and how Surrey County Council will coordinate admission applications and outcomes within the County Council and across County borders. These are statutory policies required by legislation and in accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent and that comply with equalities legislation and the Human Rights Act.

The main users of the policies will be parents applying for Surrey schools, schools and neighbouring Local Authorities.

The admission policy allows for SEN children to be admitted ahead of other applicants. SEN admissions fall outside the scope of admissions legislation.

The admission criteria make provision for looked after children and children who have left care through adoption, a residence order or special guardianship order, as a top priority for admission. The second criteria for admission allows for children who have a social or medical need for a place at a particular school to be given priority, this might include a child who has a disability or a child who has caring responsibilities for a parent.

Most children start school in the year after they turn 4 years old but all children must be in school in the term after they turn 5 years old. By law the admission arrangements for entry to Reception allow for a parent of a 4 year old to defer their entry until later in the school year and for parents of 4 year olds to ask that their child start school part time.

The arrangements for admission to a three year old nursery place allow nurseries to give a higher priority to older children who might have less time to spend in nursery. The proposed admission arrangements for a two year old nursery place provide for a fair allocation of places to children who are entitled to the extended nursery provision.

The policies and application procedure are widely publicised on Surrey County Council's website, in print and through publicity posters throughout the County and the closing dates are broadcast on local radio. Parents are encouraged to apply online and leaflets are sent out widely setting out how parents can apply and how they might obtain a paper copy of the application form. Schools act as a support and advisory point for parents and primary schools are asked to target parents of children in their nursery to make sure they apply for a Reception place. Primary schools are also asked to check the

applications made to ensure that all children who are approaching Year 7 transition have made an application. Online application numbers are high at over 95%, which demonstrates that most parents have the access and ability to apply online. However paper forms are readily available for parents who do not have the access or ability to apply online to ensure that these parents have equal access to school places. There is no evidence that would indicate that these families are not currently accessing the service.

The County Council also employs a dedicated translation service for all written material and the Contact Centre is used to support parents who might have difficulty in understanding and applying the policy.

**Now describe how this fits into 'the bigger picture' including other council or local plans and priorities.**

Surrey County Council acts as admission authority for community and voluntary controlled schools, whilst the governing body of each school acts as the admission authority for academies and foundation, trust and voluntary aided schools. The admission arrangements for all schools must be determined by 15 April each year and the arrangements and processes to determine which children will be admitted must be lawful and comply with the School Admissions Code.

Under the Coordination regulations each local authority must coordinate applications for children living in their area and must publish schemes setting out how it will do this.

The over-arching aspect of admission arrangements and coordinated schemes is that they must be fair and objective, give every parent the opportunity to apply for schools that they want for their child, provide parents with clear information and provide support to parents who find it hardest to understand the system.

## Evidence gathering and fact-finding

**What evidence is available to support your views above? Please include a summary of the available evidence including identifying where there are gaps to be included in the action plan.**

**Remember to consider accessibility alongside the equality groups**

95% of parents applied online in 2013 and paper forms were readily available to parents who could not or chose not to apply online

As part of the normal intake to schools in 2013, 98 places were offered at community and voluntary controlled schools to children in care or children who had left care through adoption, a special guardianship order or a residence

order.  
As part of the normal intake to schools in 2013, 46 places were offered at community and voluntary controlled schools on exceptional grounds (social/medical need)

- Sources of evidence may include:
- Service monitoring reports including equality monitoring data
  - User feedback
  - Population data – census, Mosaic
  - Complaints data
  - Published research, local or national.
  - Feedback from consultations and focus groups
  - Feedback from individuals or organisations representing the interests of key target groups
  - Evidence from partner organisations, other council departments, district or borough councils and other local authorities

**How have stakeholders been involved in this assessment? Who are they, and what is their view?**

Schools which have changes being proposed have been consulted on the changes. All community and voluntary controlled schools were sent confirmation of the published admission number that was to be proposed and were offered the opportunity to query it if they felt it was incorrect or if they had anticipated a change.

The consultation is the opportunity to engage with parents and the wider school community. As part of the consultation process the proposed admission arrangements and coordinated schemes will be widely publicised both on the County Council website and in schools and nurseries. All forms of responses will be accepted including the standard response form, online responses and any other relevant correspondence.

A total of 83 responses were received to the initial consultation.

Of the total responses, only 6 (7.2%) respondents completed the equality monitoring form and as such, little conclusion can be drawn from the responses. This is a lower response to previous years and is likely to be a result of a change in the consultation tool that has been used for this consultation. This will be fed back to the team responsible for managing this facility.

However, of those completing a monitoring form:

- Age**
- 83% (5) of respondents were aged 18 – 49
  - 17% (1) of respondents were aged 50 – 64

**Race**

83 % (5) of respondents described themselves as white and British.  
 17% (1) of respondents described themselves as Asian or Asian British - Pakistani

**Disability**

No respondents indicated that they had a disability

**Gender**

50% (3) of respondents were female  
 33 % (2) of respondents were male  
 17% (1) of respondents were transgender (female to male)

**Faith**

67% (4) of respondents indicated that they were of Christian Faith  
 33 % (2) of respondents indicated that they had no faith-based affiliation

**Sexual Orientation**

100% of respondents stated that they were heterosexual

**Analysis and assessment**

**Given the available information, what is the actual or likely impact on minority, disadvantaged, vulnerable and socially excluded groups? Is this impact positive or negative or a mixture of both? (Refer to the EIA guidance for full list of issues to consider when making your analysis)**

Based on the assessment of the policies and the evidence, these policies will have an overall positive equality impact.

**What can be done to reduce the effects of any negative impacts? Where negative impact cannot be completely diminished, can this be justified, and is it lawful?**

No evidence of any negative impact.

**Where there are positive impacts, what changes have been or will be made, who are the beneficiaries and how have they benefited?**

<p><b>Recommendations</b></p> <p>Please summarise the main recommendations arising from the assessment. If it is impossible to diminish negative impacts to an acceptable or even lawful level the recommendation should be that the proposal or the relevant part of it should not proceed.</p>

**Action Plan – actions needed to implement the EIA recommendations**

Issue	Action	Expected outcome	Who	Deadline for action

- Actions should have SMART Targets
- Actions should be reported to the Directorate Equality Group (DEG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

Date taken to Directorate Equality Group for challenge and feedback	
Review date	
Person responsible for review	Claire Potier
Head of Service signed off	Peter-John Wilkinson
Date completed	30 October 2013
Date forwarded to EIA coordinator for publishing	

- **Signed off electronic version to be kept in your team for review**
- **Electronic copy to be forwarded to your service EIA coordinator to forward for publishing on the external website**

### **EIA publishing checklist**

- Plain English – will your EIA make sense to the public?
- Acronyms – check that you have explained any specialist names or terminology
- Evidence – will your evidence stand up to scrutiny; can you justify your conclusions?
- Stakeholders and verification – have you included a range of views and perspectives to back up your analysis?
- Gaps and information – have you identified any gaps in services or information that need to be addressed in the action plan?
- Legal framework – have you identified any potential discrimination and included actions to address it?
- Success stories – have you included any positive impacts that have resulted in change for the better?
- Action plan – is your action plan SMART? Have you informed the relevant people to ensure the action plan is carried out?
- Review – have you included a review date and a named person to carry it out?
- Challenge – has your EIA been taken to your DEG for challenge
- Signing off – has your Head of Service signed off your EIA?
- Basics – have you signed and dated your EIA and named it for publishing?



## Consultation on Surrey’s admission arrangements for September 2015 for community and voluntary controlled schools and coordinated schemes

### Outcome of consultation

#### Consultation 1 – Changes to admission arrangements for community and voluntary controlled schools

##### Response to consultation

1. By the closing date, 83 individual responses had been submitted online.

2. The 83 responses were from:

School Governor	1
Headteacher	1
Local resident	1
Other family member	1
Parent	77
School Staff Member	1
Not defined	1

3. A summary of the responses to questions within the consultation that were received from all sources is set out below in Table A

**Table A - Summary of responses to admission consultation for September 2015**

Question Number	Proposal	Document	Agree	Disagree
1	Auriol Junior School - introduction of feeder link for children at The Mead Infant School	Appendix 1	27	2
2	Reigate Priory - introduction of tiered sibling criteria	Appendix 1	46	12
3	St Ann’s Heath Junior School - introduction of a feeder link for children at Meadowcroft Infant School	Appendix 1	7	3
4	Meadowcroft Infant School and St Ann’s Heath Junior School - introduction of a reciprocal sibling link	Annex 2	6	4
5	Thames Ditton Infant School and Thames Ditton Junior School - introduction of a reciprocal sibling link	Annex 2	9	3
6	Admission criteria for two year olds entering nursery	Appendix 1	15	8
7	Decrease in Year 3 Published Admission Number for The Dawnay School from 30 to 15	Annex 1	1	5
8	Decrease in Reception Published Admission Number for North Downs Primary School from 64 to 60	Annex 1	1	5
9	Own admission authority schools in Surrey considered to admit local children	Annex 3	2	4

10	Out of County schools considered to admit local children	Annex 3	2	7
----	----------------------------------------------------------	---------	---	---

### Analysis of responses to questions within the 2015 admission consultation

4. **Introduction of feeder link to Auriol Junior School** - Overall, 27 respondents agreed with the proposal to introduce a feeder link from The Mead Infant School to Auriol Junior School, whilst two were opposed to it.
5. Of the 27 respondents who supported the proposal 26 were parents and one was a school staff member (unrelated school).
6. Respondents in support of the proposal indicated that it would:
  - Provide consistency as children will be able to remain in a familiar environment
  - Enable children to remain with friendship groups
  - Enable children to transfer to a junior school which is on the same site as the infant school
  - Provide continuity of education for children who do not attend an all through primary school
  - Minimise disruption
  - Reduce stress for parents
  - Prevent families from having to transport their children to different schools
  - Local and nearest infant school should be a feeder but some flexibility should be allowed for children who move in to the area
7. However several parents who were in general support of the proposal did also raise a concern that families who had moved away should not benefit from the feeder link. Another suggested that it might be unfair on families whose children don't get in to The Mead.
8. The two respondents who were opposed to the proposal were parents, although one did not live in the area of either school and declared that they would not be affected by the proposal. The reason given by the second parent for not supporting the proposal was due to concerns at the increased traffic that it might cause and that priority should continue to be given to local children.
9. **Introduction of tiered sibling criteria for Reigate Priory** – Overall, 46 respondents supported the introduction of tiered sibling criteria whilst 12 were opposed to it.
10. Of the 46 respondents who supported the proposal 42 were parents, one was a school staff member (unrelated school), one was another family member, one was a local resident and one was not defined. Of the respondents who supported the proposal, 32 indicated that they would be affected by the decision.
11. Reasons given for supporting the proposal were as follows:
  - Fair that local children take priority over non local children
  - Not fair that families can move for a short time to obtain a school place and then move away and yet retain sibling priority
  - Makes parents/carers lives easier
  - Enable children to stay with friendship groups
  - Would prevent families from north of Reigate being allocated a school much further away when other families who already have a place at an all through primary school or have a nearer alternative school have been allocated a place at Reigate Priory
  - Prevents families with only one child from being penalised
  - Enables children to feel part of their local community
  - Would reduce car journeys and environmental 'footprint'
  - It's healthier for children to walk to and from school
  - Most equitable solution to the problem

12. Other comments made by those in support of the proposal were as follows:
- Critical that Surrey also increases the PAN to 180 to ensure that all those who have the school as their nearest can access a place
  - Still need to consider making Holmesdale and Reigate Parish feeder schools to Reigate Priory
13. Of the 12 respondents who were opposed to the proposal, 11 were parents and one was a school governor. Of the parents who were opposed, eight indicated that they would be affected by the decision.
14. However comments from at least four of the respondents who did not support the proposal, appeared to demonstrate that the proposal had been misunderstood. Despite indicating that they were not in agreement with the proposal one respondent indicated that if a child no longer lived in the area then siblings should not go to the school which is not in their catchment. Two other respondents were under the misapprehension that Royal Alexander and Albert would be considered their nearest school at Year 3 when in fact this school would be discounted owing to its requirement for boarding fees. A fourth respondent believed that the proposal would favour parents who had Sandcross as their nearest junior provision when in fact the opposite is true.
15. Other reasons given for opposing the proposal were as follows:
- Important for siblings to attend the same school as this provides continuity and security for children
  - Parents who work already struggle with the logistics of work and childcare
  - Doesn't take account of reason for change in circumstances e.g. family break ups, bereavement, house move to accommodate growing family
  - Should only apply to families who have intentionally moved a significant distance and should not apply to families who have not moved since the child first started
  - Will create difficulties getting children to separate schools
  - Should only apply to families who have yet to make admission decisions
  - Should reconsider introducing feeder links from Holmesdale and Reigate Parish
  - Will create stress and emotional pressure on families
  - May lead to a split in parental responsibilities if siblings at different schools
  - Not just the individual child who is impacted but the family as a whole
16. After the end of the consultation period, an email was also received from Crispin Blunt MP indicating his opposition to the proposal based on the impact it might have on families who have moved slightly further away, for whatever reason, and that it is vital for siblings to be kept together wherever possible.
17. **Introduction of feeder link to St Ann's Heath Junior School** – Overall, seven respondents agreed with the proposal to introduce a feeder link from Meadowcroft Infant School to St Ann's Heath Junior School, whilst three were opposed to it.
18. Of the seven respondents who supported the proposal, six were parents and one was a school staff member (unrelated school). One of the parents who supported the proposal declared that they would be affected by the decision.
19. Reasons given for supporting the proposal were as follows:
- Gives continuity of education for children not in primary school
  - Local and nearest infant school should be a feeder but some flexibility should be allowed for children who move in to the area

20. All three of the respondents who were opposed to the proposal were parents and of those none indicated that they would be affected by the decision. Reasons given for opposing the proposal were as follows:
- Feeder links are unfair
  - There would be an increase in traffic
  - Priority should continue to be given to local children
21. **Introduction of reciprocal sibling link between Meadowcroft Infant School and St Ann's Heath Junior School** - Overall, six respondents supported this proposal whilst four were opposed to it.
22. Of the six respondents who supported the proposal five were parents and one was a school staff member (unrelated school). Of the six respondents who supported the proposal only one indicated that they would be affected by the decision.
23. Reasons given for supporting the proposal were as follows:
- Want children to go on to St Ann's Heath from Meadowcroft
  - Local and nearest infant school should be a feeder but some flexibility should be allowed for children who move in to the area
24. Of the four respondents who were opposed to this proposal three were parents and one was not defined. None indicated that they would be affected by the decision.
25. Reason given for opposing this proposal was due to concerns at the increased traffic that it might cause and that priority should continue to be given to local children.
26. **Introduction of reciprocal sibling link between Thames Ditton Infant and Thames Ditton Junior schools** - Overall, nine respondents supported this proposal whilst three were opposed to it.
27. Of the nine respondents who supported the proposal eight were parents and one was a school staff member (unrelated school). Of the respondents who supported the proposal two indicated that they would be affected by the decision.
28. Reasons given for supporting the proposal were as follows:
- Local and nearest infant school should be a feeder but some flexibility should be allowed for children who move in to the area
  - Very difficult to get children to different schools in heavy traffic
  - These schools are within easy walking distance of each other so can drop off without a car
  - Shared links between the schools
29. Of the three respondents who were opposed to this proposal all were parents. None indicated that they would be affected by the decision.
30. Reason given for opposing this proposal was due to concerns at the increased traffic that it might cause and that priority should continue to be given to local children.
31. **Admission criteria for two year olds entering** - Overall, 15 respondents supported this proposal whilst eight were opposed to it.
32. Of the 15 respondents who supported the proposal, 13 were parents, one was a school staff member and one was a Headteacher of a Surrey nursery. Of the 13 parents who supported the proposal, six indicated that they would be affected by the decision.
33. Reasons submitted for supporting the proposal were as follows:
- Not enough private nurseries to accommodate eligible two year olds

- Must be set up to cater for needs of qualifying families
  - Helps child adapt to school life
  - Assist families to find work
  - Minimises disruption as provides for all nursery provision to be provided in same setting
  - Puts the needs of child first
34. All eight of the respondents who were opposed to this proposal were parents of whom none indicated that they would be affected by the decision.
35. Reasons submitted for opposing the proposal were as follows:
- Two year olds shouldn't be in nursery
  - Too young to be in school environment
36. **Proposal to decrease the Year 3 Published Admission Number for The Dawnay School from 30 to 15** - Overall, one respondent supported this proposal whilst five were opposed to it.
37. The one respondent who supported the proposal was a school staff member (unrelated school). No reasons were submitted.
38. All five of the respondents who were opposed to this proposal were parents although none indicated that they would be affected by the decision and none appeared to be local to the school.
39. The only reason submitted for opposing the proposal was a concern as to why the number was decreasing and where the children would go if this went ahead.
40. **Proposal to decrease the Reception Published Admission Number for North Downs Primary School from 64 to 60** - Overall, one respondent supported this proposal whilst five were opposed to it.
41. The one respondent who supported the proposal was a school staff member (unrelated school). No reasons were submitted.
42. All five of the respondents who were opposed to this proposal were parents. Whilst none indicated that they would be affected by the decision four lived within approximately five miles of the school by straight line distance. However no reasons were submitted for not supporting the proposal.
43. Proposal to add Bishop Wand CofE School, Saint Ignatius Roman Catholic Primary School and St Andrew's Catholic Secondary School to the list of own admission authority schools which will be considered to admit local children when assessing nearest school for community and voluntary controlled schools - Overall, two respondents supported this proposal whilst four were opposed to it
44. Of the two respondents who supported this proposal one was a school staff member (unrelated school) and one was a parent. No reasons were submitted.
45. Of the four respondents who were opposed to this proposal three were parents and one was not defined. The only comment that was submitted was that priority should be given to children in the County and then those living closest could be considered, even if this is Surrey families
46. Proposal to add Camelsdale Primary School to the list of schools which will not be considered to admit local children when assessing nearest school for Surrey's community and voluntary controlled schools - Overall, two respondents supported this proposal whilst seven were opposed to it

47. Of the two respondents who supported this proposal one was a school staff member (unrelated school) and one was a parent. Only one respondent submitted a reason for supporting the proposal and they indicated that priority should go to those living in the County first and remaining places could then be allocated to those living closest.
48. Of the seven respondents who were opposed to this proposal six were parents and one was not defined.
49. Reasons submitted for being opposed to this proposal were as follows:
- Local children should be admitted to local schools
  - Camelsdale is closer than Surrey schools and will cause disruption if younger child was to attend a different school
  - Don't want a place at Shottermill or St Barts
  - Deemed out of area for Camelsdale despite it being nearest school
  - Don't know how we will be able to get to Shottermill if this goes ahead
  - Priority should be given to children in the County and then those living closest could be considered, even if this is Surrey families

## **Consultation 2 - Extension of catchment area for Esher CofE High School to include the whole of Claygate village**

### **Response to consultation**

50. By the closing date, 924 individual responses had been submitted with 320 being submitted online, 600 on paper and four further responses being submitted by email.
51. Of the total number of responses, 827 were in support, 89 were opposed and eight either expressed no opinion or did not state whether or not they supported the proposal that had been put forward.

### **Analysis of responses**

52. Overall, 827 respondents agreed with the proposal to extend the catchment area to include the whole of Claygate village.
53. Of the 827 who were in support respondents categorised themselves as follows:

Parents	541
Another family member	51
School staff members	12
School governors	7
Borough/district councilors	4
Chairs of Governors	2
Headteachers	2
Parish Council member	2
Surrey County Councillor	1
Local action group	1
Early years establishment	1
Admissions Forum member	1
Other	147
Unknown	55

54. Of those in support 581 declared that they would be affected by the proposal.

55. Those in support included the headteachers and Chair of Governors of Claygate Primary and Esher Church School. Each of these respondents commented that this proposal would benefit families living in Claygate. However the Chair of Governors of Esher Church School indicated that the governing body did not support the associated proposal put forward by Hinchley Wood School to alter their catchment and introduce feeder schools.
56. In addition the Surrey County Councillor for Hinchley Wood, Claygate and Oxshott, an Elmbridge Borough Councillor for Weston Green, three Elmbridge Borough Councillors for Claygate and two councillors from Claygate Parish Council indicated their support for this proposal.
57. The Claygate Class Action Group wrote in support of the proposal and in addition submitted 596 individual response forms that they had collected.
58. School staff members who were in support declared themselves to be from Claygate Primary School (5), Esher Church School (6) and undeclared (1).
59. School governors who were in support declared themselves to be from Claygate Primary School (5), Esher High School (1) and St Lawrence School (1).
60. Although one respondent declared themselves to be an Admissions Forum member, that individual is not a member of Surrey's Admissions Forum.
61. Reasons given for supporting the proposal were as follows:
- Fairer for local children
  - Gives local children a chance to attend a local secondary school
  - Staff live in area and may affect their journey times if they have to move to access a school
  - Prevents children from having to travel long distance to secondary school
  - Prevents the division of the village and local community
  - Currently children are split up from friends
  - Better serve the local community
  - Families will move out of Claygate
  - Increase in population of school age in Claygate
  - Transport and community
  - Social and economic benefits
  - Reduce the stress for families
  - Allows children the healthier option of walking or riding their bikes to school
  - Only two schools (Esher High and Hinchley Wood) are practical to get to by public transport from Claygate
62. Of the 89 respondents who were opposed to the proposal, 82 were parents, one was a headteacher, one was a Chair of Governors and five declared themselves as 'Other'. Of these 84 indicated that they would be affected by the proposal.
63. The Chair of Governor's from St Paul's Catholic Primary School in Thames Ditton opposed the proposal and indicated concern that it would not alleviate the current lack of secondary school places for children in the parish of Cobham.
64. The Headteacher of Cranmere Primary School expressed concern that, if implemented, the proposal might make it more difficult for Cranmere pupils to obtain a place at Esher High School and asked that feeder schools be considered for Esher High.
65. Reasons given for opposing the proposal were as follows:
- Esher High School needs to have a feeder link with Esher Church School to mirror the changes that Hinchley Wood is proposing
  - Children attending Esher Church School but not in the catchment unlikely to be admitted

- Molesey children already losing out on places and by extending the catchment this area will be disadvantaged further
- Children should be able to attend their closest school and some of Claygate has Hinchley Wood closer
- Current division of Claygate is clear and makes geographical sense
- Proposal will disadvantage families living in Hinchley Wood catchment
- Unfair on Cobham residents who struggle to get in to Esher which is their nearest school by road
- Gives residents of Claygate a biased choice of two good schools
- 30 places will not be enough to make up for the shortfall if Claygate residents apply to Esher High
- The proposal overloads Esher High with additional pupils despite having the lowest capacity
- The proposal appears to be driven by Hinchley Wood's exclusive nature and selective entry criteria
- The catchment smacks of social segregation based on class or wealth
- St Lawrence CofE Junior School should be established as a feeder school to Esher High
- Changes have not been coordinated with proposal at Hinchley Wood
- Does not solve underlying problem of insufficient secondary school provision
- Children living to the east of Claygate will be disadvantaged if they do not attend a feeder school

66. Other comments made throughout the consultation were as follows:

- Both secondary schools need expanding to cope with new estates being built
- Catchment should be further extended on the north eastern edge to include the north part of Thames Ditton as families living in these roads have also struggled to get in to Hinchley Wood and instead have been allocated schools some distance away
- Feeder schools should be considered for Esher High School

67. In addition a number of respondents commented on the admission proposal put forward by Hinchley Wood School. Although the proposals for Esher High and Hinchley Wood are linked, as Hinchley Wood School is an academy it is responsible for determining its own admission arrangements.

### **Consultation 3 - Introduction of admission priority based on a catchment for St Andrew's CofE (Controlled) Infant School**

#### **Response to consultation**

68. By the closing date, 26 individual responses had been submitted online. Of those 10 were in support and 16 were opposed.

#### **Analysis of responses**

69. Overall, 10 respondents agreed with the proposal to introduce admission priority based on a catchment for St Andrew's CofE (Controlled) Infant School and 16 were opposed.

70. Of the 10 respondents who supported the proposal, eight were parents, one was a school staff member at St Andrew's and one was a school governor at St Andrew's. Of these, eight indicated that they would be affected by the decision.

71. Reasons given for supporting the proposal were as follows:

- it provides more stability to the school
- gives opportunity for properties further out to secure a place



- fairest for children of South Farnham for whom South Farnham junior school is the nearest school and who live too far from the infant site and Potters Gate to be given a place
- families to South East boundary of catchment previously in black hole as too far from St Andrew's to be allocated a place, despite this being nearest infant provision
- children outside catchment served by a good all through primary school
- schools need stability on a long term basis

72. Of the 16 respondents who were opposed to the proposal, 14 were parents, one was a family member and one was a local resident. Of these 10 indicated that they would be affected by the decision.

73. Reasons given for opposing the proposal were as follows:

- catchment does not serve the town
- catchment unfairly excludes children living close to St Andrew's
- local children will need to be driven to other areas increasing traffic and impact on environment
- catchment affects social mix of the school
- catchment is a mockery as it takes in predominantly business and retail premises whilst skirting around residential areas
- catchment would be a detriment of the mutual benefit of the children of Farnham town centre
- there is already continuity for children at St Andrew's because a feeder link already exists
- the option to attend the most local schools will be removed
- don't understand why catchment is so dominated by south of the Farnham bypass
- catchment is unreasonable and unfair as it excludes children from less affluent areas in and around the centre north of Farnham
- busy A31 will need to be crossed by majority of pupils thereby reducing the number of children walking to school and increasing traffic through Farnham
- reduces choice for parents
- catchment should do more to replicate, as far as possible, the parish footprint
- catchment boundary goes down the middle of Firgrove Hill
- catchment will exclude families for whom St Andrew's is the nearest infant school and South Farnham is the nearest junior school
- catchment excludes children from less wealthy areas of town

This page is intentionally left blank

**SURREY COUNTY COUNCIL****CABINET****DATE: 25 FEBRUARY 2014****REPORT OF: MRS HELYN CLACK, CABINET MEMBER FOR COMMUNITY SERVICES****LEAD OFFICER: DAVID SARGEANT, INTERIM STRATEGIC DIRECTOR FOR ADULT SOCIAL CARE AND SURREY FIRE AND RESCUE SERVICE****SUBJECT: CHANGES TO FIRE ENGINE DEPLOYMENT IN THE NORTH OF REIGATE AND BANSTEAD BOROUGH****SUMMARY OF ISSUE:**

In March 2013, Surrey County Council Cabinet approved Surrey Fire and Rescue Service's (SFRS) proposal to operate a chain of single fire engine stations running through the boroughs of Epsom and Ewell (E&E) and Reigate and Banstead (R&B). With this move, SFRS proposed to rebalance its resources in the area to ensure their efficient use and continuity of fire cover for local communities and county wide against the Surrey Response Standard.

Part of the plan was to create a new fire station within the Burgh Heath area; however no site could be secured in this area. SFRS are therefore asking Cabinet to approve the provision of a new fire station within a wider area (a three mile radius) around Burgh Heath. Until this permanent site is identified SFRS intend to relocate to a temporary location within the same area, which will still deliver an improvement in the response standard as defined by the supporting map in Annex 1. This is in order to enable SFRS to meet its response targets, which has become an operational imperative due to a reduction in the reliability of the fire cover in that part of the County due in part to London Fire and Emergency Planning Authority closing Purley Fire Station for a period of 18-24 months from summer 2014.

**RECOMMENDATIONS:**

It is recommended that Cabinet approves the following proposals:

- Officers should identify and deliver a permanent site for a single fire engine station within a three miles radius of Burgh Heath, to serve the north of Reigate and Banstead.
- Until such time as a permanent site is available to relocate the second fire engine from Epsom to a temporary fire station within the same geographical area, to deliver improvements against the Surrey Response Standard.
- Delegate authority to the Strategic Director for Adult Social Care to assess the options to relocate the second fire engine from Epsom and to identify an available location which meets the requirements identified in this report.

**REASON FOR RECOMMENDATIONS:**

- The relocation of a fire engine into the proposed area will secure improvements against the county wide Surrey response standard. Whilst it may not be the optimal location this still delivers improvements against the response standard to meet the operational imperative that is compounded by the reduction in the provision of fire cover due to the temporary removal by London Fire Brigade of Purley’s fire appliance. The fire station is being refurbished from summer 2014 and the fire engine is being moved further away to Mitcham which will have a detrimental impact on response times when requests are made by SFRS under section 13 of the Fire and Rescue Services Act 2004. The number of times that London Fire Brigade (LFB) were requested by SFRS can be seen in table 1 below.

*Table 1: The number of times that a request by Surrey Fire and Rescue Service was made to London Fire Brigade to attend incidents in Surrey*

	Requests by SFRS for assistance by LFB/Purley	Requests by SFRS for assistance by LFB/Croydon/Sutton
2011-12	239	53
2012-13	122	18
2013-14	137	27

- The ambition to relocate one fire engine to the new area and secure an improvement in performance is now compounded by LFB decision to refurbish Purley and close for 18-24 months as of summer 2014, which will affect the level of performance.
- The current provision of fire cover into Reigate and Banstead is on average 8:16secs for the first fire engine, 48 seconds above the Surrey average and 8% below the Surrey Standard of 80%. The overall desired effect is to obtain improvements in the Surrey Standard across the county by providing a more equitable balance of service provision.

By relocating a fire engine from Epsom to the wider area, there is an improvement in the first attendance time of 1:09secs to 7:07secs and predicted performance against the Response Standard improves to 86.7%, up by 14% points. Diagrams 1 and 2 in Annex 5 provide a visual representation of the improvements gained.

- The net effect is that each fire engine’s “circle of influence”, that is, the 10 minute first response footprint, is extended by virtue of two fire engines being located at two separate points rather than both being at the same location.
- This provides a more agile and flexible disposition of resources and greater “reach” into the community thereby improving response times when the geographical area is greater. It will allow the Service to continue to deliver community fire prevention work to the communities of Reigate and Banstead, focusing on working with partners to support at risk groups and vulnerable adults. This will see a shift from high cost responsive intervention work to lower cost prevention and early intervention through education programmes and focused activity supported by a network of partners to address the needs of at risk groups and vulnerable adults.

- Creation of new single fire engine station in an area within a 'good area of performance' (ORH modelling). This will improve the response times in the north of Reigate & Banstead therefore helping to reduce the impact of the refurbishment work at Purley Fire Station for the next 18-24 months. It will also deliver sustainable improvements in that part of the county against the response standard providing a more equitable level of service.
- It provides an opportunity to work with Blue light partners and other agencies to collocate to further integrate service provision and share information to generate efficiencies through shared spaces and networking.

## **DETAILS:**

### **Introduction and Background**

1. The Public Safety Plan (PSP) outlined twelve outcomes to be achieved by 2020. This included improving the balance of service provision across Surrey and improving the provision and use of property.
2. The PSP established a potential model for emergency response cover in Surrey based upon existing fire station locations. Phase two of the PSP sought to establish new locations for a number of fire stations to further improve the efficiency and effectiveness of emergency response across the county.
3. In order to create a more balanced service provision across Epsom & Ewell (E&E) and Reigate & Banstead (R&B) areas, Surrey County Council (SCC) Cabinet approved "the proposals for the improved deployment of single fire engine stations running through the boroughs of Epsom & Ewell and Reigate & Banstead, including the delivery of two new fire stations in Salfords and the Burgh Heath area" on 26 March 2013.
4. Factors that shaped the recommendations to create a chain of single fire engine stations in E&E and R&B including a new fire station in the Burgh Heath area were as follows:
  - SFRS provides emergency response cover across the whole of the county and currently has up to 35 fire engines based at 25 fire stations. Two 24 hour fire engines are based at Epsom fire station and one at Reigate and Horley fire stations (Horley's proposed new location is Salfords) which provide most of the initial response cover for E&E and R&B areas.
  - Currently the emergency response performance in E&E is, on average, the quickest when compared to the remainder of Surrey and well within the Surrey Response Standard. This is primarily due to the relatively small geographic area and presence of a centrally located 24/7 two fire engine fire station.
  - There are areas of R&B where it has historically been difficult to achieve the Surrey Response Standard, such as Chipstead, Coulsdon, Kingswood, and fire engines from Epsom often provide the first response to this area.
  - This move would provide a more balanced service provision across the E&E and R&B Borough areas, in order to be better positioned to achieve the Surrey Response standard.

- ORH's (a company with over 20 years experience in emergency services optimisation and operational research) modelling shows that, under this plan, the first fire engine located in this area would reduce response times (see Annex 5) and would reach emergencies more quickly on average than they do now thereby generating improvements in service delivery performance (see Annex 2).
  - The removal of Purley's fire engine during the refurbishment of Purley fire station will affect the level of service into the north of Reigate and Banstead. This is due to commence in summer 2014 for a period of at least 18-24 months. During that time Purley's fire engine will be relocated to Mitcham.
5. SFRS has had long-standing mutual assistance arrangements with London Fire Brigade. Since the publication of London's fifth Safety Plan they have notified SFRS that they intend to charge for services that they provide over the border from 1 April 2014.

#### **Location of new fire station in north Reigate and Banstead**

6. In order to evaluate and demonstrate the impact of moving to a new location on the emergency response times, the modelling established a fixed geographic point in the Burgh Heath area. This point is also known as the 'optimal location' because the modelling evidence shows that fire engines from this point achieve the best response times. However, any location within the orange area of the map can still produce improvements to emergency response times. This is why the plan presented to the public, other stakeholders and SCC Cabinet in 2013 did not specify a particular site but referred more widely to the Burgh Heath area.
7. Since the Cabinet's decision in March 2013, SFRS and County Property Services have been unable to find a suitable location in the Burgh Heath area but options may be available in the nearby wider area. Modelling has confirmed that the area within a three mile radius of the optimal Burgh Heath location is still considered a "very good performance area" (see Annex 1 for Map). This will be referred to in the report as the 'wider identified area' and includes Banstead.
8. Once a permanent site/premises have been found, securing it will be subject to a separate Business Case and Cabinet decision.
9. The change in location of the new fire station might result in slight changes to the predicted impact on emergency response times (see table in Annex 2 for an example of re-modelled response times).

<b><u>CONSULTATION:</u></b>
-----------------------------

10. An initial consultation had taken place in early 2013 in relation to redeploying one fire engine into the Burgh Heath area. The advice of Surrey County Council's Legal Team was to repeat the consultation to widen the area under consideration. Consultation ran from 16 December 2013 to 27 January 2014 and involved all stakeholders that had previously been consulted with. It was made clear in our communications with stakeholders that this consultation

focused on the change of location and not on the original decision to relocate Epsom’s second fire engine.

11. Consultation activities included a widely publicised on-line survey, postal questionnaires, presentations at a public meeting, neighbourhood panel meeting and library event, letters and emails to stakeholders from the Voluntary, Community and Faith Sector and partner agencies, as well as staff and union consultation. The consultation was publicised in schools, churches, post offices, libraries, Citizens Advice Bureaux, community centres, through local media, SCC media and social media. See Annex 3 for the consultation report.
12. Feedback was received from over 310 individual respondents and groups using a range of consultation channels and methods. The overall feedback was generally positive. The survey produced a support level of 61%, with more support coming from Reigate and Banstead respondents, as illustrated in table 2 below:

*Table 2: Survey agreement levels for / against the proposal*

	SFRS staff		Residents, community representatives and councillors						Others		TOTAL	
			R&B		E&E		Other					
Yes	5	45.5%	109	69.4%	10	32.3%	2	22.2%	5	62.5%	131	60.6%
Not sure	5	45.5%	29	18.5%	7	22.6%	4	44.4%	2	25.0%	47	21.8%
No	1	9.1%	15	9.6%	13	41.9%	2	22.2%	0	0.0%	31	14.4%
No opinion	0	0.0%	4	2.5%	1	3.2%	1	11.1%	1	12.5%	7	3.2%

13. Respondents that completed the survey as supporters of the proposal mentioned fairer and more balanced response times and a preference for a station close by as reasons for their support. Some R&B Residents Associations and the R&B Local Committee supported the proposal, however with the caveat that a more suitable long-term location is to be found, because they shared similar concerns to those that opposed the proposal (see paragraph 14).
14. Residents and community representatives used the opportunity to voice their opposition to the proposed widening of the search area and raised concerns, which included:
  - Banstead High Street would not be a suitable location for a potential fire station, due to heavy traffic and congestion and disruption and possible danger to residents in the area. (main concern for stakeholders in Banstead)
  - Increase in response times for residents in Epsom and Ewell puts lives at risk (refers to original decision to move Epsom fire engine) (main concern for stakeholders in E&E)
  - Concerns that the potential use of Banstead High Street for a short-term solution would not be temporary, because a permanent solution would not be found.

15. Other concerns included the financial and operational justification of moving an engine out of Epsom, the impact on staff and resilience as well as town planning and development considerations for Banstead.
16. The most common suggestions submitted by respondents focused on extending the time-scales to find a site in the more suitable area of Burgh Heath with quick access to the A217, and keeping two fire engines in Epsom.
17. There were concerns about the six-week consultation period limiting meaningful engagement and informed decision-making, as well as insufficient publicity. The main criticism was that no specific location was included in the consultation material, which SFRS and Property Services were not in a position to share, as no definite site/premises had been secured and for standard commercial reasons.
18. So while there were objections from Epsom & Ewell mainly on the grounds of increased incident response times in their borough, and objections from Banstead Village RA particularly around traffic congestion and disruption of a potential fire station in Banstead High Street, we conclude that the proposal received on balance slightly more support than opposition, albeit with the strong preference that a potential fire station in Banstead High Street would be a temporary solution.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

19. The possibly lengthy process of finding, securing and approving a suitable site in the wider identified area could impact upon the delivery timescale, with an associated delay in any predicted MTFP cost savings.
20. A delay in establishing a new fire station in the desired area will affect the emergency response cover, as London Fire and Emergency Planning Authority intend to move the Purley fire engine for redevelopment off their site on 23 September 2014.
21. The development will build on the current framework and encompass the Medium Term Financial Plan and enable the Service to provide direction on the challenges and opportunities it faces.
22. Response is one component of how the fire service supports the management and reduction of community risk. The Service will continue to deliver community fire prevention to at risk groups in order to provide education and early intervention to offset high cost reactive response.

#### **Financial and Value for Money Implications**

23. The estimated capital costs of acquiring and converting a site within the wider identified area to provide a permanent fire station has been allowed for within an overall Fire station reconfiguration budget of £10.5m within the Medium Term Financial Plan (MTFP). The final purchase, design and contract awards for which would be subject to a separate Business Case and Cabinet paper.
24. The provision of a fire station at Banstead is part of a larger reconfiguration programme as laid out within the Surrey Fire and Rescue Service plan. The new station facilitates both the operational and financial efficiencies of the



plan through the withdrawal and relocation of a fire engine from both Epsom and Reigate Fire Stations.

- 25. The Fire Service revenue impacts of the reconfiguration programme have been factored into the MTFP.
- 26. The relocation of a fire engine from Epsom to Banstead increases the Fire Service’s revenue costs. However, when taken in conjunction with the reduction of a fire engine at Reigate (to be relocated to a new Station at Salfords), the overall reconfiguration generates revenue efficiencies of £708,000. This saving has been used towards the cost pressure of providing the new station at Salfords.
- 27. The recommendation to provide a temporary station in the wider area, before a permanent solution is found, to meet the timescales desired by SFRS, will incur additional revenue and capital costs that have not been factored into the MTFP.
- 28. The revenue costs of renting a location within the area identified are estimated at £100,000 per annum.
- 29. In addition, due to the requirements of the electronic equipment on board, fire engines require garage facilities to store them above 4 degrees Celsius. Provision of a temporary ‘inflatable’ type of shelter is estimated at a capital cost of up to £300k.

**Section 151 Officer Commentary**

- 30. The pursuit of a permanent site within the wider identified area is part of the programme envisaged within the MTFP, and is consistent with its capital programme and revenue savings projections. The potential temporary relocation of one fire engine from Epsom is not yet factored in to plans, but the financial consequences of any decisions in that respect will be agreed as part of the Strategic Director’s approval of the detailed proposals. Therefore, all financial and Value for Money matters relevant to this decision have been addressed.

**Legal Implications – Monitoring Officer**

- 31. SFRS must comply with the core functions identified in the Fire and Rescue Services Act 2004. These include extinguishing fires in its area and protecting life and property in the event of fires in its area. In order to do so Fire and Rescue Authorities (FRA) must “secure the provision of the personnel, services and equipment necessary to efficiently meet all normal requirements”, each of which must be taken into account. As a result Cabinet must take into account whether the change in location of the new fire station will result in SFRS continuing to exercise its functions as a FRA to a satisfactory standard.
- 32. The Civil Contingencies Act 2004 places a duty on FRAs to put in place business continuity management arrangements to ensure that they can continue to exercise their functions in the event of an emergency so far as reasonably practicable.

33. Section 21 of the Fire and Rescue Services Act 2004 requires FRAs to comply with the Fire and Rescue National Framework for England (FRNF) (revised by the DCLG in July 2012) The FRNF provides an overall strategic direction for fire and rescue authorities) which must be complied with by SFRS. Key priorities for FRAs in the new framework include:
- identifying and assessing the full range of foreseeable fire and rescue related risks their area faces;
  - making provision for prevention and protection activities and responding to incidents appropriately;
  - working in partnership with their communities and a wide range of partners locally and nationally to deliver their service; and
  - being accountable to communities for the service they provide.
34. Therefore the exact location of a new fire station requires careful consideration to ensure that that SFRS continues to meet the FRNF's objectives. Whilst there are no specific references in the FRNF to actual timing within which the FRA must respond to a call, reference is made to the need to "have the necessary capability in place to manage the majority of risks that may face their areas" (1.21) and "to assess their existing capability and identify any gaps as part of the integrated risk management planning process" (1.30). In addition FRAs are specifically stated as being "accountable to their communities for their actions and decision making. They need to have transparent processes in place to deliver this and engage with their communities to provide them with the opportunity to influence their local service. Local accountability is a vital check on the services provided by fire and rescue authorities" (2.1). Therefore continued engagement with the relevant communities in Epsom & Ewell and Reigate and Banstead will be necessary.
35. The development of the Surrey Fire and Rescue Authority Public Safety Plan 2011-2020 (the "PSP") referred to in paragraph 1 of this Report and subsequent consultation has met the requirements of the FRNF (SFRS's commitment to the delivery of its duties under the Civil Contingencies Act 2004 as a Category 1 responder are also referred to in the PSP.)
36. In considering this report, the Cabinet must give due regard to the results of the consultation report attached in Annex 3 and take these into account when making its final decision.
37. In making their decision Members should also have due regard to the public sector equalities duty and Cabinet's attention is drawn to the Equalities Impact Assessment and to the paragraph below relating to Equalities and Diversity.

### **Equalities and Diversity**

38. The Equality Impact Assessment (EIA) has been prepared for SFRS by the Customers & Communities Directorate Policy and Performance Team. It is contained within Annex 4 and should be considered by the Cabinet in making this decision.
39. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the Council's ongoing implementation of the SFRS Public Safety Plan, and in particular to decisions made by Cabinet in this report. There is a continuing

need in providing this service to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations for such groups, and eliminate any unlawful discrimination.

- 40. The Equality Impact Assessment that was created for the original proposal, which was presented to Cabinet on 26 March 2013, has been reviewed to consider the impact of a change in location for the new fire station in the north of Reigate and Banstead Borough.
- 41. At the start of the original project, an initial Equality Impact Assessment was undertaken to identify the potential impact on people who fall within one or more of the protected characteristics (as provided for by the Equality Act 2010) and high risk groups (i.e. age, mental health, disability) which also informed the consultation plan.
- 42. The full EIA has assessed the impact of the proposals on people with protected characteristics and the consultation assessed the concerns of the wider community. Modelling predicts slightly longer emergency response times for the first fire engine for all two fire engine incidents in Epsom and Ewell area and significantly longer response times for the second fire engine, but within the Surrey Emergency Response Standard.
- 43. Any potential increased risk through increased response time is mitigated by the response time remaining within the Surrey Response Standard, all first responses remain below the Surrey average, and the Surrey average is also expected to improve. Existing multi agency prevention and protection arrangements are in place to reduce the risk from fire incidents and other emergencies, and are targeted to vulnerable and high risk groups.

**Other Implications:**

- 44. The potential implications for the following council priorities and policy areas have been considered.
  - Corporate Parenting/Looked After Children
  - Safeguarding responsibilities for vulnerable children and adults
  - Public Health
  - Climate change
  - Carbon emissions

There are no significant implications arising from this report for any of the assessed areas.

**WHAT HAPPENS NEXT:**

- If the new expanded search area is approved, SCC Property Services will search for and secure a suitable site in wider area for SFRS to deploy one fire engine in the area, with delivery during summer 2014.
- SFRS will continue to operate one fire engine in Epsom and Ewell Borough.
- SCC Property Services and SFRS will continue to search for a permanent site in the wider identified area (further Cabinet approval required as part of the acquisition process of new property / site)

- Communities Select Committee to continue to oversee the implementation of the PSP Action Plan 2.

---

**Contact Officer:**

Malcolm Styles, Surrey Fire and Rescue Service, 01737 242444,  
Malcolm.styles@surreycc.gov.uk

Eddie Roberts, Surrey Fire and Rescue Service, 01737 242444,  
Eddie.roberts@surreycc.gov.uk

**Consulted:**

Leader, SCC Councillors  
 SCC Communities Select Committee and Fire and Rescue Advisory Group  
 Local Committees in Reigate & Banstead and Epsom & Ewell  
 Epsom & Ewell Borough Council, Reigate & Banstead Borough Council  
 Parish Council for Sidlow and Salfords, Horley Town Council  
 Neighbourhood Panel in Tadworth  
 Residents Associations in Epsom & Ewell and Reigate & Banstead  
 Local Residents and Care Providers  
 External Equality Advisory Group  
 Empowerment Boards East And Mid Surrey  
 Partners (including South East Coast Ambulance, Surrey Police, NHS, West Sussex  
 Fire and Rescue Service, London Fire Brigade)  
 Staff, Representative Bodies and other internal stakeholders

**Annexes:**

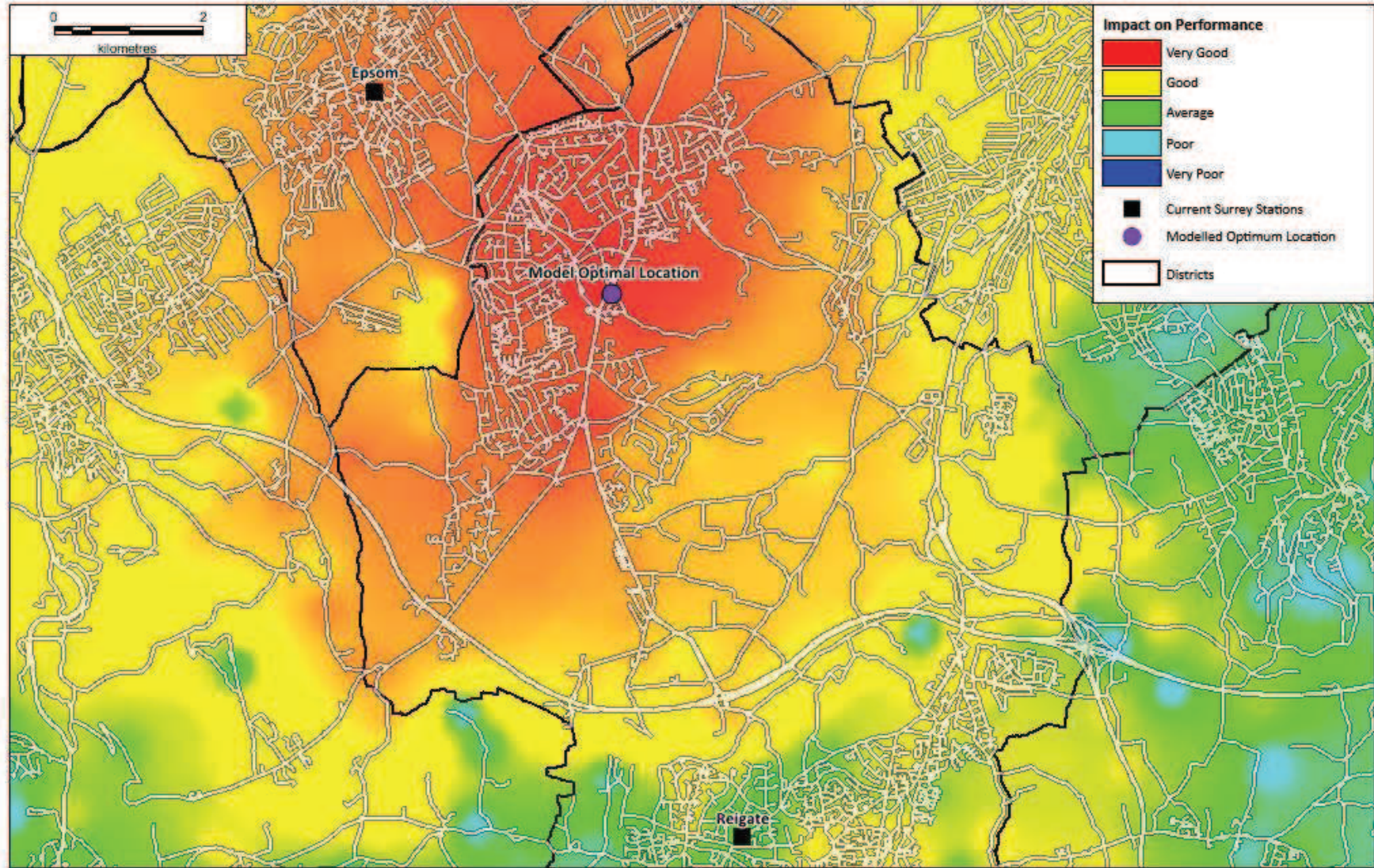
Annex 1 – Map  
 Annex 2 – Emergency response times table  
 Annex 3 – Consultation report  
 Annex 4 – Equality Impact Assessment  
 Annex 5 – Comparison of modelled response times

**Sources/background papers:**

- Surrey Fire and Rescue Authority, Public Safety Plan 2011-20
  - Surrey County Council Cabinet Report (26 March 2013), “EMERGENCY RESPONSE COVER LOCATIONS - EPSOM & EWELL AND REIGATE & BANSTEAD” (Item 13)
  - Medium Term Financial Plan 2013-18
-

# Annex 1 – Map

## Burgh Heath Optimal Location Site Search



This page is intentionally left blank

## Annex 2 – Table: Proposed Response Provision

Response standard		1st response to all 2+ appliance incidents		2nd response to all 2+ appliance incidents		1st response to other emergencies
		Average	%in 10mins	Average	%in 15mins	% in 16 mins
Current situation	Surrey	07:28s	80.8%	10:27s	86.7%	96.8%
	Epsom & Ewell	05:58s	89.9%	06:44s	95.5%	98.7%
	Reigate & Banstead	<b>08:16s</b>	<b>72.2%</b>	<b>11:55s</b>	<b>84.4%</b>	<b>96.6%</b>
Original proposal: one engine at Epsom, one at Burgh Heath optimal location	Surrey	07:19s	82.6%	10:50s	86.6%	96.6%
	Epsom & Ewell	06:10s	87.5%	09:46s	91.9%	98.5%
	Reigate & Banstead	06:56s	99.9%	11:41s	86.1%	97.3%
Up-dated proposal: one engine at Epsom, one at Banstead High Street	Surrey	07:19s	82.6%	10:50s	86.6%	96.6%
	Epsom & Ewell	06:13s	86.9%	12:17s	90.6%	98.5%
	Reigate & Banstead	<b>07:07s</b>	<b>86.7%</b>	<b>11:48s</b>	<b>86.0%</b>	<b>97.8%</b>

This page is intentionally left blank





## **Annex 3 - Consultation report**

1	Executive Summary .....	2
2	Context .....	3
3	Methodology .....	3
4	Analysis .....	5
4.1	Survey.....	5
4.2	Equality & Diversity sections .....	9
4.3	Public meeting.....	11
4.4	Neighbourhood Panel.....	11
4.5	Banstead library event.....	12
4.6	Meeting with Representatives of Reigate and Banstead Residents Associations ..	12
4.7	Staff meetings / feedback .....	12
4.8	Union response .....	13
4.9	Councils and Committees.....	13
4.10	Other feedback.....	14
4.11	Media coverage.....	15
5	Key findings .....	16
6	Next steps.....	17

### Appendix

- A. Equality and Diversity analysis
- B. Consultation and communications summary
- C. Data analysis



## 1 Executive Summary

Surrey Fire and Rescue Service (SFRS) intends to relocate a fire engine from Epsom into the north of Reigate and Banstead, to create a chain of four mutually supportive single fire engine stations throughout the boroughs of Reigate and Banstead (R&B) and Epsom and Ewell (Epsom, north R&B, Reigate and Salfords). This is to improve the balance of service provision across Surrey and improve the provision and use of property, in accordance with the Public Safety Plan (PSP).

Since Surrey County Council Cabinet's approval of these plans (March 2013), SFRS have been looking to expand the search area for a suitable location outside of the Burgh Heath area. This consultation gathered stakeholders' feedback on extending the search area to within a three miles radius of the Burgh Heath area including the Banstead area.

Consultation on this proposal ran from 16 December 2013 to 27 January 2014 and members of the public, staff, councillors, MPs, community groups, businesses and partners were invited to provide us with their feedback.

Over 310 responses were received from numerous channels including public meeting, surveys and questionnaires, email feedback and formal responses, staff briefing, Police neighbourhood panel, and a library event.

Having had more nuanced and detailed feedback at meetings and through letters, we found that in this case it was not sound to collate data on support levels from all strands to produce an overall result. However, the survey's support levels were as follows:

- Supportive: 61%
- Unsure: 22%
- Opposed: 14%
- No opinion: 3%

Reigate and Banstead residents and community groups tended to support the proposal, however with the caveat that a suitable long-term solution is to be found, because a potential site in Banstead High Street would suffer from traffic congestion which would impede the quick passage of a fire engine. There were also some concerns about the safety of young children (and residents in general) in the Banstead area and disruption through noise pollution. Groups that did not support the proposal mirrored the concerns, but were not satisfied with having a temporary scenario for fear that it might be in place longer than planned. They asked SFRS to continue to the search for an ideal site in the original Burgh Heath area.

Epsom and Ewell stakeholders were less positive about the move, indicating their unease about the increase in incident response times for their borough, which already has areas to the north where response times are relatively high. Most sought to revisit the decision to move a second pump, move a pump closer to north Epsom and Ewell, or again to extend the search to find a location in the ideal area.

The most frequently mentioned suggestions for sites by residents and community groups were the Ambulance Station (Horseshoe) and Bosnor Drive, areas which have quick access to the A217 and are not set in a residential area.



## 2 Context

In 2011 Surrey Fire and Rescue Service (SFRS) created their Public Safety Plan (PSP) outlining 12 outcomes to be achieved by 2020. These include improving the balance of service provision across Surrey and improving the provision and use of property.

In order to create a more balanced service provision across the Epsom and Ewell and Reigate and Banstead areas, as well as addressing the relocation of the West Sussex fire engine from Horley, Surrey County Council (SCC) Cabinet approved *“the proposals for the improved deployment of single fire engine fire stations running through the boroughs of Epsom & Ewell and Reigate & Banstead, including the delivery of two new fire stations in Salfords and the Burgh Heath area”* on 26 March 2013.<sup>1</sup>

The outcome should result in the first fire engine reaching emergencies more quickly on average than they do now and should minimise the impact on the Surrey response standard. Also, it reduces the impact of the refurbishment work at Purley Fire Station to start from September 2014.

The proposals were based on numerous pieces of evidence including costing, response time modelling, an Equality Impact Assessment and public consultation feedback, where 42% supported the plan and 32% opposed it (see Annexes of Cabinet Report for more details).<sup>1</sup>

Since the Cabinet’s decision SFRS have been exploring options outside of the Burgh Heath area, including in Banstead (two miles away from the optimal location).

This consultation explored stakeholders’ views on this approach, making it clear that the decision to relocate a fire engine from Epsom was not being reviewed. It asked if stakeholders supported the extension of the search area by three miles including Banstead as a possible location. The consultation material included a map and an amended emergency response time table (using a Banstead scenario for illustration).

This report summarises the results of the six-week consultation undertaken between December 2013 and January 2014.

## 3 Methodology

The decision to move a fire engine out of Epsom into the north of Reigate and Banstead Borough had already been approved in March 2013. The change in the approved location meant that this consultation mainly emulated the original consultation undertaken earlier 2012/13 in terms of stakeholders and consultation methods (for original consultation report, see Annex 2 of Cabinet Report)<sup>1</sup>.

<sup>1</sup> <http://mycouncil.surreycc.gov.uk/documents/s5024/item%2013%20-%20Emergency%20Cover%20EE%20RB.pdf>;  
<http://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=120&MId=2695&Ver=4> (see 59/13)



The scope of the consultation issue (change in location of the new fire station by around three miles), as well as the time pressures associated with property acquisition and service plan, meant that this consultation ran from 16 December 2013 to 27 January 2014. While the timescale of this consultation (six weeks) falls within the government's current guidance of 2-12 weeks,<sup>2</sup> we were aware that this did not match our usual standard of 12 weeks. However, we believe that this is proportionate to the issue we were consulting about and are mindful that the overall decision to move a fire engine out of Epsom into a new fire station located in the wider area of Burgh Heath had already been approved by SCC Cabinet in March 2013.

As previously, all nine protected characteristics, as stipulated in the Equality Act 2010, had been considered in the consultation plan. We refreshed the stakeholder plan and sought advice and support from the directorate's Equality and Cohesion Officer. As a result, a comprehensive consultation and communications plan was established to target those who are likely to be most affected by the proposals, such as Resident Associations in north Reigate and Banstead and care homes. We used a mix of quantitative and qualitative research methods, as well as a range of communication channels to gather the views of our stakeholders (see Appendix B for consultation summary). This included:

Direct contact:

- Presentation at Tadworth neighbourhood panel meeting (through Surrey Police)
- Pop-up stand at Banstead library
- Public meeting in Ewell's Bourne Hall
- Face to face briefings for staff at Reigate and Epsom fire stations
- Informal meeting of Reigate & Banstead Local Committee
- Meeting with Epsom and Ewell Borough Council Chief Executive
- Meeting with representatives of Reigate and Banstead Residents Associations
- Meeting with Fire Brigades Union

Print:

- Postal questionnaires to 128 care homes in Epsom and Ewell and Reigate and Banstead
- Letters and emails to approx 250 stakeholders, including partner agencies (e.g. Police, NHS, Ambulance), Voluntary Community Faith Sector (VCFS) organisations, Resident Associations, ORS Resident Panel members, Surrey Members of Parliament and County Council, Borough Council and Parish Council Elected Members including all Surrey Local Committees.
- Distribution of consultation material through the External Equality Advisory Group, borough councils' community officers' mailing lists and business associations.
- Informal brief for Communities Select Committee and Reigate and Banstead Local Committee
- Advertisement of our consultation through posters sent to 206 outlets including libraries, community centres, the Hubs in Redhill and Epsom, Citizens Advice Bureaux, schools, churches, fire stations and post offices

---

<sup>2</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/255180/Consultation-Principles-Oct-2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255180/Consultation-Principles-Oct-2013.pdf)



- Consultation featured in Communities Select Committee bulletin and SFRS staff magazine
- Advertisement of consultation through SCC central News and Media team, R&B and E&E Borough Council communications officers which featured in local papers (see 4.11 Media coverage)

On-line:

- On-line survey for residents, businesses, partner agencies, staff and Members (using email invites to ORS panel<sup>3</sup>, R&B and E&E mailing lists, Business mailing list, EEAG member mailing list<sup>4</sup>)
- Consultation featured on SCC website and SFRS website, social media (SFRS Twitter / Facebook feeds, Surrey Police Twitter, Surrey Libraries Twitter) and eMembers Room in R&B Borough Council

#### 4 Analysis

The consultation received feedback items from 312 individuals and representative groups, through surveys, workshops, emails and calls, formal responses from Local Committees.

	Survey		PSP email / calls / letters / formal responses		Meetings		TOTAL	
Residents / businesses	202	87.1%	3	1.3%	27	11.6%	232	74.4%
Councillors / MPs	4	44.4%	3	33.3%	2	22.2%	9	2.9%
SFRS Staff	11	57.9%	0	0.0%	8	42.1%	19	6.1%
Community group representatives	9	21.4%	6	14.3%	27	64.3%	42	13.5%
Partners	6	85.7%	1	14.3%	0	0.0%	7	2.2%
Other	3	100.0%	0	0.0%	0	0.0%	3	1.0%
<b>TOTAL</b>	<b>235</b>	<b>75.3%</b>	<b>13</b>	<b>4.2%</b>	<b>64</b>	<b>20.5%</b>	<b>312</b>	

See Appendix C for full listing and analysis.

#### 4.1 Survey

- There were 235 responses, of which 24 were postal returns and 211 surveys were answered on-line. Response rate is hard to gauge, because invites were distributed to an unknown number of people from various partner agencies' mailing lists.
- The respondent groups were distributed as follows:

Member of the public	182	77%
Representative of a business	20	9%
Member of Surrey Fire and Rescue Service staff	11	5%

<sup>3</sup> ORS – external research organisation used for previous consultation on Public Safety Plan in 2011.

<sup>4</sup> EEAG – External Equalities Advisory Group (Surrey-wide network of organisations representing people with protected characteristics)



Member of Surrey County Council staff other than Surrey Fire and Rescue Service	3	1%
Partner agency, for example NHS, Police, other FRS: <ul style="list-style-type: none"> <li>• Leonard Cheshire Disability</li> <li>• Ex London Fire Brigade Officer (34 years) stationed at Sutton and Mitcham</li> <li>• Surrey Fire Volunteer</li> <li>• Three did not state what partner agency they belong to</li> </ul>	6	3%
Representative of a community group: <ul style="list-style-type: none"> <li>• Chairman, Chipstead Residents' Association</li> <li>• Banstead Residents Association. Committee Member.</li> <li>• Banstead District Federation of Residents' Associations</li> <li>• 2 members of College Ward Residents Association</li> <li>• Tattenhams Residents' Association</li> <li>• Woodmansterne Green Belt &amp; Residents Association</li> <li>• Save Our Services in Surrey</li> <li>• Epsom and Ewell Liberal Democrat</li> </ul>	9	4%
Elected Members: <ul style="list-style-type: none"> <li>• EEBC Cuddington Ward</li> <li>• Ewell Court, Auriol and Cuddington</li> <li>• Borough Councillor, Nork Ward</li> <li>• Nork &amp; Tattenhams, Surrey CC Tattenhams, Reigate &amp; Banstead BC</li> </ul>	4	2%
	<b>235</b>	

- 79% of respondents came from Reigate and Banstead and 15% from Epsom and Ewell. 5% came from outside the two boroughs, but in close proximity (Mole Valley, Sutton).
- 95% of respondents value or strongly value the SFRS. Only 3% stated that they were unsure, and 2% did not value the service (all residents from Reigate and Banstead). This high regard was mirrored in the general comments section at the end.
- 19 respondents said that they had contact with the SFRS because of a fire incident in the last three years (6%), and 21 respondents had a Home Fire Safety visit (7%). The main contact point, as staff and partners also completed the survey, was in a professional capacity (10%). 64% of residents had not had any contact with the service.
- Out of the 216 respondents that provided an answer, 61% agreed with the proposal. 22% were not sure and 14% rejected the proposal. Only 3% stated that they held no opinion. The level of support for this proposal, by respondent group, was:

	SFRS staff		Public (residents and businesses)					
			R&B		E&E		Total	
Yes	5	45%	106	71%	8	31%	116	63%
Not sure	5	45%	26	17%	6	23%	35	19%
No	1	9%	14	9%	11	42%	27	15%
No opinion	0	0%	4	3%	1	4%	6	3%



	Community Representatives / Councillors					
	R&B		E&E		Total	
Yes	3	43%	2	40%	5	38%
Not sure	3	43%	1	20%	5	38%
No	1	14%	2	40%	3	23%
No opinion	0	0%	0	0%	0	0%

	Partners		SCC staff		TOTAL – All respondents	
Yes	3	60%	2	67%	131	61%
Not sure	1	20%	1	33%	47	22%
No	0	0%	0	0%	31	14%
No opinion	1	20%	0	0%	7	3%

Summary:

	SFRS staff		Residents, community representatives and councillors						Others		TOTAL	
			R&B		E&E		Other					
Yes	5	45.5%	109	69.4%	10	32.3%	2	22.2%	5	62.5%	131	60.6%
Not sure	5	45.5%	29	18.5%	7	22.6%	4	44.4%	2	25.0%	47	21.8%
No	1	9.1%	15	9.6%	13	41.9%	2	22.2%	0	0.0%	31	14.4%
No opinion	0	0.0%	4	2.5%	1	3.2%	1	11.1%	1	12.5%	7	3.2%

- Councillors, community representatives and residents from Epsom and Ewell were the strongest **opponents** of the proposal (42%). The main points of objection were as follows (the percentage signifies the occurrence of the theme amongst the 54 comments received to that question):
  1. Increase in response times for some residents (refers to original decision to move Epsom appliance) (37%)
  2. Traffic congestion on Banstead High Street (four schools, two supermarkets), higher risk of road traffic accidents would make this a less suitable area for a potential new fire station (20%)
  3. Site with better access to A217 must be secured (20%)
  4. Cost of move / justification for moving relatively short distance between Epsom and north Reigate and Banstead (15%)
  5. Questions about the exact location (7%)
- The strongest **supporters** of the proposals were Reigate and Banstead residents and business owners (69% support), who mainly endorsed the plan to move a fire station into the north of their borough, as response times in the area would improve. However, amongst supporters of the proposal, concerns were raised about not being told the exact location and congestion around a potential site in Banstead.
- Some verbatim to reflect the conflicting views (please note that the survey did not explicitly ask why respondents supported this proposal):



"Good idea as locally we have no immediate access to fire engines."  
"As a resident in Woodmansterne it would be more reassuring knowing there is a fire station near by"  
"I think this is a great idea."  
"This proposal seems eminently sensible to achieve a better and more even response time for all residents in the area."



"There have been numerous call-outs to the northern parts of Epsom and Ewell and there has recently been a big fire in this area. To increase the response time of a second vehicle by so many minutes is irresponsible."  
"I dont think the high traffic levels and frequent congestion problems caused, make the high street in banstead a suitable location for a fire station. The congetnsion is very often so bad there would not be any room for vehicles to move out of the way of a fire engine."  
"Not sure the residents of Epsom and Ewell will like this, bit of a raw deal seeing as Banstead is a quiet village."

- There were four mentions of specific location suggestions throughout the survey: the old Ambulance Station (Horseshoe) (2) and Bonsor Drive (2), Other suggestions included: reversing the original decision to move a pump from Epsom (5 mentions), keep two pumps in Epsom while securing a new station in north R&B (2 mentions), raise council tax to keep current service level (one mention).
- 8 in 10 respondents said that we explained the proposals clearly. Of those 42 respondents that requested more clarification, the main demand was for more details on the actual location of a new fire station (52%). Other comments revolved around a more interactive map (10%) and questions about crewing and operation of the new station (10%). Further investigation into a possible link between lack of understanding and any protected characteristics (old age, disability, ethnicity (language)) produced no significant findings. 22% of those that said to have a disability, 9% of those with other than White British origin and 23% of over 65 year olds said that the proposal was not clearly explained, compared to an overall figure of 19%. There were no explanations on why the proposal was unclear that linked explicitly to any of the protected characteristics, confirming the conclusion that the perceived lack of clarity was mainly caused by a lack of specific information.
- 35% of respondents heard about the consultation through Facebook and Twitter (for residents it was 40%). The other major channel for residents was through a local group or forum (20%), direct contact from SFRS (16%) and through the local media (11%). Councillors and staff mainly found out about the consultation through direct contact.
- There were 49 general comments at the end of the survey, which mainly included support for proposal (22%), praise for the SFRS as a valued and essential service provider (18%), and comments about poor publicity of the consultation (10%).





## 4.2 Equality & Diversity sections

### E&D survey results

Overall 193 respondents gave at least one answer to questions listed in the Equality and Diversity section (82%). Resident respondents were slightly more middle-aged, white and female than the population make up of Epsom and Ewell and Reigate and Banstead. Looking at the responses from the individual sub-groups, no difference in attitude could be discerned, either because they reflected the average result or because the sample size was too small to be statistically representative.

See detailed tables for section below in Appendix A

### **Age:**

The distribution of age groups amongst the survey's residents sample is slightly more centred on the age groups of 25-44 and 45-64, and is not representative of the overall spread of the population that was eligible for consultation participation (15+ years old).

Looking at the level of support from older age groups (those of 65+ of age are at higher risk of fire death/injury), there was no significant difference (15% opposed the proposal as supposed to 14% generally).

Some issues were raised about children in terms of road safety and noise disruption:

*"Putting a fire Station in Banstead itself as opposed to Burgh Heath is a bad idea as traffic will reduce response times and be a danger to high concentration of pedestrians especially children. [..]"* Member of the public, R&B

*"Added noise impact with young children in house."* Member of the public, R&B

Also, we received 16 completed questionnaires from care home managers. The majority of those (75%) supported the proposal and made no comment in relation to their vulnerable residents, other than:

*"They [SFRS] are very important to us in the caring area - fire audits to keep our service users safe"*

### **Disability:**

Mobility issues and mental health issues are known to be fire risk factors. Looking at the 18 respondents stating to have a disability, we can say that their level of support is not significantly deviates from non-disabled support levels (12% opposed the proposal, compared to 14% overall).

### **Gender:**

Females are more at risk of injury or death by fire.<sup>5</sup> The survey was completed by more women than men, which is roughly representative of the boroughs. In terms of support, men seemed less negative of the proposal (10%). Women had a slightly higher objection rate, but without making any reference to their sex (13%)

<sup>5</sup> Community Risk Profile, 2011-12



### **Ethnicity:**

We know that the majority of those suffering injuries or death through fire are White British. In the survey, 92% of those that stated their ethnicity was White British (which is above the average for R&B and E&E population, 81%). Thirteen respondents stated they were not White British, including Irish, other White background, Black / Black British, Asian / Asian British, Chinese, Sri Lankan and Mauritian. This group had no objection to the proposal at all.

### **Religion:**

The majority of respondents classed themselves as Christian (65%, average for R&B and E&E is 62%). 31% said they had no religion (average for E&E & R&B is 25%). Two respondents were Buddhist, two Jewish, one Muslim, one Humanist and one Hindu. There were no Sikh respondents amongst the sample. It was a small sub-group, so while 29% of the non-Christian faith group objected the proposal, it was only two respondents and no religious-specific comments were made.

### **Marital status:**

Single occupancy is known to be a fire risk factor. Hence, looking at the 22 respondents stating to be single, divorced, separated and widowed, we can say that their level of support does not deviate significantly from the overall results (9%).

### **LGB:**

Five of 153 respondents giving an answer to this question stated to be lesbian, gay or bisexual. The level of support split into 60% supportive and 20% unsupportive (20% held no opinion). However, it was only a very small sample, which makes this data non-conclusive. The verbatim had no reference to sexuality or any other lifestyle choice associated with this protected characteristic (single occupancy, risk of crime hate, etc).

### **Pregnancy / maternity:**

Six respondents stated that they had had a baby in the last 12 months or were pregnant. 4 of those support the proposal (67%), there were no comments by the maternity sub-group that referred to their protected status particularly.

### **Gender reassignment:**

Three respondents (2% of those that replied to this question) stated that they had undergone gender reassignment, which is well above the national average of 0.1% (GIREs). There were no particular comments that referred to their transgender status or associated risks.

### Other feedback relating to vulnerable adults and high risk groups

The Empowerment Board Mid Surrey and External Equalities Advisory Group were invited to comment on the proposal but submitted no response.



### 4.3 Public meeting

The SFRS organised a public meeting on 9 January 2014 and was publicised, along the consultation website, in 200 outlets, including libraries, community centres, churches, schools, post offices. The event was also publicised in the survey and through social media sites, Twitter and Facebook. County and local Members were also briefed on the event so that they could raise it with their constituents. Overall, 17 people confirmed their attendance and 35 wanted to 'maybe' come. On the evening, 11 people attended, amongst them 2 local councillors, one representative of the Banstead Village Residents Association, one representative of the Federation of Banstead Residents Associations. The SFRS gave a presentation, collected feedback and replied to questions. Points that were discussed included:

- Purley's temporary removal of the fire appliance from September 2014 and its impact on north R&B as a factor for the timescales
- Timescales between Cabinet approval and move in date are tight (new location might be a temporary solution)
- Partnership work with the London Fire Brigade (process and cost of securing support)
- Reason for extending search from optimal location in Burgh Heath to Banstead area
- Previous commitment to a fire station requiring access to the A217
- Traffic congestion in Banstead High Street as a major delaying factor. Doubts that modelling times are therefore realistic.
- Costing of a new station (extra costing for crewing; assurance that funds are available; imbalance of capital and revenue budget)
- Impact of an incident on the M25
- Criticism around the publicity, the location of the venue

While some attendees generally supported a move of the fire appliance into north R&B, participants from Epsom and Ewell were less positive, raising their concerns about the increase in response times, especially for the second appliance.

A transcript of the meeting, alongside responses to questions raised, was shared with all attendees that left their contact details.

### 4.4 Neighbourhood Panel

As part of the consultation, a SFRS officer presented the proposal at a Tadworth Neighbourhood Panel meeting, organised by Surrey Police, in December 2013. Fifteen members of the public attended and the general points raised were:

- Where will it be?
- Do you have enough money to build a new fire station (i.e. have the capital costs been accounted for?)
- Won't staffing be more difficult at two locations compared to one location?
- What about the traffic congestion in the area? Makes it more difficult for your attendance times?
- Parking in the area is a problem, how will fire engines be able to get through?
- When will it be built by / when will you move in?
- What will you do with the site at Epsom, its too big for one fire engine?



#### **4.5 Banstead library event**

In January 2014, a SFRS officer presented the proposal and answered questions at a pop-up stand in Banstead library. Around 20 to 25 people, mostly from Residents Associations, attended and raised following points:

- Most people were aware that the Police Station in Banstead was a possible option for the location of the new fire station
- Most people accepted the rationale of moving a pump from Epsom due to LFB vacating Purley, but still would object to a fire station in Banstead
- All those who attended without exception expressed that they thought the High Street would be a wrong location due to traffic congestion, this was a very strongly made point by all.
- The High Street was described as a 'wet road' which would be susceptible to pot holes due to LGVs
- Many had suggestions for the location of a new fire station, the most popular being the Ambulance Station site on the Horseshoe which has access onto the A217

#### **4.6 Meeting with Representatives of Reigate and Banstead Residents Associations**

A SFRS officer met with five representatives of Residents Associations (Tadworth & Walton RA, Burgh Heath RA, Chipstead RA, Banstead Village RA, Banstead District Federation of RAs), on 24 January 2014 to present the proposal and discuss it in more detail.

- Overall, there was split between those who thought that a potential move to Banstead would be an improvement against the current configuration with two fire engines at Epsom and those who thought that the High Street would be the wrong site.
- Sites suggested by RA representatives principally included the SECamb Ambulance Station at "Horseshoe, Banstead".
- They were slightly more reassured that, should it be necessary to create a temporary solution, SFRS would be still seeking to move to the optimum location in due course, subject to sites becoming available.
- They felt that the High Street would be the wrong location for a new fire station for a number of reasons including traffic, size of vehicles we have, noise and movements and that the conversion of a premises into a fire station would not fit with the council's development framework for Banstead.

#### **4.7 Staff meetings / feedback**

The consultation was advertised in the staff magazine in December and a direct email went out to affected crews. The consultation was further highlighted at team briefings at the beginning of December and again on 12 January 2014, which was attended by 8 Epsom staff. Feedback at that meeting was that:

- Banstead would be the wrong location; there wasn't the risk present in Banstead.
- The ORH modelling didn't accurately reflect the travel times on the ground in terms of getting to Banstead or Burgh Heath.
- However, Burgh Heath would be the right location and that it was worth pursuing.



#### Survey responses:

11 SFRS staff responded to the survey. The support for their service was strong with only 10% not being sure about valuing the service. Judging the proposed option, 45.5% of staff supported the approach, 45.5% were unsure and 9% rejected the proposal.

The key points for those that were unsure were:

- “My concern is that Espom's second appliance routinely covers training and gaps in fire cover due to incidents. Therefore for a significant portion of the time it will not be at its base location, Is it therefore still a **good investment of money** as it seems like a small gain for a large lay-out?”
- “My concern is one of **appliance crewing**. It is common practice for each appliance to have a crew of four. [...] **Single pump stations crewing with four does, I believe, make them vulnerable** where they are the first attendance to an RTC, house fire etc. Whilst the crew might be able to carry out some initial operations it places them in a more vulnerable position because their resources become stretched to the limit. [...] While I think that **moving Service resources to provide a more equitable level of cover to the community is a logical approach that is long overdue**, I am concerned at our front line crews are becoming far more vulnerable in the initial stages of 'working jobs'.”

All staff respondents said that we had explained the proposals clearly.

Of the 63% that were willing to submit at least one answer on their demographic background, all were of working age so fell into the 25-44 or 45-64 age groups. Two staff stated that s/he had a disability (29%), which is above with the general make up of the SFRS (1%). 83% of staff respondents that completed the E&D section were male, which is slightly below the makeup of the SFRS (91%) and all were White British (above average, as 2% of SFRS staff are from a BME background).

#### **4.8 Union response**

A SFRS officer met with a representative of the Fire Brigades Union (FBU) to consult on the issue. However, no formal response was submitted by the FBU.

#### **4.9 Councils and Committees**

The E&E and R&B Local Committees and R&B and E&E Borough Council Members and were written to as part of the consultation process and the proposals were presented to the Local Committee of Reigate and Banstead at an informal meeting on 20 January 2014. Invites to meetings with SFRS officers and the Cabinet Associate for Fire and Police Services, Kay Hammond were distributed to Chairmen of R&B and E&E Local Committees and the Chief Executives of the Borough Councils.

#### Survey responses from Members:

There were four responses from councillors in the survey (two councillors from Reigate and Banstead and two from Epsom and Ewell). While one R&B councillor and one E&E councillor supported the proposal, the other R&B councillor was uncertain on the grounds that no specific location was stated. Another E&E councillor objected because incident response times would increase at the detriment to his community, which already experiences response times over 10 minutes (north E&E).



Communities Select Committee (Scrutiny role):

In light of the short consultation period and the scope of the proposal, the Chairman of the Communities Select Committee decided to circulate an informal brief amongst Committee Members, to which no response was received.

Reigate and Banstead Local Committee:

At its private meeting on 20 January 2014, the Local Committee noted the proposal to extend the search area to locate a new fire station in the Banstead area, and that Banstead Police Station had been identified as a potential suitable location to meet the service's needs in the short term.

The Committee was minded to **support** this proposal as an acceptable solution *pro tem*; but would like to **request that alternative long term solutions be explored** urgently.

Epsom and Ewell Local Committee:

The item was discussed at an informal meeting in January 2014, and a formal response from the Local Committee stated:

- The Committee remains concerned at the implications of removing a fire engine from Epsom Fire Station and **requests that the decision be revisited** as the original consultation process was flawed. That, if the decision is not to be revisited, there should be **proper consideration to finding a more appropriate new site** than the potential site in Banstead High Street and a decision should not be rushed simply because the Purley Fire Station is to close temporarily. It would be preferable to delay the removal of the fire engine from Epsom than to choose the wrong site.
- A site in Banstead would delay the arrival of both the first and second pumps to fires in the Borough of Epsom and Ewell. Whilst the additional delay for the first pump is minimal there is a **considerable increase in the time** it will take for the **second pump** to arrive. Since two pumps are required before any rescue attempt from a building can take place the delay in arrival of the second pump could be critical.
- Times taken to attend fires in the **North of the Borough (E&E)** are already poor and **over 10 minutes** for much of the area. The siting of the engine in Banstead would not improve response times to much of this area and in some areas it will actually make it worse.

Reigate and Banstead Borough Council / Epsom and Ewell Borough Council:

The consultation was distributed and advertised through the R&B and E&E Borough Councils internal communication channels. Outside the survey, no feedback was received from any Borough Councillors.

#### 4.10 Other feedback

Email and letters:

We received three emails from residents, one from the MP for Reigate and six from Residents Association (RA) representatives (Ewell Village RA, Woodmansterne Green Belt & RA, Chipstead RA, Banstead Village RA, 2 x Burgh Heath RA).

While most Residents Associations were supportive of a fire station in the north of R&B, they also voiced concerns around the suitability of Banstead as a potential site for a new fire



station, and the short timeframe of the consultation. While the Chairman of Chipstead RA accepted that Banstead might accommodate a temporary site and thus agreed with the proposal, the Banstead Village RA Vice-Chairman did not support a temporary option for fear that finding a long term solution might not happen in the end.

Particular concerns were:

- Lack of specific location information means that no meaningful comments could be made
- Burgh Heath area with A217 access is preferable to Banstead High Street:
  - High volume of traffic / congestion would add to response times
  - Disruption to 200 residents in that area – road safety and noise pollution
  - Banstead High Street is due for commercial and residential development, a fire station would have planning issues
- Rushed consultation and poor publicity, venue of public meeting not in Banstead
- Unclear financial justification for moving not far away from Epsom
- Suggested sites: Horsehoe Ambulance Station, Bonsor Drive, Builders Merchants

BVRA representatives and MP Blunt asked specifically to extend the consultation period to facilitate more engagement with Banstead residents.

In addition, the Highway Agency confirmed that it had no further comments on this consultation.

#### 4.11 Media coverage

As part of the consultation, several press releases were published. From 16 December 2013 – 27 January 2014, the proposal featured in 5 media items:

Date	Title	Outlet	Circulation
19/12/13	Epsom's fire engine could move to Banstead, not Burgh Heath	epsomguardian.co.uk	929
		thisislocallondon.co.uk	68,243
		surreycomet.co.uk	26,738
		yourlocalguardian.co.uk	42,699
19/12/13	Public have their say on plans to relocate fire crew	GetSurrey.co.uk	
14/01/14	A former police station in Banstead could reopen as a fire station, according to the Fire Brigades Union (FBU)	Epsom Guardian	



## 5 Key findings

Despite running communication campaigns in both Epsom & Ewell and Reigate & Banstead, a majority of respondents came from R&B (79%), particularly the north of R&B <sup>6</sup> (64%), which is appropriate as the proposal concerns the Banstead and Burgh Heath areas.

The survey had 216 respondents submit a view on the proposal, showed following level of support for the proposal:

	SFRS staff		Residents, community reps and councillors						Others		TOTAL	
			R&B		E&E		Other					
Yes	5	45.5%	109	69.4%	10	32.3%	2	22.2%	5	62.5%	131	60.6%
Not sure	5	45.5%	29	18.5%	7	22.6%	4	44.4%	2	25.0%	47	21.8%
No	1	9.1%	15	9.6%	13	41.9%	2	22.2%	0	0.0%	31	14.4%
No opinion	0	0.0%	4	2.5%	1	3.2%	1	11.1%	1	12.5%	7	3.2%

Overall, people from Reigate and Banstead tended to support the proposal, whereas respondents from Epsom and Ewell were more negative. Staff were mainly supportive or unsure of the proposal.

Feedback from conversations with Residents Associations from R&B and SFRS staff in Epsom, however, was more nuanced, as most, in principle, approved of the plan to locate a fire station in the north of Reigate and Banstead, but did not support a potential site on Banstead High Street for reasons outlined below. Feedback from councillors of E&E was mainly negative to the overall plan to locate a fire engine from Epsom station to the north of R&B, as the incident response times would increase in their borough beyond a level that they deemed acceptable.

All consultation data including formal responses, survey comments, emails, and meeting notes were coded to determine the most frequently raised concerns around the proposal:

1. Banstead High Street would not be a suitable location for a fire station, due to heavy traffic and congestion and disruption and potential danger to residents in the area.
2. Increase in response times for residents in Epsom and Ewell (refers to original decision to move Epsom appliance)
3. Cost of move and justification for moving relatively short distance between Epsom and north Reigate and Banstead
4. Epsom fire station is at a more advantageous location (more populated area, closer to likely incidents)
5. A fire station in Banstead would not be in line with the Borough Council's plans to develop the High Street as a commercial and residential area.
6. A single fire engine station is less resilient and crew will be more stretched. This could affect staff morale.
7. Concerns that Banstead High Street could be pursued as a temporary option, but that in the long-term no other location would be found.

<sup>6</sup> Nork and Tattenhams; Banstead, Woodmansterne and Chipstead; Tadworth, Walton and Kingswood





Suggestions on what the SFRS should do next included to continue to search for a more suitable location in Burgh Heath area with access to the A217, to reverse the original decision to relocate the second pump from Epsom, to keep two pumps in Epsom and build an additional fire station in north R&B, and to raise council tax to avoid having to make savings.

While no specific location was stated in the consultation material for commercial reasons and because no site had been secured, some groups and residents, during the course of the consultation, identified the old Police Station in Banstead as a potential option that SFRS could be pursuing, which was mostly thought of as an unsuitable location. Specific sites suggested as suitable for a new fire station were:

1. Ambulance Station, Horeshoe, Banstead
2. Bonsor Drive
3. Builders Merchant, A217

On the other side, individuals that completed the survey as supporters of the proposal mentioned the following reasons (please note that the survey did not explicitly ask for their motives to support the proposal):

1. Fairer more balanced response times
2. Feel safer with a station close by
3. Good use of the old Police Station

Also, Residents Associations and the R&B Local Committee who supported the proposal made it clear that their support was on the condition that should a site in Banstead High Street be secured, it would be on a temporary basis.

The consultation process was deemed unsatisfactory by many Residents Associations and MP Blunt. The main criticism revolved around:

1. Not having the exact location of the proposed new fire stations meant people could not give their views on particular sites.
2. Poor publicity for the public meeting and consultation in general
3. Short time-frame, which omitted meaningful engagement and might lead to a rushed decision
4. It needed to be clearer in the material that a potential fire station in Banstead could be a temporary solution
5. Difficult to read map and unclear figures in the material

For full analysis, see Appendix C.

## **6 Next steps**

Following the analysis of the consultation feedback, the key themes will be included as evidence in the paper outlining the proposal to Cabinet in February 2014.

If the proposal is approved, the Action Plan will be implemented. Equally, actions outlined in the EIA will start to be implemented.



### Appendix A – Equality section survey results

**Age:** The distribution of age groups for the population of R&B and E&E and the age distribution for the survey is as follows:

Age	R&B	E&E	Applied to sample (15-85+)	Actual sample (residents)	
15-24	11%	12%	13%	1%	1
25-44	28%	26%	33%	40%	63
45-64	26%	26%	32%	41%	64
65-84	14%	15%	18%	17%	26
85+	3%	2%	3%	1%	2

Age	Sample size		Yes		Not sure		No		No opinion	
up to 24	1	1%	1	100%	0	0%	0	0%	0	0%
25-44	71	38%	41	58%	17	24%	9	13%	4	6%
45-64	73	39%	51	70%	12	16%	9	12%	1	1%
65+	40	22%	25	63%	8	20%	6	15%	1	3%
<b>Overall</b>	<b>185</b>	<b>100%</b>	<b>118</b>	<b>64%</b>	<b>37</b>	<b>20%</b>	<b>24</b>	<b>13%</b>	<b>6</b>	<b>3%</b>

#### Disability

Disability	Sample size		Yes		Not sure		No		No opinion	
Yes	18	10%	11	61%	4	22%	1	6%	2	11%
No	162	90%	105	65%	33	20%	20	12%	4	2%
<b>Overall</b>	<b>180</b>	<b>100%</b>	<b>116</b>	<b>64%</b>	<b>37</b>	<b>21%</b>	<b>21</b>	<b>12%</b>	<b>6</b>	<b>3%</b>

#### Gender

Gender	Sample size		Yes		Not sure		No		No opinion	
Female	95	53%	60	63%	19	20%	12	13%	4	4%
Male	84	47%	59	70%	17	20%	8	10%	0	0%
<b>Overall</b>	<b>179</b>	<b>100%</b>	<b>119</b>	<b>66%</b>	<b>36</b>	<b>20%</b>	<b>20</b>	<b>11%</b>	<b>4</b>	<b>2%</b>

#### Marital Status

Status	Sample size		Yes		Not sure		No		No opinion	
Married, co-habiting, civil partnership	157	88%	104	66%	31	20%	18	11%	4	3%
Single, widowed, separated, divorced	22	12%	14	64%	5	23%	2	9%	1	5%
<b>Overall</b>	<b>179</b>	<b>100%</b>	<b>118</b>	<b>66%</b>	<b>36</b>	<b>20%</b>	<b>20</b>	<b>11%</b>	<b>5</b>	<b>3%</b>



Sexual orientation

Status	Sample size		Yes		Not sure		No		No opinion	
Heterosexual	148	97%	99	67%	30	20%	15	10%	4	3%
LGB	5	3%	3	60%	0	0%	1	20%	1	20%
<b>Overall</b>	<b>153</b>	<b>100%</b>	<b>102</b>	<b>67%</b>	<b>30</b>	<b>20%</b>	<b>16</b>	<b>10%</b>	<b>5</b>	<b>3%</b>

Religion/faith

Religion	Sample size		Yes		Not sure		No		No opinion	
Christian	100	65%	68	68%	21	21%	7	7%	4	4%
Other faiths (Buddhist, Hindu)	7	5%	4	57%	1	14%	2	29%	0	0%
No religious / faith group	48	31%	34	71%	8	17%	5	10%	1	2%
<b>Overall</b>	<b>155</b>	<b>100%</b>	<b>106</b>	<b>68%</b>	<b>30</b>	<b>19%</b>	<b>14</b>	<b>9%</b>	<b>5</b>	<b>3%</b>

Ethnicity

Ethnicity	Sample size		Yes		Not sure		No		No opinion	
White British	156	92%	100	64%	32	21%	19	12%	5	3%
Not White British	13	8%	10	77%	2	15%	0	0%	1	8%
<b>Overall</b>	<b>169</b>	<b>100%</b>	<b>110</b>	<b>65%</b>	<b>34</b>	<b>20%</b>	<b>19</b>	<b>11%</b>	<b>6</b>	<b>4%</b>



**Appendix B – Consultation and Communications summary**

<b>Date</b>	<b>What</b>
16 and 17 December 13	Posters and questionnaires sent out Consultation on SFRS social media and website; Media brief distributed to central News and Media team (SCC) and Surrey Police Emails and letters to all stakeholders
18 December 13	Tadworth Neighbourhood Panel meeting
19 December 13	Consultation featured in Communities Select Committee Bulletin
19 December 13	Consultation featured in Vulcan staff magazine
19 December 13	Consultation featured on: GetSurrey website Epsom Guardian website This is Local London website Surrey Comet website Your Local Guardian website
20 December 13	Consultation featured on 'News from Epsom and Ewell' SCC website
December 13	Consultation featured on BVRA and WGBRA websites
6 January 14	Consultation and Banstead library event promoted via Surrey libraries Twitter Reminder on SFRS Twitter
7 January 14	Banstead library event
9 January 14	Public meeting at Bourne Hall, Ewell
9 January 14	Consultation raised at Cuddington Residents Association meeting
10 January 14	Circulated informal briefing with Communities Select Committee
12 January 14	Staff briefing at Epsom
13 January 14	Email sent to previous consultees
14 January 14	Consultation featured on Epsom Guardian website
15 January 14	Reminder to community groups and Committees about closing date Media brief and up-dated poster sent to R&B BC comms officer
16 January 14	Meeting with FBU
20 January 14	Informal meeting for Reigate and Banstead Local Committee
23 January 14	Meeting with E&E Chief Executive
24 January 14	Meeting with representatives of R&B Residents Associations
27 January 14	Consultation closed

**Direct contact:**

- Emails to Members of the SCC Communities Select Committee
- Emails to SCC E&E and R&B members
- Emails to Mayors of E&E and R&B
- Emails to Borough Council Leaders of E&E and R&B
- Email to R&B BC Portfolio holder (Community Safety Partnership)
- Emails to Chief Executives of R&B and E&E BC
- Emails to Mole Valley and Tandridge Council Leaders and LC Chairmen



- Emails to R&B Town and Parish Councils (Horley, Salfords & Sidlow)
- Letters to four MPs (Reigate, East Surrey, Mole Valley, Epsom and Ewell)
- Informal brief to Community Select Committee
- Emails to SFRS staff from Epsom and Reigate
- Staff briefing at Epsom
- Consultation leaflet in Epsom fire station
- Meeting with FBU
- Public meeting at Bourne Hall, Ewell – invited through emails to SCC Members and E&E and R&B LC Chairmen, posters, survey, social media
- Meeting with R&B Residents Association Chairmen
- Presentation at Banstead library
- Presentation to R&B Local Committee (LC) at informal meeting
- Presentation at Police Neighbourhood Panel meeting in Tadworth
- Emails to 68 ORS panel members (E&E and R&B residents)
- Emails to previous consultees
- Emails to businesses from our Economy team
- Letters / emails to local groups (Association of Ewell Downs Residents; College Ward Residents Association; Cuddington Residents Association; Ewell Court Residents Association; Ewell Village Residents Association; Howell Hill Residents Association; Nonsuch Park & District Residents Association; Stamford Ward Residents Association; Stoneleigh and Auriol Residents Association; Town Ward (Epsom) Residents Association; West Ewell and Ruxley Residents Association; Woodcote (Epsom) Residents Society; Nork RA; Banstead District Federation of RAs; Banstead Village RA; Burgh Heath RA; Chipstead RA; Hooley RA; Kingswood RA; Lower Kingswood RA; Merstham RA; Netherne on the Hill; Outwood Lane; Park Road; Preston; Tadworth & Walton; Tattenhams RA; Woodmansterne Green Belt and RA)
- Letters to 13 partner agencies (including MoD, British Red Cross, St Johns Ambulance, etc)
- Letters to 9 surrounding Fire and Rescue Authorities (including Bucks, Berks, Hants, London, Kent, Oxs, West Sussex)
- Emails to Neighbourhood Officers in R&B and E&E (Police)
- Emails to 21 internal SCC officers (including comms, Trading Standards, Environment and Infrastructure, Council Leadership Team)
- Questionnaires to 128 care homes in E&E and R&B
- Letters to 5 health / carers groups (Reigate Stepping Stones, East Surrey Carers Support, Carers Epsom, SAVI)

**Distributors (to forward to their contacts):**

- Email to Business Link, Tourism SE, Federation of small businesses
- Email to Community and Engagement Officers in R&B and E&E BCs
- Email to Community Safety Officers in R&B and E&E BCs
- Email to Community Partnership Officers for R&B and E&E for Local Committees
- Email to Democratic Services in R&B and E&E BC for Borough Councillors
- Email to 3 GP clusters (East Surrey Doc, Mid Surrey, Epsom)
- Email to External Equalities Advisory Group (Action for Carers Surrey, Age UK, Bridging the Gap, Diocese of Guildford, Farnham Humanists, GIRES, MIND, Outline Surrey, Social Information on Disability, Surrey Coalition of disabled people, Surrey Community Action, Surrey Community Health, Surrey County Association of Parish



and Town Councils, Surrey Independent Living, Surrey Minority Ethnic Forum, Surrey Rural Partnership, Surrey Youth Focus)

- Email to FBU and Unison
- Email to Empowerment Board Mid Surrey

**Posters:**

- 4 Citizens Advice Bureaux (Banstead, Horley, Redhill, Epsom and Ewell)
- 37 Community Centres and Day Centres and 2 Hubs
- 29 churches in R&B and E&E
- 9 libraries / plasma screens (Banstead, Horley, Merstham, Redhill, Reigate, Tattenhams, Epsom, Ewell, Ewell Court)
- 15 Post Offices in Banstead, Chipstead, Tadworth, Kingswood, Betchworth, Epsom, Ewell, Horley, Reigate, Redhill, Ashted
- 88 schools in R&B and E&E



**Appendix C – Collated data analysis**

	Survey		PSP email / calls / letters / formal responses		Meetings		TOTAL	
	Residents / businesses	202	87.1%	3	1.3%	27	11.6%	232
Councillors / MPs	4	44.4%	3	33.3%	2	22.2%	9	2.9%
SFRS Staff	11	57.9%	0	0.0%	8	42.1%	19	6.1%
Community group representatives	9	21.4%	6	14.3%	27	64.3%	42	13.5%
Partners	6	85.7%	1	14.3%	0	0.0%	7	2.2%
Other	3	100.0%	0	0.0%	0	0.0%	3	1.0%
<b>TOTAL</b>	<b>235</b>	<b>75.3%</b>	<b>13</b>	<b>4.2%</b>	<b>64</b>	<b>20.5%</b>	<b>312</b>	

	Members of the public	SFRS staff	Councillors	Community group rep	Partners	Others	TOTAL
<b>Grouped feedback</b>							
E&E LC response			1				1
R&B LC response			1				1
<b>Individual feedback</b>							
Banstead library meeting	5			20			25
Tadworth police panel	15						15
Public meeting	7		2	2			11
RA meeting				5			5
Staff briefing		8					8
Email / letter feedback	3	0	1	6	1	0	11
Survey responses	202	11	4	9	6	3	235

\* Grouped feedback was counted as 1, as scope of representation could not be determined.

	Individual items of feedback										Grouped					
	Survey					TOTAL	Letters / emails	Meetings			Formal responses					
	Q5 - Reasons for objection / uncertainty	Q 6 - clarification on proposal	Q7 - general comments	Q7 - general comments	Q7 - general comments			Tadworth Panel meeting	Banstead library	Public meeting	RA Meeting	Staff briefing	E&E LC	R&B LC	TOTAL	
	54	42	49	145	11											
10	0	0	0	0	0	0.0%	0	0.0%	0	0.0%			0			
11	0	0	5	5	1	10.2%	5	3.4%	1	3.4%			2			
12	0	4	0	4	0	9.5%	4	2.8%	0	2.8%			0			
13	0	2	1	3	0	4.8%	3	2.1%	0	2.1%			0			
14	0	1	0	1	0	2.4%	1	0.7%	0	0.7%			0			
15	0	0	3	3	3	6.1%	3	2.1%	1	2.1%			1			
16	0	0	1	1	0	2.0%	1	0.7%	0	0.7%			0			
17	0	2	0	2	1	4.8%	2	1.4%	1	1.4%		1	2			
18	0	0	1	1	1	0.0%	1	0.7%	1	0.7%			1			
19	4	22	2	28	5	52.4%	28	19.3%	1	19.3%			3			
20	0	0	0	0	0	0.0%	0	0.0%	0	0.0%			0			
21	20	1	1	22	1	37.0%	22	15.2%	1	15.2%		1	2			
22	2	0	1	3	0	3.7%	3	2.1%	0	2.1%			0			
23	8	1	0	9	1	14.8%	9	6.2%	1	6.2%			2			
24	1	0	0	1	0	1.9%	1	0.7%	0	0.7%			0			
25	11	2	2	15	4	20.4%	15	10.3%	1	10.3%			5			
26	2	0	0	2	0	3.7%	2	1.4%	0	1.4%		1	1			
27	1	0	1	2	0	1.9%	2	1.4%	0	1.4%			0			
28	3	2	1	6	0	5.6%	6	4.1%	0	4.1%		1	1			
29	0	0	2	2	0	0.0%	2	1.4%	0	1.4%			0			
30	0	0	1	1	0	0.0%	1	0.7%	0	0.7%			1			
31	0	0	0	0	0	0.0%	0	0.0%	0	0.0%			0			
32	0	0	0	0	1	0.0%	0	0.0%	1	0.0%		1	2			
40	0	0	0	0	0	0.0%	0	0.0%	0	0.0%			0			
41	4	0	1	5	0	7.4%	5	3.4%	0	3.4%		1	1			
42	11	1	2	14	5	20.4%	14	9.7%	1	9.7%		1	3			
43	2	0	0	2	2	3.7%	2	1.4%	1	1.4%		1	2			
44	0	0	2	2	0	0.0%	2	1.4%	0	1.4%			0			
45	1	0	1	2	2	1.9%	2	1.4%	0	1.4%			0			
46	0	0	1	1	0	0.0%	1	0.7%	0	0.7%			0			
48	0	0	0	0	1	0.0%	0	0.0%	0	0.0%			0			
50	0	0	0	0	0	0.0%	0	0.0%	0	0.0%			0			
51	1	0	0	1	0	1.9%	1	0.7%	0	0.7%			0			
52	1	4	0	5	0	9.5%	5	3.4%	0	3.4%			0			



	(wholetime, crewing)																										
53	Question: move or reduction?	1	1.9%	3	7.1%	1	2.0%	5	3.4%	0																	
54	Question: costing	0	0.0%	2	4.8%	0	0.0%	2	1.4%	0																	
55	Praise for SFRS	0	0.0%	0	0.0%	9	18.4%	9	6.2%	0																	
56	Question: to do with Reigate losing one engine?	0	0.0%	0	0.0%	1	2.0%	1	0.7%	0																	
57	Question: resilience?	0	0.0%	0	0.0%	1	2.0%	1	0.7%	0																	
58	Question: timescales?	0	0.0%	0	0.0%	1	2.0%	1	0.7%	0																	
59	Question: What happens to Epsom fire station?	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0																	
80	<b>Support</b>	1	1.9%	2	4.8%	4	8.2%	7	4.8%	1																	
81	Banstead is more built up than Burgh Heath	1	1.9%	0	0.0%	0	0.0%	1	0.7%	0																	
82	Feel safer with fire station close by	2	3.7%	0	0.0%	2	4.1%	4	2.8%	0																	
83	Fairer more balanced response times	0	0.0%	0	0.0%	4	8.2%	4	2.8%	0																	
84	Good use of Police Station	0	0.0%	0	0.0%	1	2.0%	1	0.7%	0																	
85	Generally supportive of move to NR&B but not Banstead High Street	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2																	
98	Nothing	0	0.0%	0	0.0%	5	10.2%	5	3.4%	1																	
99	Other	5	9.3%	1	2.4%	5	10.2%	11	7.6%	0																	

This page is intentionally left blank

## What equalities legislation is there?

The [Equality Act 2010](#) is a single legal framework that seeks to provide a clear basis upon which to tackle disadvantage and discrimination. Most of the provisions of the Act came into force in October 2010, replacing and consolidating nine pieces of legislation. The Act seeks to ensure people are not discriminated against because they **share certain ‘protected characteristics’<sup>1</sup>**, are **assumed to share** those characteristics or **associate with other people** that share a protected characteristic. It also aims to increase equality of opportunity and foster good relations between groups.

In the Act the Government created a [Public Sector Equality Duty](#). This Duty seeks to ensure public authorities play their part in making society fairer by requiring them to have ‘due regard’ to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and those who do not share it.

The Act covers both direct and indirect discrimination<sup>2</sup>. The Act also extended protection to those experiencing associative discrimination. This occurs when a victim of discrimination does not have a protected characteristic but is discriminated against because of their association with someone who does e.g. the parent of a disabled child. It also extended the concept of discrimination by perception, where a victim of discrimination is presumed to have a protected characteristic, whether they do have it or not.

## What does ‘due regard’ mean?

Having ‘due regard’ means giving an appropriate level of consideration to equalities issues. The Equality Act 2010 explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

---

<sup>1</sup> The ‘protected characteristics’ defined in the Act are: age; disability; gender reassignment; pregnancy and maternity; race (including ethnic or national origins, colour or nationality); religion or belief (including lack of belief); sex and sexual orientation. Marriage and civil partnerships is also protected but only with regards to the need to eliminate discrimination.

<sup>2</sup> Equality Law provides [useful summaries](#) of different types of discrimination.

# EQUALITY IMPACT ASSESSMENT GUIDANCE

7

The Act also states that meeting different needs involves taking steps to take account of disabled people's disabilities. It also describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. Further, it states that compliance with the duty may involve treating some people more favourably than others.

The issue of 'due regard' has been considered in a number of Court cases<sup>3</sup>. It has been emphasised that there are no "prescribed" steps that public bodies must take to demonstrate due regard. In addition there are no particular outcomes that authorities must achieve for those that share protected characteristics as a result of having had 'due regard'. Rather the test of whether an authority has given due regard is a test of substance not "of mere form or box ticking". The duty therefore must be performed "with rigour and with an open mind" and where it forms part of a decision to be made by Members it is important for officers to "be rigorous in enquiring and reporting to them".

**Surrey County Council demonstrates how it has applied 'due regard' to equalities by developing Equality Impact Assessments (EIAs) and incorporating the findings from these assessments into changes it makes to services, functions or policies.**

Surrey County Council has also made a wider commitment to fairness and respect, which underpins everything we do. Our [One Council One Team Fairness and Respect Strategy 2012-2017](#) sets out our equality objectives for the organisation. It also demonstrates our commitment to deliver these objectives in partnership with local organisations and public bodies that are best placed to improve services for Surrey's residents.

## What is this guidance and template for?

This guidance and template seeks to support staff when they are developing an EIA by:

- asking a series of questions that will ensure the equalities implications of any policy, function or service are considered in a robust fashion;
- ensuring that an action plan is produced to address any impacts that are identified; and
- ensuring that decision makers are provided with clear information about the potential impact of decisions on people with protected characteristics.

## Do I need to complete an Equality Impact Assessment?

As a first step you will need to determine whether you need to complete an EIA for the policy, function or service you are developing or changing. The key question is whether any aspect of a new policy, function or service, or changes to an existing one, will have an impact on residents or staff, particularly people sharing protected characteristics. If it will then it is likely that an EIA will need to be completed<sup>4</sup>. **Very few of our policies, functions or services will have no equalities implications for either our residents or our staff.**

<sup>3</sup> The Equality and Human Rights Commission has produced a summary of the implications of these cases in [The Public Sector Equality Duties and financial decisions](#).

<sup>4</sup> The Equality and Human Rights Commission publication [Meeting the equality duty in policy and decision-making](#) includes useful guidance on what should be assessed.

# EQUALITY IMPACT ASSESSMENT GUIDANCE

However, the level of detail within the EIA should be proportionate to the issue being considered and the scale of the impact. This means that the range of data used and the extent of community engagement undertaken should be proportionate to the issue being considered. For example, changes to an adult social care service that supports vulnerable elderly residents are likely to require a detailed EIA. However, changes to highway verge maintenance are likely to require either a light touch EIA or no EIA at all. **It is for Directorates to decide the level of detail required in their EIAs.**

**If you decide not to complete an EIA, you must make a record of this decision.** This might take the form of minutes of a meeting, an internal email or a record in a service plan. Most importantly, it must make clear **why you have concluded that an EIA is unnecessary**

## When should I complete an Equality Impact Assessment?

Consideration of equalities is an ongoing process. Your assessment should start early in the development of a new or amended policy, service or function. **It is vital that your consideration of equalities issues is not a one-off exercise undertaken at the end of a project.** You need only publish your final EIA. However, you should keep previous versions of your EIA as a record of how the proposals changed as a result of your analysis.

## What if I identify negative impacts that can't be mitigated?

The outcome of your equality analysis is only one factor in the overall decision making process. Other factors (such as financial issues or legal matters) may have equal or greater influence over the decision. Further, the new or amended policy, service or function may have to proceed even though not all of the negative equality impacts can be mitigated. The important thing is that decision makers are aware of the equalities implications of the new or amended policy, service or function when making their decision and these implications are considered alongside all other factors.

## How should I finalise my Equality Impact Assessment?

All EIAs should be approved by an appropriate level of management in accordance with equalities processes in your Directorate. This may include consideration of your EIA by your Directorate Equality Group, if you have one. Your Strategic Director, Leadership Team and/or Cabinet Member may also wish to approve your EIA.

**Once your EIA is approved, you should send it to the Chief Executive's Policy Team (Equality and Diversity/CEO/SCC) for publication on the Council's website.** It is important that we publish our EIAs as this is one of the ways that we demonstrate how we have paid 'due regard' to the equalities issues identified in the Equality Act.

# EQUALITY IMPACT ASSESSMENT

## 1. Topic of assessment

<b>EIA title:</b>	Changes to fire engine deployment in the north of Reigate and Banstead borough
-------------------	--------------------------------------------------------------------------------

<b>EIA author:</b>	Gregory Finneron, Policy Officer, Customers and Communities
--------------------	-------------------------------------------------------------

## 2. Approval

	Name	Date approved
<b>Approved by<sup>5</sup></b>	Russell Pearson	13/2/14

## 3. Quality control

<b>Version number</b>	1	<b>EIA completed</b>	13/2/14
<b>Date saved</b>	12/02/14	<b>EIA published</b>	25/2/14

## 4. EIA team

Name	Job title (if applicable)	Organisation	Role
Greg Finneron Julia McDonald	Policy Officers	SCC	EIA authors
Doug Feery	Barrister		External advisor
David Kelly Allan Wells	Legal Services Manager	SCC	Internal advisor

## 5. Explaining the matter being assessed

<b>What policy, function or service is being introduced or reviewed?</b>	<p>The functions being considered are those of the Council as a fire services authority. The Council's SFRS <a href="#">Public Safety Plan 2011-20</a> (PSP) outlines 12 outcomes to be achieved by 2020. These include improving the balance of service provision across Surrey and improving the provision and use of property.</p> <p>In March 2013, Surrey County Council Cabinet approved Surrey Fire and Rescue Service's (SFRS) proposal to operate a chain of single fire engine stations running through the boroughs of Epsom and Ewell (E&amp;E) and Reigate and Banstead (R&amp;B). With this move, SFRS proposed to rebalance its resources in the area to ensure their efficient use and continuity of fire cover for local communities and county wide against the Surrey Response Standard.</p>
--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<sup>5</sup> Refer to earlier guidance for details on getting approval for your EIA.

# EQUALITY IMPACT ASSESSMENT

<p><b>What proposals are you assessing?</b></p>	<p>Part of the plan was to create a new fire station within the Burgh Heath area; however no site could be secured in this area. SFRS are therefore asking Cabinet to approve the provision of a new fire station within a wider area (a three mile radius) around Burgh Heath. Until this permanent site is identified SFRS intend to relocate to a temporary location within the same area, which will still deliver an improvement in the response standard as defined by the supporting map in Annex 1. This is in order to enable SFRS to meet its response targets, which has become an operational imperative due to a reduction in the reliability of the fire cover in that part of the County due in part to London Fire and Emergency Planning Authority closing Purley Fire Station for a period of 18-24 months from summer 2014.</p> <p><b>Proposal:</b></p> <ul style="list-style-type: none"> <li>• Officers should identify and deliver a permanent site for a single fire engine station within a three miles radius of Burgh Heath, to serve the north of Reigate and Banstead</li> <li>• Until such time as a permanent site is available to relocate the second fire engine from Epsom to a temporary fire station within the same geographical area, to deliver improvements against the Surrey Response Standard</li> <li>• Delegate authority to the Strategic Director for Adult Social Care to assess the options to relocate the second fire engine from Epsom and to identify an available location which meets the requirements identified in this report</li> </ul> <p>The proposal to find a site within the Burgh Heath area was the subject of a previous EIA produced for the March 2013 decision.</p>
<p><b>Who is affected by the proposals outlined above?</b></p>	<p>The potential impact of this move is likely to be on residents and businesses in the area of north Reigate and Banstead, the remainder of Reigate &amp; Banstead and Epsom &amp; Ewell, as well as staff (re-location).</p> <p>The most significant impact derives from the original plan to relocate a second fire engine from Epsom, and will be experienced by those involved in incidents requiring the attendance of a second fire engine, particularly in parts of Epsom &amp; Ewell. Approximately 67% of incidents are resolved with only one fire engine in attendance.</p> <p>Modelling undertaken for this proposal (i.e. widening of the search area) has confirmed that the benefits of moving a fire engine into north Reigate and Banstead would create a more efficient use of resources across the County with the first fire engine for two appliance incidents reaching emergencies more quickly on average than they do now and should minimise the impact on the Surrey response standard.</p> <p>The impact on residents is outlined in section 7</p>

# EQUALITY IMPACT ASSESSMENT

## 7 6. Sources of information

### Engagement carried out

The proposal to widen the search area, including Banstead, has been shared with the public and partners during the consultation phase (6 weeks, starting 16/12/13).

Consultation activities included:

- A widely publicised on-line survey,
- Postal questionnaires (including to Care Homes Managers),
- Presentations at public meeting, Police Panel meeting, meetings with Residents Associations and at a library event in Banstead
- Targeted emails to Voluntary, Community and Faith Sector (VCFS)
- Targeted letters and emails to stakeholders and partner agencies, (including Resident Panels, Surrey Local Committees and Surrey MPs, Police, NHS and Ambulance)
- Staff and trade union consultation.
- Distribution of consultation material through the External Equality Advisory Group, borough councils' community officers' mailing lists and business associations.
- The consultation was publicised in local schools, churches, fire stations, Post Offices, libraries, Citizens Advice Bureaux, community centres, Hubs in Redhill and Epsom.
- Local media has also been utilised, eg. SCC media and social media (see consultation plan, Annex 3).

### Data used

To inform the EIA, the project used:

- Impact modelling to ensure we understand the effects of different options
- High risk group analysis using MOSAIC and Surrey-i data to understand the demographic make up of the affected areas
- Consultation and engagement with residents and businesses from affected areas
- Feedback from partners and politicians
- [SFRS Community Risk Profile 2011-12](#)
- [SFRS & ASC Briefing Document for Frontline Staff](#)



# EQUALITY IMPACT ASSESSMENT

## 7.a Impact of the new/amended policy, service or function

### 7.1 Impact of the proposals on residents and service users

The key impact of any proposal looking to reconfigure emergency response cover is how response times to incidents will be affected. An increase in response times will affect residents negatively as they have to wait longer for services to arrive.

Surrey Fire and Rescue Services (SFRS) produced a response standard that they aim to adhere to, in order to minimise damage to life and property. SFRS set targets for itself against a set of outcomes which are reported monthly. The current target is one fire engine at critical incidents within 10 minutes and a second one (where required) within 15 minutes on 80% of occasions. Approximately, 33% of incidents are resolved with two or more fire engines in attendance.

Also, while the response standards aim to ensure that the emergency cover arrives in adequate time, some residents require more support and benefit from quicker response times, and in return are affected proportionally more, when response times increase: See section 7.3 and 7.4.

#### Distribution of incidents and response times in E&E and R&B:

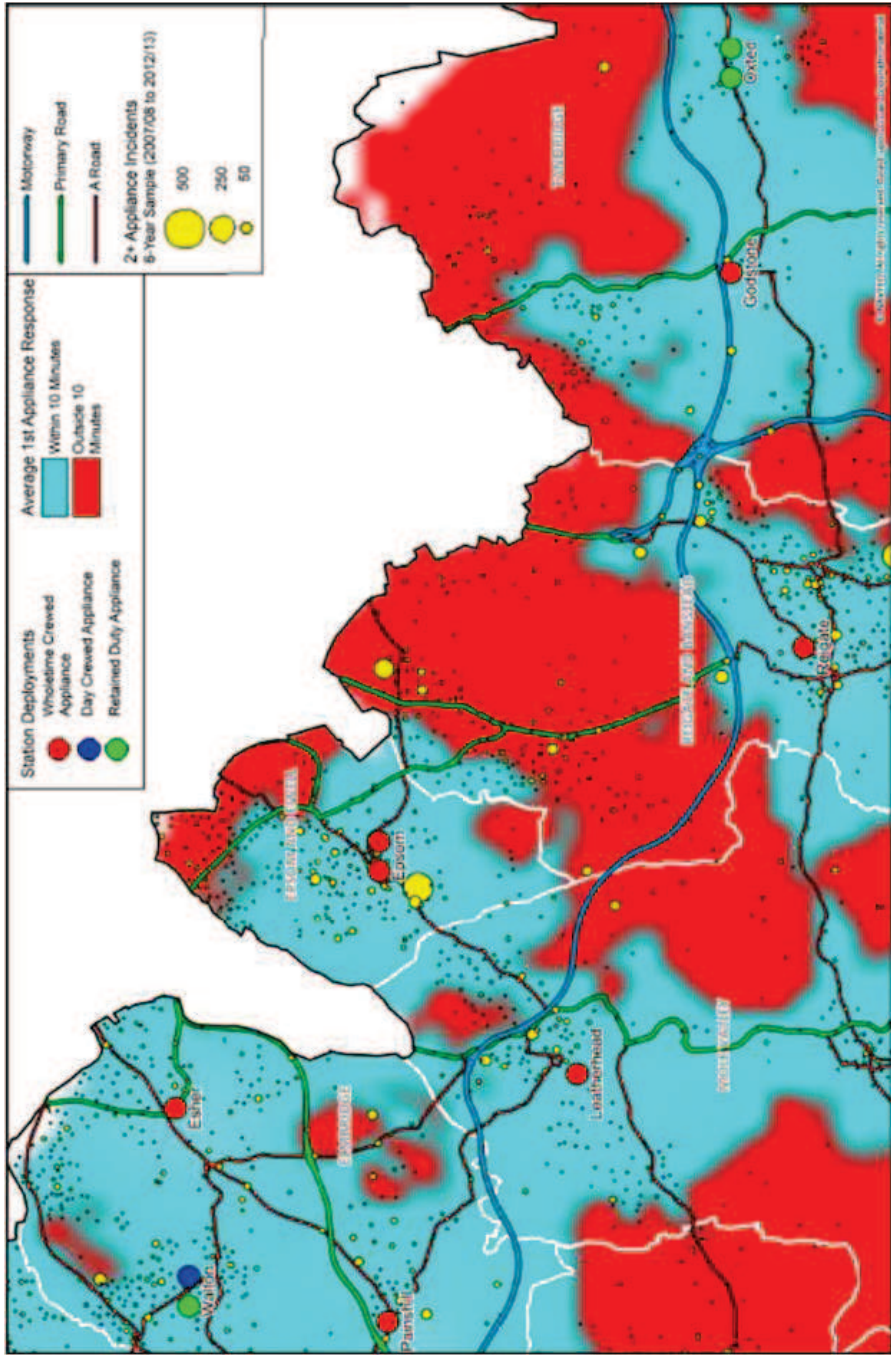
An incident is defined as any occasion where a fire officer or fire appliance attends on scene. The distribution of number of incidents shows that, frequency is linked to density of population (see Appendix 1 for map of incident numbers Surrey wide). The key areas for numbers of incidents are urban areas (however, severity of incidents is not linked to population density).

When focusing on Epsom and Ewell and north Reigate and Banstead in Diagram 1 below, the incident numbers seem to occur around the areas of:

- Epsom
- Banstead

## EQUALITY IMPACT ASSESSMENT

Diagram 1: Impact on performance of two fire engines deployed at Epsom Fire Station



As can be seen, the north of Reigate and Banstead have had longer than average response times, which is why SFRS have been looking to create a fire station in that area .

## EQUALITY IMPACT ASSESSMENT

Original proposal (four single fire engine stations through the boroughs of Epsom and Ewell and Reigate and Banstead):

The original proposal was created following response modelling aimed at ensuring that throughout Surrey, the first fire engine reaches emergencies more quickly on average than they do now and this should minimise the impact on the Surrey response standard. See Appendix 2 for modelling methodology.

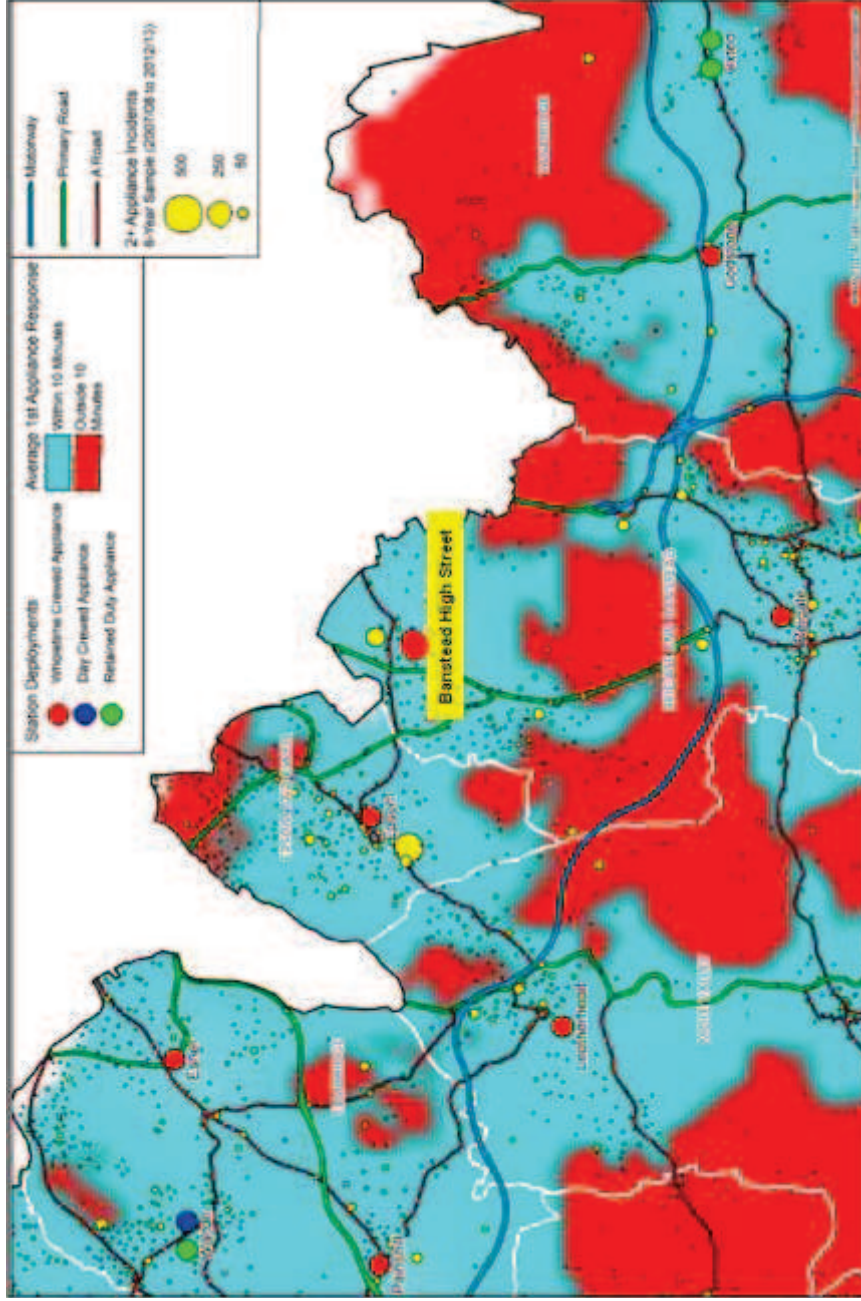
It was predicted that there would be a slight increase in the average response times for the first fire engine to arrive at an incident in Epsom and Ewell. It also meant that the second fire engine was likely to take longer to arrive at an incident in E&E, especially in areas to the north and west of the current Epsom fire station. It was predicted that the average response time for the first fire engine to arrive at an incident in Reigate & Banstead overall would improve significantly and the second fire engine was likely to take slightly less time to arrive at an incident in Reigate and Banstead. The average for both Reigate and Banstead and Epsom and Ewell would still be well within the Surrey Emergency Response Standard.

Amended proposal (widening of the search area around Burgh Heath / Banstead for a new fire station in north Reigate and Banstead):

Having remodelled the emergency response cover, based on a fire station in Banstead, we can see that the first appliance response in the north of Reigate and Banstead improves significantly, while having little negative impact on Epsom and Ewell (compare Diagram 1 and 2).

## EQUALITY IMPACT ASSESSMENT

Diagram 2: Impact on performance of one fire engines deployed at Epsom Fire Station and one deployed into the Banstead area



However, further modelling was conducted to explore response times for second appliances as part of the option development. A potential location at Banstead High Street was used to produce an up-dated response time model, to understand what the difference would be between optimal scenario (Burgh Heath) and a location that is still within the area marked as 'good impact on performance' by modelling (Map, Annex 1 of Cabinet Report) but slightly removed from Burgh Heath.

Modelling has also been done for a potential permanent site at the Horseshoe (without access to the A217 as is currently the situation and with access), and in case, neither Banstead or the Horseshoe materialise as a site, some other scenarios were modelled for ten sites within three miles of Burgh Heath. The table below shows the impact on response times of having a fire station at the worst possible

## EQUALITY IMPACT ASSESSMENT

location within three miles of Burgh Heath optimal location (i.e. with the least service improvement, which is in the residential area of Forest Drive / The Glade, Kingswood). This has been done only to model theoretically what would happen if the worst location in a three mile radius were chosen, which is extremely unlikely, due to the area's low feasibility and negative impact on response times.

Response standard	1st response to all 2+ appliance incidents		2nd response to all 2+ appliance incidents		1st response to other emergencies	
	Average	%in 10mins	Average	%in 15mins	Average	% in 16 mins
Current situation	Surrey	78.1%	11:01	83.1%		96.0%
	R&B	68.0%	12:31	79.9%		95.6%
	E&E	88.3%	07:02	94.1%		98.3%
Original proposal: one engine at Epsom, one at Burgh Heath optimal location	Surrey	80.6%	11:20	83.0%		96.3%
	R&B	86.9%	12:16	82.3%		97.4%
	E&E	85.3%	12:15	88.6%		98.0%
Up-dated proposal: one engine at Epsom, one at Banstead High Street	Surrey	80.0%	11:23	82.8%		96.2%
	R&B	83.1%	12:23	81.8%		97.2%
	E&E	84.9%	12:46	86.7%		98.0%
Potential scenario: one engine at Epsom, one at Horseshoe Ambulance Station	Surrey	79.8%	11:24	82.7%		96.2%
	R&B	81.9%	12:26	81.5%		97.1%
	E&E	84.9%	12:46	86.7%		98.0%
Potential scenario: one engine at Epsom, one at Ambulance Horseshoe with access to A217	Surrey	80.3%	11:19	83.1%		96.2%
	R&B	85.2%	12:21	81.9%		97.2%
	E&E	86.0%	11:49	90.5%		98.1%
Hypothetical: one engine at Epsom, one at worst possible location	Surrey	78.7%	11:35	80.4%		96.1%
	R&B	74.8%	12:41	80.2%		97.2%
	E&E	83.6%	14:54	56.7%		96.0%

NB: The Modelling in the table above was carried out in February 2014 and therefore uses more up to date data than has been used in the Annex of the Cabinet Report and in the Public Consultation. The modelled response times will therefore vary.

## EQUALITY IMPACT ASSESSMENT

As predicted in Diagram 2, response times for the first appliance improve significantly for Reigate and Banstead (by over a minute and 12% for all but the worst scenario), while Epsom and Ewell's service standard remains fairly even.

- The potential Banstead High Street site produces a slight increase in response times from the optimal location, especially on the second pump for Epsom and Ewell.
- The potential Horseshoe site without A217 access does not change the response times compared to Banstead High Street location for Epsom and Ewell and Surrey. Reigate and Banstead has a slightly less positive impact (first engine response time and % doesn't improve as much as with Banstead High Street)
- The potential Horseshoe site with modification access to A217 is the most preferable option, as it has a less negative impact on Epsom and Ewell than that which was modelled under the optimal Burgh Heath location.
- The worst possible location (an extremely unlikely scenario) does not secure as much as an improvement for first engine responses in Reigate and Banstead and has a very negative effect on Epsom and Ewell for the second pump (pushes the attendance % for the second pump outside the Surrey Response Standard).

### Conclusion:

The amended proposal still provides an overall service improvement compared to the current situation. It also secures the predicted response times reduction of the original proposal in Reigate and Banstead and Surrey wide. North Reigate and Banstead will receive a better service on first engine incident times.

The increase in response times for the second pump in Epsom and Ewell as a result of the proposal to relocate the second pump means that there is an impact on residents whichever the modelled options is chosen. The likely increase of 5 minutes for the second engine in Epsom and Ewell from the current situation means that residents in some parts are worse off than the current situation, but only 31 seconds worse off than under the original proposal; however, all modelled times are within the Surrey Response Standard.

Parts in north Epsom and Ewell that currently have response times of over 10 minutes for the first fire engine will continue to do so under the proposal (original and amended).

Improved interoperability and continued partnership work with London Fire Brigade, as well as continued education and community prevention work, will help to mitigate the impact.

# EQUALITY IMPACT ASSESSMENT

## 7.2. General Background on Reigate & Banstead and Epsom & Ewell

### Population size and density:

Epsom and Ewell Borough has 75,100 inhabitants and Reigate and Banstead Borough has 137,800 (Census, 2011). So while R&B's population size is the largest of any borough or district in Surrey, the density of population is greater in E&E (highest level of population density in Surrey). See Appendix 4 for data table and maps on population.

As pointed out in section 7.1., there is a link between incident numbers and population density in an area. Data on deaths and injuries through fire seems to confirm that link: looking at the number of accidental fire deaths and fire injuries and / or rescues, we can see that Epsom and Ewell with the much higher population density has had more deaths and injuries than Reigate and Banstead in 2006-9.

Area	Population Size	Population Density (persons / hectare)	Accidental Fire Deaths (attended by Epsom)	Fire Injuries and/or rescues (attended by Reigate)
Reigate & Banstead	137,835	10.7	1	12*
Epsom & Ewell	75,102	22.0	2	15 *
Surrey	1,132,390	6.8	14	91

(Source: SFRS Community Risk Profile, 11-12, Reporting period: 2006-09)

\*The highest and second highest number of injuries or rescues in the County for that period.

While there is a link between population density and fire incidents, other factors also influence not just number of incidents but also the outcome (death / injury).

Factors that are particularly significant as underlying causes for fire deaths and injury are explored in section 7.3. Other links to protected characteristics with less evidently strong links are discussed in more detail in table section 7.b.

## EQUALITY IMPACT ASSESSMENT

### 7.3. General Background on the Most Vulnerable Groups

In 2000, the No Secrets guidance<sup>6</sup> defined a vulnerable adult (now referred to as an adult at risk) as: “a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation whether or not a person is vulnerable in these cases will depend upon surrounding circumstances, environment and each case must be judged on its own merits.”<sup>7</sup>

#### **Fire deaths, injuries and / or rescues**

In an average week in 2011/12, 60% of incidents attended (excluding false alarms) were fires (dwelling, other property and non-property) in Reigate and Banstead, for Epsom and Ewell that figure was 70%. The Surrey average was 70%.

The SFRS Community Risk Profiles (CRPs) are an analysis of fire deaths and injuries that occurred in Surrey. The CRP 2011/12 data set on fatal fires is from the reporting period 2006-09 and injuries from April 2010 – March 2011. The updated CRP 2013/14 builds on this and covers a six year period between April 2006 and March 2012.

The CRP states that: ‘A healthy person, excluding infants, with well positioned and working smoke alarms, should be able to escape without injury or the need to be rescued from an accidental dwelling fire at any time of the day or night.’

It also highlights that those particularly at risk from a fire in their home fall into one or more categories of:

- Those over 60
- Those living alone
- Those with impairment
- Those that smoke
- Those that drink

---

<sup>6</sup> No Secrets Guidance

<sup>7</sup> [SCC ASC Safeguarding](#)



## EQUALITY IMPACT ASSESSMENT

Detailed investigations in the underlying causes of fire deaths produced following findings:

Underlying Causes (to 16 of 25) Fire Deaths in Surrey 2006-12	Fire Deaths	Percentage of 16 Fire Deaths
Mental Health	11	70%
Alcohol	7	45%
Mobility issues	7	45%
Smoking	5	30%

(Source: CRP 2013/14)

- **Mental health** – of the 16 people who died in a fire, 11 (70%) were known to have mental health and/or depression issues. In addition to this the people who died in fire outside their home all suffered from mental health issues and all the fires were started deliberately by the person who died.
- **Alcohol** – In 7 (45%) of the cases the casualty was, to some degree, under the influence of alcohol at the time of the fire. 2 were male and 5 were female.
- **Mobility issues** – 7 (45%) of the 16 people who died in a fire were known to have mobility issues that affected their ability to escape the fire.
- **Smoking** – In the CRP 2013/14, both sleeping and smoking are issues that have been found to have affected 16 of the 25 fire deaths in Surrey but are not the real underlying causes of these fire deaths. The CRP 2013/14 identifies that 44% of the fire deaths in Surrey (2006-12), smoking material was the primary cause of the fires. Of the 8 people who smoked, the primary cause in 5 of these incidents was smoking related (30%). All of these victims had additional underlying issues of mobility, mental health and alcohol problems.

Where a person is a smoker there are significant additional risks if the person is:<sup>8</sup>

- elderly,
- alcohol dependant,
- infirm (limited mobility) and/or
- has mental health needs<sup>9</sup>

This pattern of vulnerability is repeated when investigating fire injuries and/or rescues: Between April 2010 and March 2011, SFRS attended 111 fires involving 145 injuries and/or rescues, 91 of these were in accidental dwelling fires. The underlying causes for these injuries were:

<sup>8</sup>SFRS ASC Briefing for Staff

<sup>9</sup>SCC ASC What is a mental illness

## EQUALITY IMPACT ASSESSMENT

Underlying Causes of Injury in Accidental Dwelling Fires 2010-11	Number of injuries
Alcohol / Drugs	14
Mobility Issues	10
Medical conditions	5
Disabilities or special needs	5

(Source: CRP 2011/12)

### Location and volume of people at risk of fire:

The Fire Investigation and Community Risk Reduction Team have direct access to the Adult Social Care (ASC) Adult Information System client management system (see Appendix 3 for further details on ASC-SFRS cooperation).

Through the use of a Fire Risk Matrix which takes into account factors of age, client group (mental health, drug or alcohol use) and living alone, a risk score can be assigned to all open cases from the Social Care database, i.e. those known to ASC. The matrix does not include information on smokers which is likely to affect fire risk. Any individual may have a risk score of 0 - 6 based on this logic, and up to 3 risk factors recorded.

This information was updated in February 2013. Countywide, 2666 people have been identified with a risk score of 5 or 6, indicating they may be at high risk in a fire situation. This represents 10% of the overall cohort. The breakdown by district and borough is outlined below:

District / Borough	High Fire Risk people out of all people open to ASC	% High Risk people
Elmbridge	258 out of 2638	10%
<b>Epsom and Ewell</b>	<b>157 out of 1784</b>	<b>9%</b>
Guildford	246 out of 2772	9%
Mole Valley	213 out of 1857	11%
Waverley	378 out of 3132	12%
Runnymede	214 out of 2106	10%
<b>Reigate and Banstead</b>	<b>343 out of 3353</b>	<b>10%</b>
Spelthorne	229 out of 2178	11%
Surrey Heath	171 out of 1914	9%
Tandridge	184 out of 1865	10%
Woking	273 out of 2190	12%
Grand Total	2666 out of 25789	10%

Source: ASC, SCC, February 2013

## EQUALITY IMPACT ASSESSMENT

The wards in Epsom & Ewell and Reigate & Banstead with people at High Fire Risk (HFR) show that many are located in R&B, particularly to the north:

Ward	High Fire Risk people out of all people open to ASC	% of open cases considered to be at high risk in a fire situation
Reigate Hill, R&B	23 out of 124	19%
Banstead Village, R&B	59 out of 321	18%
Horley Central, R&B	47 out of 304	15%
Merstham, R&B	43 out of 314	14%
Tadworth and Walton, R&B	24 out of 169	14%
Tattenhams, R&B	20 out of 154	13%
Kingswood with Burgh Heath, R&B	17 out of 143	12%
Town Epsom, E&E	27 out of 243	11%
Nonsuch, E&E	9 out of 83	11%

While the people at high fire risk are based on ASC cases, who often live in their own homes, the distribution of care home beds is also more prevalent in R&B; 17% of all Surrey beds in care homes are based in R&B, whereas only 4% are in E&E. 610 care home beds alone are located in Banstead.

For detailed tables on distribution of High Fire Risk people and care homes / beds see Appendices 5 and 6.

Further, Surrey County Council and its partners produce a Safer and Stronger Communities Index, which combines 12 indicators, to highlight areas in Surrey that are likely to need additional support. The category indicators include population over 80, single pensioner households, households in socially rented tenure, income deprivation affecting older people, working age population claiming benefits, recorded crime and anti-social behaviour incidents, and accidental dwelling fires. Reigate and Banstead as a whole seems to have more areas that are in need of additional support, compared to Epsom and Ewell. The key areas for R&B are in the south and north-east of the borough.

See Appendix 7 for Safer and Stronger Communities heat maps.

### Road Traffic Collisions (RTC)

The rescue of people from road traffic collisions became a statutory duty for fire and rescue services upon the introduction of the Fire and Rescue Service's Act 2004. For many years prior to this Surrey Fire and Rescue Service have focussed on improving our ability to

## EQUALITY IMPACT ASSESSMENT

respond and deal with this type of incident effectively in addition to contributing the road casualty reduction programme across the county.

In an average week, 15% of incidents attended (excluding false alarms) are RTC in Reigate and Banstead, for Epsom and Ewell that figure is 14%. The Surrey average is 17%.

According to the CRP 11/12, in 2009, 40% of cases where people were killed or seriously injured occurred on 'A' class roads maintained by Surrey, and 12% happened on Trunk Roads or Motorways maintained by the Highways Agency. Both E&E and R&B have A roads, whereas R&B also has the M25. The north of R&B is surrounded by the A217 and the M25.

In 2009, a total of 5,755 people were reported as injured in road collisions in Surrey. The key risk group to suffer death or an injury on the road is male and young (16-24).

Type	Total Number of Killed or Seriously Injured and Slight Casualty in RTCs Surrey 2009	% Male	% Young Person (16-24 yrs)
Killed or Seriously Injured	571	72	28
Slight Casualty	5,184	56	25

(Source CRP 2011/12)

**Conclusion:** The majority of incidents SFRS attend are fires. Key factors that make people vulnerable to injury or death by fire have been identified as: mental health issues, age, mobility issues, alcohol/drug use and smoking.

R&B and E&E have an average level of vulnerable adults (those that are of high risk of fire). However, there are pockets where residents are more vulnerable, particularly in Reigate and Banstead. Areas in north Reigate and Banstead like Banstead Village, Tadworth and Walton, Kingswood, Burgh Heath and Tattenhams show an above average level of vulnerable adults and would thus benefit from the predicted improvement in response times to their area. Banstead also has the highest number of beds in care homes from all areas of E&E and R&B. On a broader level, Reigate and Banstead Borough also has more wards where communities are in need of additional support for public services.

SFRS also attend RTC for which the key risk factors are male and young. However, due to the transient nature of RTC especially on busy routes connecting key parts in the South East, prevalence of young male population in certain areas surrounding the A roads and Motorways is a limited indicator for establishing the impact of the proposal on the area.

# EQUALITY IMPACT ASSESSMENT

## 7.4. Other risk factors

The CRP 2013-14 identifies other factors that impact the risk of fire and / or injury, which include the built environment and society including levels of deprivation. The CRP states that: 'a person's health is influenced by the conditions by which they live. Social and economic conditions including low income, social exclusion, unemployment and poor housing have repeatedly shown to influence health and length of life. People in more deprived circumstances are more likely to die sooner and be unwell more often than the more affluent parts of the population.'

### Deprivation and Incident Correlation

SFRS commissioned a research analysis to be carried out on the relationship between IMD and incident demand using a six year sample of incident data (April 2007 - March 2013). Correlation analysis was conducted on the data for the IMD score and rank (within Surrey) against incident demand and rank for all incidents and all primary fire incidents within Surrey.

Page 171

- Reigate and Banstead with the second highest LSOA IMD score, has the highest primary fire demand.
- Guildford has the highest incident demand and average LSOA IMD score.
- Spelthorne has the most deprived ward but has the fourth lowest number of all incidents in the 6 year period and below average primary fires.

For primary fire demand and IMD score there is a weak trend of increasing incident demand with increasing IMD score. The average demand per LSOA, for both incident and primary fire demand, shows a general increase with IMD score, with the relationship for average primary fire demand with IMD score being stronger than for all incident demand.

## EQUALITY IMPACT ASSESSMENT

<p>Surrey average IMD score: 9</p> <p>Epsom and Ewell IMD score: 8.5 (wards with scores above 9 listed below)</p> <ul style="list-style-type: none"> <li>• Court, 20.9</li> <li>• Ruxley, 13.8</li> <li>• Town, 9.6</li> <li>• Ewell, 9.3</li> </ul>	<p>Reigate and Banstead IMD score: 9.6 (wards with scores above 9 listed below)</p> <ul style="list-style-type: none"> <li>• Preston, 23.4</li> <li>• Merstham, 17.4</li> <li>• Redhill West, 14.6</li> <li>• Horley Central, 13.1</li> <li>• South Park and Woodhatch, 12.2</li> <li>• Horley West, 12.2</li> <li>• Chipstead, Hooley and Woodmansterne, 11.3</li> <li>• Salfords and Sidlow, 10.3</li> <li>• Tattenhams, 9.8</li> <li>• Redhill East, 9.8</li> <li>• Capel, Leigh and Newdigate, 9.8</li> <li>• Earlswood and Whitebushes, 9.5</li> </ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

For maps of ward level IMD scores see Appendix 8.

### **Hate Crime and Arson**

In 2012 there has been only one Arson offence with a hate flag against it (racial flag). This offence was in Mole Valley. (Source: Surrey Police Incident Recording System, 2012) To understand if 1 racially motivated arson is 'typical', the tables below demonstrate that criminal damage is fairly prevalent, yet less than 0.5% of criminal damage to a dwelling was racially or religiously motivated. If this is used as a proxy, 1 racially motivated arson out of 299 (0.33%) suggests this would be the expected level.

Offence category	April 2010 – March 2011	April 2011 – March 2012
<b>Criminal Damage</b>		
Criminal damage to a dwelling	1809	1591
Criminal damage to a building other than a dwelling	1059	925
Criminal damage to a vehicle	5446	5026
Other criminal damage	3365	3076
Total	11679	10618

## EQUALITY IMPACT ASSESSMENT

### Racial or Religious Aggravated Criminal Damage

Offence category	April 2010 – March 2011	April 2011 – March 2012
Racially or religiously aggravated criminal damage to a dwelling	4	5
Racially or religiously aggravated criminal damage to a building other than a dwelling	6	0
Racially or religiously aggravated criminal damage to a vehicle	5	6
Racially or religiously aggravated other criminal damage	2	4
<b>Arson</b>	<b>April 2010 – March 2011</b>	<b>April 2011 – March 2012</b>
Offence category		
Arson endangering life	49	22
Arson not endangering life	305	277
<b>Total</b>	<b>354</b>	<b>299</b>

Source: D10 Partnership Product, Surrey Police Incident Recording System, March 2012

Page 173

**Conclusion:** There is a weak correlation between deprivation levels and fire incident numbers. Hence, improving service response times will be of greater benefit for a more deprived borough of Reigate and Banstead.

There seems to be a very low occurrence of racially or religiously motivated hate crime in Surrey, with none occurring in Reigate and Banstead or Epsom and Ewell.

## EQUALITY IMPACT ASSESSMENT

### 7.6 SFRRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14

#### Assessment of consultation activities

The timeline of consultation was 6 weeks, which although within the government guidance of 2-12 weeks, is shorter than usual. This was to reflect the relatively minor change in plan and to take account of the operational time pressures (for more detail, please see Cabinet Report).

Following things were done to ensure that impact on residents and vulnerable groups has been explored through consultation (in addition to modelling and data analysis above):

- Questionnaires to care home managers of old people and disabled care homes
- Posters at community centres, day centres, CABx, Hubs to highlight consultation to elderly and disabled people
- Event at Banstead library to capture parents and older residents<sup>10</sup>
- Posters at schools to highlight consultation to parents
- Posters at churches<sup>11</sup> and post offices<sup>12</sup> to advertise the consultation to elderly people
- Communications to the External Equality Advisory Group and Empowerment Board Mid Surrey for distribution amongst their members
- Communications with GP cluster groups to forward to their contacts to reach people of ill health
- Equality and diversity monitoring in survey (see analysis below)
- Braille, Easy read or other versions of the questionnaire were available on request (but not asked for)

Full list of consultation activities is available in the Consultation Report (Annex 3 of the Cabinet Report).

#### Equalities & Diversity monitoring - survey results

Overall 193 respondents gave at least one answer to questions listed in the Equality and Diversity section (82%). Resident respondents were slightly more middle-aged, white and female than the population make up of Epsom and Ewell and Reigate and Banstead. Looking at the responses from the individual sub-groups, no difference in attitude could be discerned, either because they reflected the average result or because the sample size was statistically too insignificant to be representative.

<sup>10</sup> typical user profile of Banstead library: 26% of active users with known age are 65+ and 21% are 0-9 years old (Source: Surrey Libraries Borrowers by Age Band, 2013)

<sup>11</sup> <http://www.whychurch.org.uk/age.php>, accessed 5-3-14: Tearfund survey, 2007: church attendance: 30% of 65+ are regular church goers

<sup>12</sup> Michelle Mitchell, Charity Director of Age UK, said: "Post offices are a real lifeline for many older people who use them as a 'one-stop' shop to access their pension, benefits, pay their bills, get advice and even in some cases socialise with others." (Two thousand post offices to close and re-open with substandard service, 11/12/11, <http://www.telegraph.co.uk/news/uknews/royal-mail/8949192/Two-thousand-post-offices-to-close-and-re-open-with-substandard-service.html>)



## EQUALITY IMPACT ASSESSMENT

### **Age:**

The distribution of age groups amongst the survey's residents sample is slightly more centred on the age groups of 25-44 and 45-64, and is not representative of the overall spread of the population that was eligible for consultation participation (15+ years old). Looking at the level of support from older age groups (those of 65+ of age are at higher risk of fire death/injury), there was no significant difference (15% opposed the proposal as opposed to 14% generally).

Some issues were raised about children in terms of road safety and noise disruption:

*“Putting a fire Station in Banstead itself as opposed to Burgh Heath is a bad idea as traffic will reduce response times and be a danger to high concentration of pedestrians especially children. [...]”* Member of the public, R&B

*“Added noise impact with young children in house.”* Member of the public, R&B

### **Disability:**

Mobility issues and mental health issues are known to be fire risk factors. Looking at the 18 respondents stating to have a disability, we can say that their level of support is not significantly deviates from non-disabled support levels (12% opposed the proposal, compared to 14% overall).

### **Gender:**

Females are more at risk of injury or death by fire. The survey was completed by more women than men, which is roughly representative of the boroughs. In terms of support, men seemed less negative of the proposal (10%). Women had a slightly higher objection rate, but without making any reference to their sex (13%).

### **Ethnicity:**

We know that the majority of those suffering injuries or death through fire are White British. In the survey, 92% of those that stated their ethnicity was White British (which is above the average for R&B and E&E population, 81%). Thirteen respondents stated they were not White British, including Irish, other White background, Black / Black British, Asian / Asian British, Chinese, Sri Lankan and Mauritian. This group had no objection to the proposal at all.

### **Religion:**

The majority of respondents classed themselves as Christian (65%, average for R&B and E&E is 62%). 31% said they had no religion (average for E&E & R&B is 25%). Two respondents were Buddhist, two Jewish, one Muslim, one Humanist and one Hindu. There were no Sikh respondents amongst the sample. It was a small sub-group, so while 29% of the non-Christian faith group objected the proposal, it was only two respondents and no religious-specific comments were made.

## EQUALITY IMPACT ASSESSMENT

### **Marital status:**

Single occupancy is known to be a fire risk factor. Hence, looking at the 22 respondents stating to be single, divorced, separated and widowed, we can say that their level of support does not deviate significantly from the overall results (9% opposition, as to general opposition rate of 14%).

### **LGB:**

Five of 153 respondents giving an answer to this question stated to be lesbian, gay or bisexual. The level of support split into 60% supportive and 20% unopposed (20% held no opinion). However, it was only a very small sample, which makes this data non-conclusive. The verbatim had no reference to sexuality or any other lifestyle choice associated with this protected characteristic (single occupancy, risk of crime hate, etc).

### **Pregnancy / maternity:**

Six respondents stated that they had had a baby in the last 12 months or were pregnant. 4 of those support the proposal (67%), there were no comments by the maternity sub-group that referred to their protected status particularly.

### **Gender reassignment:**

Three respondents (2% of those that replied to this question) stated that they had undergone gender reassignment, which is well above the national average of 0.1% (GIREs). There were no particular comments that referred to their transgender status or associated risks.

For detailed tables of Equality and Diversity Results please see Appendix A of the Consultation Report (Annex 3 of the Cabinet Report).

### **Feedback relating to vulnerable adults and high risk groups**

There were received 16 completed questionnaires from care home managers. The majority of those (75%) supported the proposal and made no comment in relation to their vulnerable residents, other than: *“They [SFRS] are very important to us in the caring area - fire audits to keep our service users safe”*

The Empowerment Board Mid Surrey was invited to comment on the proposal but submitted no response.

**Conclusion:** The consultation explored residents’ views on the proposal within a timeline and scope proportionate to the issue, and targeted specifically elderly people, people with a disability and health issues and parents (either directly or by promoting the consultation through their representative networks). The feedback from consultation produced no feedback specifically relating to protected characteristic, other than the road safety and noise impact on young children. While no explicit statement was made to this regard, the issue of road safety would also apply to people with mobility and awareness issues (disability and ill health, old age).

# EQUALITY IMPACT ASSESSMENT

## 7.b Impact of the proposals on residents and service users with protected characteristics

Protected characteristic <sup>13</sup>	Impacts	Evidence														
<p><b>Age</b></p>	<p><b>Data Analysis</b></p> <p>The CRP has identified a link between fire deaths/injuries and older people (i.e. 65 years and over). This risk is compounded in cases where there are other risk factors, e.g. living alone, mobility, mental health, smoking, etc). There is also an increase in fire deaths during the winter months.</p> <p>In Reigate and Banstead and Epsom and Ewell, there has been an above Surrey average increase in the % of under 5s, but a below average increase in the % of over 65s. The projected % increase for 2035 also follows a similar pattern with above Surrey average % increases in the % of under 5s but below average % increases in the over 65s.</p>	<p><b>Community Risk Profile 2013/14</b></p> <p>‘Eighteen of the twenty-five people who died in accidental dwelling fires (April 2006-March 2012) were above the statutory retirement age with seven under the retirement age.’</p> <p><b>Community Risk Profile 2011/12</b></p> <p>‘Between 2006-2009, of 13 people who were asleep at the time of the fire, 7 were under the influence of drugs or alcohol.’</p> <p><b>Fatalities from Fire</b></p> <p>The age range of all who died in accidental fires from 2006-2009 was 17–97 years of age.</p> <p><b>Table: Average age of those who died in Surrey 2006-09</b> (Source: CRP 2011/12)</p> <table border="1" data-bbox="914 600 1054 1122"> <thead> <tr> <th>Male / Female</th> <th>Average Age</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>64</td> </tr> <tr> <td>Female</td> <td>69</td> </tr> <tr> <td>Overall</td> <td>67</td> </tr> </tbody> </table> <p><b>Table: Fatalities under/over Statutory Retirement Age in Surrey 2006-09</b> (Source: CRP 2011/12)</p> <table border="1" data-bbox="1201 322 1307 1189"> <thead> <tr> <th>Under Statutory Retirement Age</th> <th>Over Statutory Retirement Age</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>9</td> <td>14</td> </tr> </tbody> </table>	Male / Female	Average Age	Male	64	Female	69	Overall	67	Under Statutory Retirement Age	Over Statutory Retirement Age	Total	5	9	14
Male / Female	Average Age															
Male	64															
Female	69															
Overall	67															
Under Statutory Retirement Age	Over Statutory Retirement Age	Total														
5	9	14														

<sup>13</sup> More information on the definitions of these groups can be found [here](#).

### Potential Positive Impacts

A significantly better first engine response time across Reigate and Banstead, especially in the north of the borough, and a slight improvement in the second fire engine response time. This might have a greater positive impact on the elderly given their vulnerability statistically to be injured or killed in fires, and on the elderly and young children given that they may have greater difficulty escaping a fire.

### Potential Negative Impact

Modelling predicts a slightly longer emergency response times for the first fire engine in Epsom and Ewell area and significantly longer response time for second fire engine but within the Surrey Emergency Response Standard. Potentially an increase in response times in Epsom and Ewell might mean greater risk to life and that this will have a greater impact on the elderly given their vulnerability statistically to be injured or killed in fires, and on the elderly and young children given that they may have greater difficulty escaping a fire.

The individuals most at risk of fire are white British males and females in the 30-60 year age range. Over all the age ranges, white British Females are shown to be the biggest groups at risk from injury and/or rescue from fire.

### Census 2011

Reigate and Banstead and Epsom and Ewell have below the Surrey average for the % of the population aged over 65, but Reigate and Banstead has the third highest % of people aged over 85.

**Table: % Population Over 65, 2011**

Region	% Aged 65+	% Aged 85+
Surrey	17.17	2.65
South East	17.16	2.52
<b>Epsom &amp; Ewell</b>	<b>16.74</b>	<b>2.58</b>
<b>Reigate &amp; Banstead</b>	<b>16.49</b>	<b>2.79</b>
England	16.34	2.23

**Table: % Population Over 65 One Person Households, 2011**

Region	% Aged 65+ One Person Households
South East	12.66
Surrey	12.62
<b>Epsom &amp; Ewell</b>	<b>12.58</b>
England	12.35
<b>Reigate and Banstead</b>	<b>12.13</b>

[Source: Surrey-i \(Census 2011\)](#)

In Surrey the population has grown between 2001 and 2011 by 7%. The % increase in under 5s in both Reigate and Banstead and Epsom and Ewell is above the Surrey average, but the % increase in over 65s in these two boroughs are below the Surrey average. A similar pattern is true for projected population.

# EQUALITY IMPACT ASSESSMENT

**Table: Young & Older Population 2011 and % Increase since 2001<sup>14</sup>**

Age Group	Reigate & Banstead		Epsom & Ewell		Surrey	
	Population	% Inc	Population	% Inc	Population	% Inc
Under 5s	9,150	17.7	4,630	16.7	71,310	13.5
Over 65s	22,733	10.4	12,575	11.5	194,466	13
Over 85s	3,850	29	1,930	15.3	30,040	26

**Table: Projected Population 2035 and % Increase from 2011<sup>15</sup>**

Age Group	Reigate & Banstead		Epsom & Ewell		Surrey	
	Population	% Inc	Population	% Inc	Population	% Inc
Under 5s	9,800	7.1	5,300	14.5	71,700	0.5
Over 65s	31,500	38.6	20,100	59.8	322,700	66
Over 85s	9,600	149.4	4,400	128	75,700	152

**Age and Alcohol Misuse:** The Surrey Fire and Rescue Service Community Risk Profile 2011-12 identified alcohol as a contributing factor to the cause of the fire and/or their injury. Of the 13 people who were asleep at the time of the fire, 7 were under the influence of drugs or alcohol. Alcohol misuse declines with age, however the chronic health damage from prolonged alcohol misuse is more likely to manifest as people get older. Different types of drinking and alcohol misuse are associated with different ages. For example, binge drinking is more prevalent in 18-24 year olds while increasing risk drinking is more common among 25-44 year olds.

<sup>14</sup> [Surrey-i: Data Collections/Census 2011](#)

<sup>15</sup> [Surrey-i: Population Projections \(2010-2035\) by 5 year age groups \(time series\)](#)

**Age and Mobility:** There is a positive correlation between age and mobility limitations, i.e. walking and movement difficulties (especially for people aged 70 years and over). Gender (i.e. women live longer increasing the likelihood of mobility limitations), marital status, and health behaviours e.g. smoking and alcohol misuse, and changes in health behaviours in smoking and physical activity affect age-mobility relation.

**Age and Mental Health:** Older people are particularly affected by several risk factors for depression: poor physical health, caring responsibilities, loss and bereavement and isolation.

**Road Casualties**

In 2009, 25% of all road casualties in Surrey involved young people. Of these 158 were Killed or Seriously Injured casualties and 1,278 slight casualties.

**Children**

Young children and their Parents maybe at greater risk in the event of evacuating from a fire, particularly in high rise buildings.

**Table: % Elderly People Reliant on State Support, Mosaic Data 2009**

The table below shows the breakdown of the 3.7% of the Surrey population placed in category M: Elderly people reliant on state support.

M56: Older people living on social housing estates with limited budgets	1.2%
M57: Old people in flats subsisting on welfare payments	0.1%
M58: Less-mobile older people requiring a degree of care	2.2%
M59: People living in social accommodation designed for older people	0.2%

**SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14**

In terms of age, some issues were raised about children in terms of road safety and noise disruption, from a fire station that would be located on the High street in Banstead.

# EQUALITY IMPACT ASSESSMENT

		<p>The majority of Care Home Managers supported the proposal and made no comment in relation to their vulnerable residents, other than stating the importance of fire audits to keep service users safe.</p>
<p><b>Disability / health</b></p>	<p><b>Data Analysis</b></p> <p>The CRP has identified a link between fire deaths/injuries and mobility. This risk is compounded in cases where there are other risk factors, e.g. age, living alone, mental health, smoking, etc.</p> <p>There is no heat map available that can identify where single people with health conditions or disabilities live. However, please see Heat Maps in Appendix 7 for areas in Reigate and Banstead and Epsom and Ewell identified as places likely to need additional support.</p>	<p><b>SFRS Community Risk Profile 2011-12</b></p> <p>Underlying causes of fire deaths include: mobility and mental health. 7 of the 8 people who died in fires outside the home were suffering from mental health issues and started these fires as a deliberate act. All the people who were asleep at the time of the fire had additional underlying issues of restricted mobility, mental health, and/or alcohol misuse.</p> <p>The risk profile also found that 4 people affected by fire injuries had disabilities, 1 person had special needs and 1 person was under the influence of medication. In total 20 people injured by fire had mobility, medical conditions, disabilities or special needs issues that effected their ability to escape unharmed. This equates to 22% of all casualties and affects in the main, the old age groups.</p> <p>“The county council continues with its intention to support independent living, supporting people to live in their own homes. There are an estimated 222,000 people with common mental health problems in Surrey and a Dementia estimate that approximately one in 79 (1.3%) of the Surrey population should have dementia approximately 13,600 people”.</p> <p><b>Age and Mobility:</b> See Previous Section</p> <p><b>Disability and Mobility</b></p> <p>In addition to the large body of literature on mobility limitations among older adults, there are also a number of studies on mobility limitations among the intellectually and developmentally disabled and the visually impaired (Cleave, Hunter, and Ouellette-Kuntz, 2008; Salive, Guralnik, Glynn, and Christen, 1994).</p> <p><b>Mental Health:</b></p> <p><b>Race and ethnic</b> differences in the levels of mental well-being and prevalence of mental disorders are influenced by a complex combination of socio-economic factors, racism, diagnostic bias and cultural and ethnic differences and are reflected in how mental health and mental distress are presented, perceived and interpreted.</p>

**Potential positive / negative impacts**

In Reigate and Banstead the improved response times might have a greater positive impact on those with mobility or mental health issues given their vulnerability statistically to be injured or killed in fires, and on those who are disabled given that they may have greater difficulty escaping a fire.

The increase in response times in Epsom and Ewell might mean greater risk to life and that this could have a greater impact on those with mobility or mental health issues given their vulnerability statistically to be injured or killed in fire and on the disabled given that they may have greater difficulty escaping a fire.

**Gender:** Gender impacts significantly on risk and protective factors for mental health and expression of the experience of mental distress. Neurotic disorders including depression, anxiety, attempted suicide and self harm are more prevalent in women than men, while completed suicide, drug and alcohol abuse, anti-social personality disorder, crime and violence are more prevalent among men.

**Gay, lesbian, bisexual and gender reassignment** peoples are at increased risk for some mental health problems – notably anxiety, depression, self-harm and substance misuse – and more likely to report psychological distress than their heterosexual counterparts.

**Smoking (and Mental Health):** Surrey JSNA also identifies that those at risk of high rates of smoking include: mental health service users - who exhibit rates of smoking at least twice that found among the general population. The Surrey Fire and Rescue Service Community Risk Profile 2011-12 identified that in 45% of the fire deaths, smoking material was the primary cause of the fires. Of the 7 people who smoked, the primary cause in 4 of these incidents was smoking related. Although relevant, this is the primary cause of fire and all these victims had additional underlying issues of mobility, mental health, and alcohol problems. However, only 7 of the accidental fire injuries were due to smoking materials.

**Table: Proportion of Population Reporting a Health Problem or Disability**

Category	R&B	E&E	Surrey
Day to day activities limited a little	7.9%	7.8%	7.8%
Day to day activities limited a lot	6.1%	5.6%	5.7%
All with activities limited	14%	13.4%	13.5%
In bad or very poor health	3.6%	3.4%	3.5%
All people providing unpaid care	13,105 (9.5%)	7,328 (9.8%)	9.6%

Source: [Surrey-i \(Census 2011\)](#)



**Table:  
Over 65 Population Predicted to Have Severe Depression, 2012 -2020**

Region	2012	2013	2015	2020	% Inc by 2020
Epsom and Ewell	358	366	385	413	15.36%
Reigate and Banstead	665	691	721	786	18.20%
Surrey	5,645	5,802	6,045	6,555	16%

Source: Surrey-i  
(NHS London Health Observatory)

**Table: % of Population with smoking prevalence**

Region	% of Population
Epsom and Ewell	14.5
Reigate and Banstead	14.3
Surrey	14.1

Source: Surrey-i  
(NHS London Health Observatory)

**SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14**

Looking at the 18 respondents stating to have a disability, we can say that their level of support does not significantly deviates from non-disabled support levels.

The majority of Care Home Managers supported the proposal and made no comment in relation to their vulnerable residents, other than stating the importance of fire audits to keep service users safe.

<p><b>Gender reassignment</b></p>	<p><b>Potential positive / negative impacts</b> See above</p>	<p><b>Gender Variance in the UK: Prevalence, Incidence, Growth and Geographic Distribution</b> Report for Gender Identity Research Organisation (GIRES), June, 2009</p> <p>‘A high degree of stress accompanies gender variance with 34% of transgender adults reporting at least on suicide attempt.’</p> <p>According to the GIRES report, the prevalence of transgender people experiencing some degree of gender variance is 0.6%, but there is no validated estimate of the population of transgender people in the UK.</p> <p>In Surrey the prevalence of people, 16 or over, who have presented with gender dysphoria is 37 per 100,000.</p> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> There were no particular comments that referred to transgender status or associated risks.</p>																				
<p><b>Pregnancy and maternity</b></p>	<p><b>Data Analysis</b> There has been a 17.9% increase in the 0-4 year old population in R&amp;B and a 15% increase in E&amp;E since the 2001 census.</p> <p><b>Potential positive / negative impacts</b> See above</p>	<p>Expectant and new mothers could potentially be at more risk, as emergency evacuation may be difficult due to reduced agility, dexterity, co-ordination, speed, reach and balance. Parents will also face the additional difficulty of evacuating young children, etc.</p> <p><b>Table: % Increase in Under 5 Population, 2001-2011</b></p> <table border="1" data-bbox="999 271 1129 1249"> <thead> <tr> <th rowspan="2">Age Group</th> <th colspan="2">Reigate &amp; Banstead</th> <th colspan="2">Epsom &amp; Ewell</th> <th colspan="2">Surrey</th> </tr> <tr> <th>Population</th> <th>% Inc</th> <th>Population</th> <th>% Inc</th> <th>Population</th> <th>% Inc</th> </tr> </thead> <tbody> <tr> <td>Under 5s</td> <td>9,200</td> <td>17.9</td> <td>4,600</td> <td>15</td> <td>71,300</td> <td>13.5%</td> </tr> </tbody> </table> <p><u>Source: Surrey-i (Census 2011)</u></p> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> There were no comments by the maternity sub-group that referred to their protected status particularly.</p>	Age Group	Reigate & Banstead		Epsom & Ewell		Surrey		Population	% Inc	Population	% Inc	Population	% Inc	Under 5s	9,200	17.9	4,600	15	71,300	13.5%
Age Group	Reigate & Banstead			Epsom & Ewell		Surrey																
	Population	% Inc	Population	% Inc	Population	% Inc																
Under 5s	9,200	17.9	4,600	15	71,300	13.5%																

# EQUALITY IMPACT ASSESSMENT

## Data Analysis

There is limited data available on vulnerabilities of specific ethnic groups in terms of fires.

In 2012 there has been only one Arson offence with a hate flag against it (racial flag). This offence was in Mole Valley.

Prevention work needs to take into account possible requirements for translation and other culturally sensitive approaches (especially for Epsom and Ewell where prevalence of non-White ethnic groups and non-British White groups are above average).

The data available suggests that the groups most at risk in Surrey are White British and White Other. Please see Ethnic Group maps in Appendix 4.2.

## Potential Positive / negative impacts

See above

**Table: Summary of Ethnicity Data 2011**

Area	% Population						
	White British	All Other White	Indian	Pakistani	Other Asian Ethnic Grps	Black African/Carib/Black British	All Non White Ethnic Grps
E&E	78.6	7.3	2.4	0.9	5.3	1.5	14.1
R&B	85	5.7	1.6	0.9	2.6	1.6	9.4
Surrey	83.5	6.9	1.86	1.0	2.9	1.1	9.6

[Source: Surrey-i \(Census 2011\)](#)

The Surrey Fire and Rescue Community Risk Profile 2011-12 found that the majority of those injured in fires (68 of 91) were White. The second highest group was White Other (3).

The White British population in Epsom and Ewell is below average for Surrey and above average in Reigate and Banstead. The trend for the category White Other demonstrates the reverse trend.

Understanding communities and particular risks relating to behaviour and lifestyles becomes more complex with changes to population demography.

## Hate Crime and Arson

Please see *Hate Crime and Arson* in [Section 7.4](#).

## Age and Ethnicity

People living alone are at higher risk of accidental fires.

The proportion of White men aged 85 living alone is around 42%, which is much higher than for other ethnic groups.

[Source: Adult Social Outcomes Framework](#)

## SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14

There were no comments by the maternity sub-group that referred to their protected status particularly.

There is limited data available on vulnerabilities of specific religious groups in terms of fires. There could be factors around use of candles, incense burners, or around hate crime related fires, but there is no local data on this.

**Table: Summary of Faith & Belief Data**

Region	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh
E&E	46,222	480	1,913	239	2,277	125
R&B	85,325	618	1,880	294	2,637	205
Surrey	711,110	6,019	15,018	3,055	24,378	3,783

[Source: Surrey-i \(Census 2011\)](#)

**Hate Crime and Arson**

In 2012, in Surrey, only one arson incident was recorded as hate crime with a racial or religious motivation. This was in Mole Valley. (Source: Surrey Police) Please see *Hate Crime and Arson* in [Section 7.4](#)

**SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14**

In the survey, 92% of those that stated their ethnicity was White British (which is above the average for R&B and E&E population, 81%). Thirteen respondents stated they were not White British, including Irish, other White background, Black / Black British, Asian / Asian British, Chinese, Sri Lankan and Mauritian. Despite it being a small sub-group, they were less opposed to the proposal than White British sample. There were no religious-specific comments.

Potential Positive / negative impacts

See above

Religion and belief

# EQUALITY IMPACT ASSESSMENT

## Data Analysis

The Community Risk Profile identifies that the individuals most at risk of fire are white British males and females in the 30 - 60 year age range. Over all the age ranges, white British Females are shown to be the biggest group at risk from injury and/or rescue from fire.

## Potential Positive / negative impacts

See above

## Sex

**SFRS Community Risk Profile 2011-12**  
**Table: Accidental Dwelling Fires**

Category	Male	Female	Total
Deaths	7	7	14
Deaths (+ under influence of alcohol)	2	5	7
Injured and/or rescued	39	52	91
Injured attempting to extinguish before arrival of Fire Service	3	6	9

## Road Casualties

In terms of road casualties, 72% were male. And in terms of slight casualties 56% were male.

## Risk of Fire: Alcohol Misuse

In England, alcohol misuse is greater among men than women. 38% of men and 16% of women consume more alcohol than is recommended by the Department of Health (3-4 units per day for men, 2-3 units per day for women) (5,7).

Source: Surrey-i ( Department of Health)

## Risk of Fire: Gender, Age and Mobility

See previous section on Age.

## Risk of Fire: Gender and Mental Health

See previous section on Disability.

## Risk of Fire: Gender, Age and Ethnicity

The proportion of White men aged 85 living alone is around 42%, which is much higher than for other ethnic groups.

Source: Adult Social Outcomes Framework

## SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14

The survey was completed by more women than men, which is roughly representative of the boroughs. In terms of support, men seemed less negative of the proposal. Women had a slightly higher objection rate, but without any reference to their sex.

<p><b>Sexual orientation</b></p>	<p><b>Potential Positive / negative impacts</b></p> <p>See above</p>	<p>The JSNA states that ‘The UK Government estimates that 7% of the population are lesbian, gay, bisexual, transgender or questioning (LGBTQ) (1). Applying this to mid-2009 population estimates for Surrey, there may be around 5,700 people aged 11 to 16 in Surrey who are LGBTQ.’<sup>16</sup></p> <p>The JSNA suggests that ‘LGBTQ young people are likely to experience some degree of identity-related stigma’, and this can contribute to, in some instances, issues that put them more at risk of fire including – poor mental health, self-harm and suicide, smoking and substance abuse’<sup>17</sup>.</p> <p>There may be an associated risk with living alone. People living alone at higher risk of accidental fires. National research has found that Gay men and women in Britain are far more likely to end up living alone and have less contact. It has been found that 75% of older LGBT people live alone, compared to 33% of the general population.</p> <p>Also see previous section on Disability and Mental Health.</p> <p>In 2011/12 Reigate &amp; Banstead had the highest number of deliberate fires (excluding vehicles) than any other District or Borough within Surrey.</p> <p>In 2012, in Surrey, only one arson incident was recorded as hate crime with a racial or religious motivation. This was in Mole Valley. (Surrey Police)</p> <p>Please see <i>Hate Crime and Arson</i> in <a href="#">Section 7.4</a></p> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b></p> <p>Of those stating to be LGB, 60% supported the proposal and 20% unsupportive. However, it was only a very small sample, which makes this data non-conclusive. There was no reference to sexuality or any other lifestyle choice associated with this protected characteristic (single occupancy, risk of crime hate, etc).</p>
----------------------------------	----------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<sup>16</sup> JSNA 2011 [Lesbian, Gay, Bisexual and Transgender](#)

<sup>17</sup> JSNA 2011 [Lesbian, Gay, Bisexual and Transgender](#)

# EQUALITY IMPACT ASSESSMENT

<p><b>Marriage and civil partnerships</b></p>	<p>Potential Positive / negative impacts See above</p>	<p>People who live alone, rather than those who live with partners, who are at higher risk of accidental fires.</p> <p>“The increase in those living alone also coincides with a decrease in the percentage of those in this age group who are married – from 79 per cent in 1996 to 69 per cent in 2012 – and a rise in the percentage of those who have never married or are divorced, from 16 per cent in 1996 to 28 per cent in 2012.” <a href="#">Labour Force Survey 2012</a>.</p> <p><b>Table: % One Person Households, 2011</b> Epsom &amp; Ewell has the second lowest proportion of one person households in Surrey and Reigate is just above the Surrey average.</p> <table border="1" data-bbox="549 696 762 1227"> <thead> <tr> <th>Region</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>England</td> <td>30.22</td> </tr> <tr> <td>South East</td> <td>28.78</td> </tr> <tr> <td><b>Reigate &amp; Banstead</b></td> <td><b>27.36</b></td> </tr> <tr> <td>Surrey</td> <td>27.30</td> </tr> <tr> <td><b>Epsom &amp; Ewell</b></td> <td><b>25.95</b></td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> Of the 22 respondents stating to be single, divorced, separated and widowed, we can say that their level of support does not deviate significantly from the overall results.</p>	Region	%	England	30.22	South East	28.78	<b>Reigate &amp; Banstead</b>	<b>27.36</b>	Surrey	27.30	<b>Epsom &amp; Ewell</b>	<b>25.95</b>
Region	%													
England	30.22													
South East	28.78													
<b>Reigate &amp; Banstead</b>	<b>27.36</b>													
Surrey	27.30													
<b>Epsom &amp; Ewell</b>	<b>25.95</b>													
<p><b>Carers<sup>18</sup></b></p>		<p><b>Table: Estimated Number of Carers 2012</b></p> <table border="1" data-bbox="1027 604 1254 1301"> <thead> <tr> <th>Region</th> <th>Number of Carers</th> </tr> </thead> <tbody> <tr> <td>Reigate and Banstead</td> <td>13,110</td> </tr> <tr> <td>Epsom and Ewell</td> <td>7,400</td> </tr> <tr> <td>Surrey District &amp; Borough Average</td> <td>9,701</td> </tr> <tr> <td><b>Surrey Total</b></td> <td><b>106,740</b></td> </tr> </tbody> </table> <p><a href="#">Source Surrey-i</a></p>	Region	Number of Carers	Reigate and Banstead	13,110	Epsom and Ewell	7,400	Surrey District & Borough Average	9,701	<b>Surrey Total</b>	<b>106,740</b>		
Region	Number of Carers													
Reigate and Banstead	13,110													
Epsom and Ewell	7,400													
Surrey District & Borough Average	9,701													
<b>Surrey Total</b>	<b>106,740</b>													

<sup>18</sup> Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that ‘carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.’

## EQUALITY IMPACT ASSESSMENT

### 7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence																																							
Age	The new station may be a more convenient location for some staff to access.	The new station may be a less convenient location for some staff to access.	<p>The location of the new venue could impact on staff with caring responsibilities.</p> <p>Due to the nature of the Service and retirement age, the bulk of staff are between 30- 50 years old (over 70%).</p> <p><b>% of Staff by Age Group</b></p> <table border="1" data-bbox="651 387 1145 848"> <thead> <tr> <th>Age</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>15-19</td> <td>0.12</td> <td>1.03</td> </tr> <tr> <td>20-24</td> <td>2.20</td> <td>4.69</td> </tr> <tr> <td>25-29</td> <td>8.29</td> <td>9.51</td> </tr> <tr> <td>30-34</td> <td>14.15</td> <td>11.68</td> </tr> <tr> <td>35-39</td> <td>16.10</td> <td>12.34</td> </tr> <tr> <td>40-44</td> <td>23.66</td> <td>15.32</td> </tr> <tr> <td>45-49</td> <td>19.51</td> <td>16.96</td> </tr> <tr> <td>50-54</td> <td>9.88</td> <td>16.35</td> </tr> <tr> <td>55-59</td> <td>3.66</td> <td>13.06</td> </tr> <tr> <td>60-64</td> <td>1.95</td> <td>7.70</td> </tr> <tr> <td>65-69</td> <td>0.49</td> <td>2.41</td> </tr> <tr> <td>70-75</td> <td>0.00</td> <td>0.42</td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> No specific concerns were raised on grounds of a protected characteristic.</p>	Age	SFRS %	SCC %	15-19	0.12	1.03	20-24	2.20	4.69	25-29	8.29	9.51	30-34	14.15	11.68	35-39	16.10	12.34	40-44	23.66	15.32	45-49	19.51	16.96	50-54	9.88	16.35	55-59	3.66	13.06	60-64	1.95	7.70	65-69	0.49	2.41	70-75	0.00	0.42
Age	SFRS %	SCC %																																								
15-19	0.12	1.03																																								
20-24	2.20	4.69																																								
25-29	8.29	9.51																																								
30-34	14.15	11.68																																								
35-39	16.10	12.34																																								
40-44	23.66	15.32																																								
45-49	19.51	16.96																																								
50-54	9.88	16.35																																								
55-59	3.66	13.06																																								
60-64	1.95	7.70																																								
65-69	0.49	2.41																																								
70-75	0.00	0.42																																								



# EQUALITY IMPACT ASSESSMENT

<p><b>Disability</b></p>	<p>The new station may be a more convenient location for some staff to access.</p>	<p>The new station may be a less convenient location for some staff to access. Reasonable adjustments need to be considered in relevant cases.</p>	<p>The location of the new venue may be less accessible for some staff.</p> <p><b>% of Staff with a Disability</b></p> <table border="1" data-bbox="343 414 609 846"> <thead> <tr> <th>Staff</th> <th>SFRS %</th> </tr> </thead> <tbody> <tr> <td>Headcount</td> <td>1.34</td> </tr> <tr> <td>Front Line Staff</td> <td>1.49</td> </tr> <tr> <td>Team Leaders</td> <td>0.82</td> </tr> <tr> <td>Middle Mgr</td> <td>6.67</td> </tr> <tr> <td>Senior Mgr</td> <td>0.00</td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> No specific concerns were raised on grounds of a protected characteristic.</p>	Staff	SFRS %	Headcount	1.34	Front Line Staff	1.49	Team Leaders	0.82	Middle Mgr	6.67	Senior Mgr	0.00
Staff	SFRS %														
Headcount	1.34														
Front Line Staff	1.49														
Team Leaders	0.82														
Middle Mgr	6.67														
Senior Mgr	0.00														
<p><b>Gender reassignment</b></p>	<p>No specific issues have been identified.</p>	<p>No specific issues have been identified.</p>	<p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> No specific concerns were raised on grounds of a protected characteristic.</p>												
<p><b>Pregnancy and maternity</b></p>	<p>The new station may be more accessible to some staff, e.g in terms of changing rooms, etc.</p>	<p>The new station may be less accessible to some staff.</p>	<p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b> No specific concerns were raised on grounds of a protected characteristic.</p>												

<p><b>Ethnicity</b></p>	<p>No specific issues have been identified</p>	<p>No specific issues have been identified.</p>	<p><b>% of BME Staff</b></p> <table border="1"> <thead> <tr> <th>Staff</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Headcount</td> <td>1.95</td> <td>7.58</td> </tr> <tr> <td>Front Line Staff</td> <td>0.75</td> <td>7.87</td> </tr> <tr> <td>Team Leaders</td> <td>2.46</td> <td>7.61</td> </tr> <tr> <td>Middle Mgr</td> <td>0.00</td> <td>6.67</td> </tr> <tr> <td>Senior Mgr</td> <td>0.00</td> <td>5.29</td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b>                      No specific concerns were raised on grounds of a protected characteristic.</p>	Staff	SFRS %	SCC %	Headcount	1.95	7.58	Front Line Staff	0.75	7.87	Team Leaders	2.46	7.61	Middle Mgr	0.00	6.67	Senior Mgr	0.00	5.29												
Staff	SFRS %	SCC %																															
Headcount	1.95	7.58																															
Front Line Staff	0.75	7.87																															
Team Leaders	2.46	7.61																															
Middle Mgr	0.00	6.67																															
Senior Mgr	0.00	5.29																															
<p><b>Religion and belief</b></p>	<p>The new station may be more accessible to some staff, e.g in terms of pray space, etc.</p>	<p>The new station may be less accessible to some staff. However such accessibility will need to be ensured as part of the relocation.</p>	<p><b>% of Staff by Religion/Belief</b></p> <table border="1"> <thead> <tr> <th>Religion</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Any other religion</td> <td>3.90</td> <td>5.34</td> </tr> <tr> <td>Buddhist</td> <td>0.73</td> <td>0.57</td> </tr> <tr> <td>Christian - all faiths</td> <td>33.78</td> <td>32.98</td> </tr> <tr> <td>Hindu</td> <td>0.12</td> <td>0.67</td> </tr> <tr> <td>Jewish</td> <td>0.12</td> <td>0.12</td> </tr> <tr> <td>Muslim</td> <td>0.37</td> <td>0.84</td> </tr> <tr> <td>No Faith / Religion</td> <td>17.20</td> <td>17.89</td> </tr> <tr> <td>Sikh</td> <td>0.00</td> <td>0.22</td> </tr> <tr> <td>Not Stated</td> <td>43.78</td> <td>41.36</td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b>                      No specific concerns were raised on grounds of a protected characteristic.</p>	Religion	SFRS %	SCC %	Any other religion	3.90	5.34	Buddhist	0.73	0.57	Christian - all faiths	33.78	32.98	Hindu	0.12	0.67	Jewish	0.12	0.12	Muslim	0.37	0.84	No Faith / Religion	17.20	17.89	Sikh	0.00	0.22	Not Stated	43.78	41.36
Religion	SFRS %	SCC %																															
Any other religion	3.90	5.34																															
Buddhist	0.73	0.57																															
Christian - all faiths	33.78	32.98																															
Hindu	0.12	0.67																															
Jewish	0.12	0.12																															
Muslim	0.37	0.84																															
No Faith / Religion	17.20	17.89																															
Sikh	0.00	0.22																															
Not Stated	43.78	41.36																															

# EQUALITY IMPACT ASSESSMENT

<p style="text-align: center;"><b>Sex</b></p>	<p>The new station may be a more convenient location for some staff to access.</p>	<p>The new station may be a less convenient location for some staff to access.</p>	<p>Due to the makeup of the workforce, more males will be affected by the proposals than females.</p> <p>Some firefighters may need to be relocated which might mean increased travelling times and cause potential childcare/caring issues.</p> <p style="text-align: center;"><b>% of Staff by Gender</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Gender</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>9.51</td> <td>73.00</td> </tr> <tr> <td>Male</td> <td>90.49</td> <td>27.00</td> </tr> </tbody> </table> <p style="text-align: center;"><b>% of Male/Female Staff Full and Part Time</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Male/Female Full Time/Part Time</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Female FT</td> <td>83.33</td> <td>38.26</td> </tr> <tr> <td>Female PT</td> <td>16.67</td> <td>61.74</td> </tr> <tr> <td>Male FT</td> <td>84.64</td> <td>72.48</td> </tr> <tr> <td>Male PT</td> <td>15.36</td> <td>27.52</td> </tr> </tbody> </table> <p style="text-align: center;"><b>% of Female Staff</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Female Staff</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Front Line Staff</td> <td>8.96</td> <td>80.73</td> </tr> <tr> <td>Team Leaders</td> <td>9.51</td> <td>57.78</td> </tr> <tr> <td>Middle Mgr</td> <td>8.33</td> <td>68.41</td> </tr> <tr> <td>Senior Mgr</td> <td>18.75</td> <td>46.47</td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b>            No specific concerns were raised on grounds of a protected characteristic.</p>	Gender	SFRS %	SCC %	Female	9.51	73.00	Male	90.49	27.00	Male/Female Full Time/Part Time	SFRS %	SCC %	Female FT	83.33	38.26	Female PT	16.67	61.74	Male FT	84.64	72.48	Male PT	15.36	27.52	Female Staff	SFRS %	SCC %	Front Line Staff	8.96	80.73	Team Leaders	9.51	57.78	Middle Mgr	8.33	68.41	Senior Mgr	18.75	46.47
Gender	SFRS %	SCC %																																								
Female	9.51	73.00																																								
Male	90.49	27.00																																								
Male/Female Full Time/Part Time	SFRS %	SCC %																																								
Female FT	83.33	38.26																																								
Female PT	16.67	61.74																																								
Male FT	84.64	72.48																																								
Male PT	15.36	27.52																																								
Female Staff	SFRS %	SCC %																																								
Front Line Staff	8.96	80.73																																								
Team Leaders	9.51	57.78																																								
Middle Mgr	8.33	68.41																																								
Senior Mgr	18.75	46.47																																								

# EQUALITY IMPACT ASSESSMENT

<p><b>Sexual orientation</b></p>	<p>No specific issues have been identified</p>	<p>No specific issues have been identified.</p>	<p><b>% of Staff by Sexual Orientation</b></p> <table border="1" data-bbox="240 304 544 848"> <thead> <tr> <th>Sexual Orientation</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Bisexual</td> <td>0.61</td> <td>0.60</td> </tr> <tr> <td>Gay Man</td> <td>0.61</td> <td>0.43</td> </tr> <tr> <td>Heterosexual</td> <td>55.49</td> <td>47.18</td> </tr> <tr> <td>Lesbian</td> <td>0.12</td> <td>0.32</td> </tr> <tr> <td>Prefer Not to Say</td> <td>19.88</td> <td>24.47</td> </tr> <tr> <td>Not Stated</td> <td>23.29</td> <td>27.00</td> </tr> </tbody> </table> <p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b>            No specific concerns were raised on grounds of a protected characteristic.</p>	Sexual Orientation	SFRS %	SCC %	Bisexual	0.61	0.60	Gay Man	0.61	0.43	Heterosexual	55.49	47.18	Lesbian	0.12	0.32	Prefer Not to Say	19.88	24.47	Not Stated	23.29	27.00
Sexual Orientation	SFRS %	SCC %																						
Bisexual	0.61	0.60																						
Gay Man	0.61	0.43																						
Heterosexual	55.49	47.18																						
Lesbian	0.12	0.32																						
Prefer Not to Say	19.88	24.47																						
Not Stated	23.29	27.00																						
<p><b>Marriage and civil partnerships</b></p>	<p>No specific issues have been identified.</p>	<p>No specific issues have been identified.</p>	<p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b>            No specific concerns were raised on grounds of a protected characteristic.</p>																					
<p><b>Carers</b></p>	<p>The location of the new fire station could decrease staff travel time.</p>	<p>The location of the new fire station could increase staff travel time.</p>	<p><b>SFRS Consultation on a New Fire Station Location in Reigate and Banstead 2013-14</b>            No specific concerns were raised on grounds of a protected characteristic.</p>																					

# EQUALITY IMPACT ASSESSMENT

## 8. Amendments to the proposals

Change	Reason for change
<p><b>Impact on Residents and Users.</b>            No change in approach is required as a multi-agency prevention and protection arrangements are in place to reduce the risk from fire incidents and other emergencies, which are targeted to vulnerable groups. Evidence demonstrates that suitable prevention arrangements have the most positive affect on enabling vulnerable people to live safely in the community rather than relying solely on emergency response once an incident has occurred. The changes produce significantly better response times for Reigate and Banstead, and better average first response times for Surrey- and although there are reduced response times for Epsom and Ewell, these are still within the Surrey standards.</p> <p><b>Impact on Staff</b>            The project will continue to pursue a cooperative and voluntary approach where possible to identify and select suitable staff for the move to minimise negative impact. The Service may need to post staff to locations where they do not chose to work, but this is within current contractual terms &amp; conditions and will be avoided if possible. Furthermore, union representatives will be involved throughout the project.</p>	

## EQUALITY IMPACT ASSESSMENT

### 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
<p>Improved balance of service provision: some areas will have improved first fire engine response times, other areas a longer second fire engine response time. Modelling predicts a slightly longer emergency response times for the first fire engine in Epsom and Ewell area and a longer response time for a second fire engine but within the Surrey Emergency Response Standard. Potentially an increase in response times in Epsom and Ewell might mean greater risk to life and that this will have a greater impact on the elderly and disabled given their vulnerability statistically to be injured or killed in fires, and on the elderly disabled and young children given that they may have greater difficulty escaping a fire.</p>	<p>Fire prevention work will continue to be provided and focussed particularly on those who are vulnerable – including those with protected characteristics of age and disability.</p>	<p>Ongoing</p>	

## EQUALITY IMPACT ASSESSMENT

### 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
<p>Modelling predicts a slightly longer emergency response time for the first fire engine in Epsom and Ewell area and a longer response time for a second fire engine but within the Surrey Emergency Response Standard. Potentially an increase in response times in Epsom and Ewell might mean greater risk to life and that this will have a greater impact on the elderly and disabled given their vulnerability statistically to be injured or killed in fires, and on the elderly, disabled and young children given that they may have greater difficulty escaping a fire. This will be mitigated as far as possible by the continued programme of fire prevention work particularly that focussed on those who are vulnerable.</p>	<p>Age Disability</p>

### 11. Summary of key impacts and actions

<p><b>Information and engagement underpinning equalities analysis</b></p>	<p>Consultation process JSNA, GIREs 2009, Community Risk Profile, Census 2011</p>
<p><b>Key impacts (positive and/or negative) on people with protected characteristics</b></p>	<p>Original Plan: Positive:</p> <ul style="list-style-type: none"> <li>• Better response times for first fire engines in Reigate and Banstead, and the whole of Surrey for two plus fire incidents.</li> </ul> <p>Negative:</p> <ul style="list-style-type: none"> <li>• Slightly longer response times for first fire engines in Epsom and Ewell for two plus fire incidents, however on average they will still be within the Surrey Response Standard.</li> <li>• Longer response times for second fire engines in Epsom and Ewell and Surrey, however on average they will still be within the Surrey Response Standard.</li> <li>• An increase in response times in Epsom and Ewell might mean</li> </ul>

## EQUALITY IMPACT ASSESSMENT

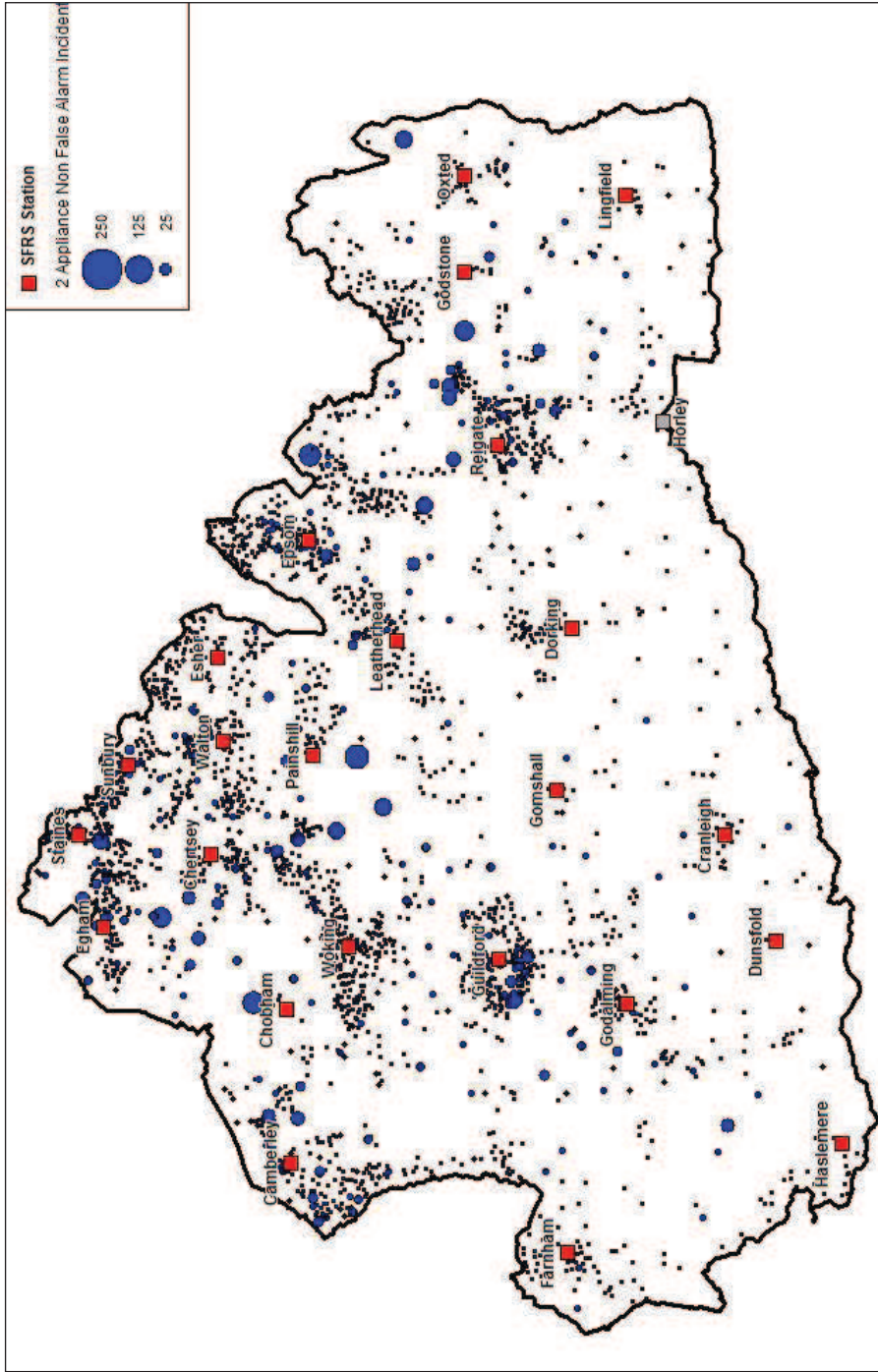
	<p>greater risk to life and that this will have a greater impact on the elderly and disabled (including those with mental health difficulties) given their vulnerability statistically to be injured or killed in fires, and on the elderly, disabled and young children given that they may have greater difficulty escaping a fire.</p> <p>Amendment to widen search area for a fire station on north R&amp;B:</p> <ul style="list-style-type: none"> <li>• Response times might slightly vary from the originally proposed optimal location in Burgh Heath, but are still an improvement for Reigate and Banstead and Surrey as a whole, and where there is an increase in response times in Epsom and Ewell, this is within the current Surrey Response Standard.</li> </ul>
<p><b>Changes you have made to the proposal as a result of the EIA</b></p>	<p>None identified.</p>
<p><b>Key mitigating actions planned to address any outstanding negative impacts</b></p>	<p>Fire prevention work will continue to be provided and focussed particularly on vulnerable individuals who come within the age and disability protected characteristics.</p>
<p><b>Potential negative impacts that cannot be mitigated</b></p>	<p>Modelling predicts a slightly longer emergency response times for the first fire engine in Epsom and Ewell area and a longer response time for a second fire engine but within the Surrey Emergency Response Standard. Potentially an increase in response times in Epsom and Ewell might mean greater risk to life and that this will have a greater impact on the elderly and disabled (including those with mental health difficulties) given their vulnerability statistically to be injured or killed in fires, and on the elderly, disabled and young children given that they may have greater difficulty escaping a fire. Wherever possible this will be mitigated by the preventative work aimed at vulnerable people.</p>



# EQUALITY IMPACT ASSESSMENT

## Appendices

### Appendix 1: Incident Distributions (6 year – 2006/07 – 2010/11 2 fire engine Non False Alarm Incidents)



## EQUALITY IMPACT ASSESSMENT

### Appendix 2: Emergency Response Modelling

Key to the modelling is a travel time matrix which incorporates vehicle type, time of day, road type and travel times between nodes on the road network. A quantitative understanding of the service profile provides a baseline position and modelling extracts data on workload from the last five years. Around 50 data fields are collected for each mobilisation including geographical/address information, all time components, vehicle properties, incident classification, etc. In addition other information sources include data regarding unavailability, station and appliance locations, mobilisation protocols and geographic boundaries.

This model includes considering an average week for Surrey 2011/12 which would include false alarms, fires in a dwelling, other property and non property (secondary fires), as well as vehicle collisions and other incidents (special services). The fire engines would also have been used as required to standby at other locations to maintain emergency response cover across the County as required. Average time to drive between fire station locations has been modelled, and during the rush hour periods this can be between 25-35 minutes from Epsom to Reigate and again from Reigate to Horley. During the day these journeys average at about 20 minutes each and overnight they are about 15 minutes each. Although these averages are based on normal (non-emergency) journeys they are considerably in excess of our emergency response standard.

# EQUALITY IMPACT ASSESSMENT

## Appendix 3: Cooperation of Adult Social Care and FRS

Following a rise in fatal fires involving adults at risk in the year 2011/12, a joint SFRS and Adult Social Care (ASC) working group was set up to report to Surrey County Council (SCC) Cabinet on how the County can seek to reduce the harm being caused by fire. The group took into account the publication of the Chief Fire Officers Association (CFOA) report on an aging population, [Ageing Safely](#) (December 2011), and the report on the fatal fire at [Rosepark Nursing Home](#) (April 2011). The [report to Cabinet](#), in May 2012 included a number of recommendations on how we can reduce the risk and better support adults to live in their own homes and in residential care. The strategy to implement the recommendations is being delivered through four working groups with an overarching, multi-agency Steering Group.<sup>19</sup> The working groups are:

- Telecare Group – to use a high risk matrix to identify adults at increased risk of harm from fire and ensure they are offered [telecare](#)<sup>20</sup> with a linked smoke alarm
- Residential Care – to increase the number of residential settings with sprinkler systems, fire retardant materials and improved training for staff
- Community Care – to ensure adults at risk are kept safe when in their own homes through better knowledge of the fire risks, the referral process and equipment available to them to keep them safe
- Marketing group – to increase awareness of the risks, support and equipment available to keep adults safe from fire.

---

<sup>19</sup> SFRS ASC Briefing for Staff

<sup>20</sup> Telecare is a 24-hour service using a range of sensors which link with the traditional community or lifeline alarms to help potentially vulnerable people live more independently in their homes.

# EQUALITY IMPACT ASSESSMENT

## Appendix 4: Data evidence

### 4.1. Population

#### Population by Ward in Epsom and Ewell, Reigate and Banstead and Surrey

Reigate & Banstead	Population
Redhill East	9978
Banstead Village	9110
Earlswood and Whitebushes	8857
Chipstead, Hooley and Woodmansterne	8823
Horley Central	8297
Redhill West	8185
Merstham	8123
Horley West	7854
Meadvale and St Johns	7795
Nork	7556
Tattenhams	7370
Reigate Central	7361
South Park and Woodhatch	7331
Tadworth and Walton	7123
Kingswood with Burgh Heath	6891
Horley East	5925
Reigate Hill	5695
Preston	2950
Salfords and Sidlow	2611
<b>Total</b>	<b>137835</b>

Epsom & Ewell	Population
Town (Epsom)	6979
Court	6830
West Ewell	6377
Ruxley	6174
Stamford	6088
Cuddington	5934
College	5873
Woodcote	5719
Ewell	5532
Nonsuch	5438
Ewell Court	5417
Stoneleigh	4809
Auriol	3932
<b>Total</b>	<b>75102</b>

<b>Surrey</b>	<b>1132390</b>
---------------	----------------

**Source:** Office for National Statistics (ONS)

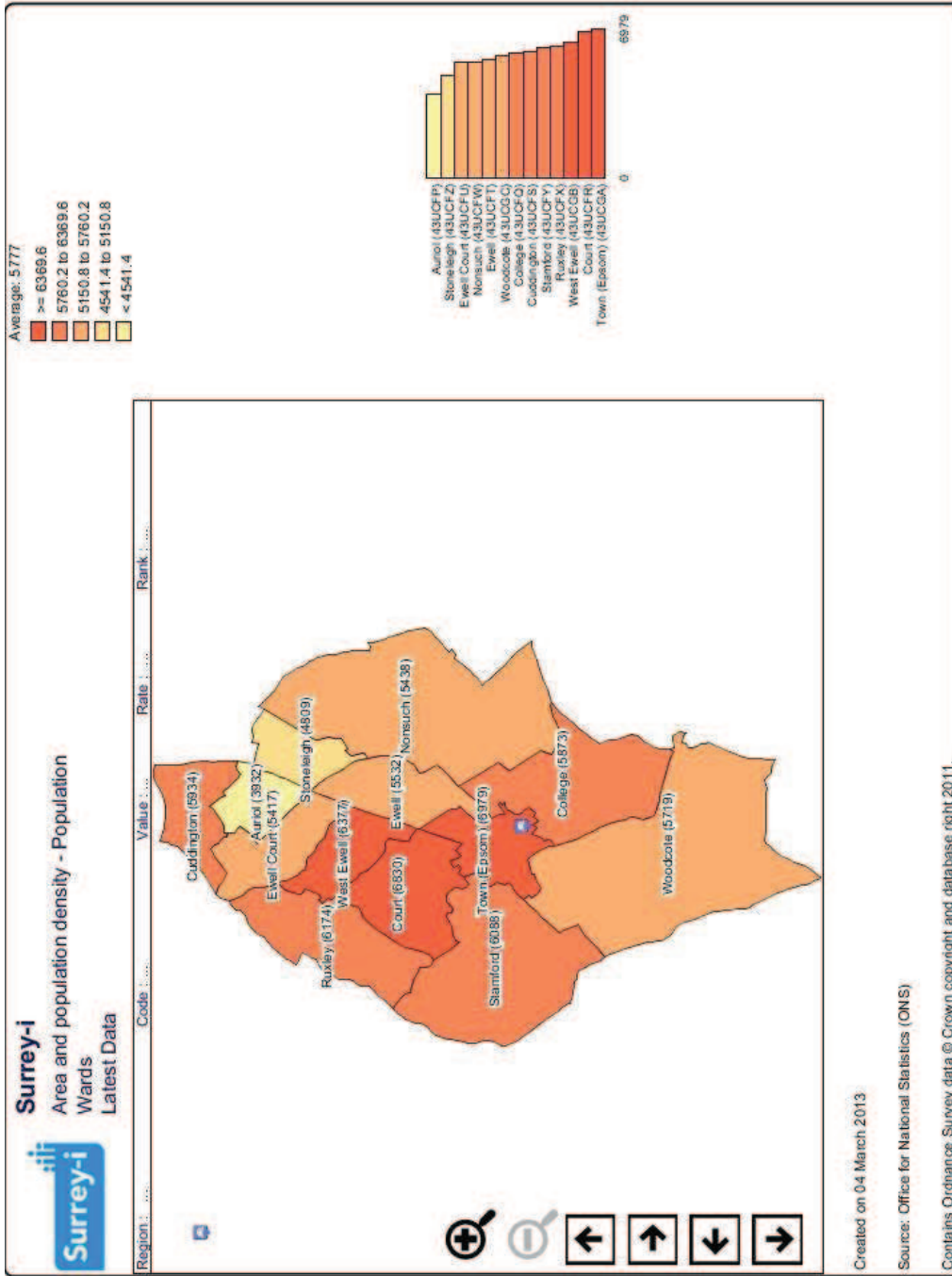
**Dataset:** Census: Population, households and area

This dataset includes data from the 2011 Census released by the Office for National Statistics (ONS)

<http://www.surreyi.gov.uk>

# EQUALITY IMPACT ASSESSMENT

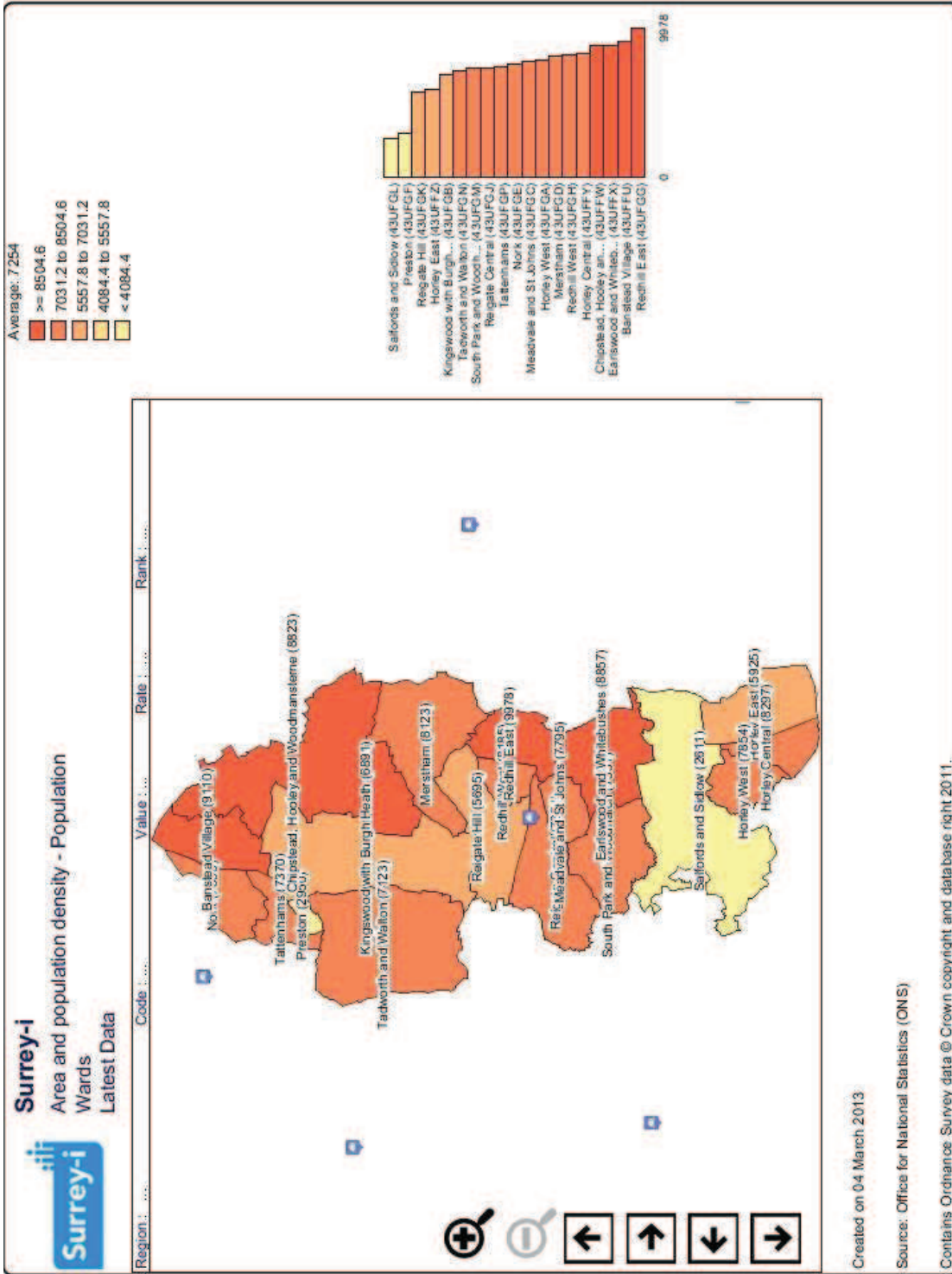
## Epsom and Ewell: Population by Ward



**Source:** Office for National Statistics (ONS)  
**Dataset:** Census: Population, households and area  
 This dataset includes data from the 2011 Census released by the Office for National Statistics (ONS)

# EQUALITY IMPACT ASSESSMENT

## Reigate and Banstead: Population by Ward



Created on 04 March 2013

Source: Office for National Statistics (ONS)

Contains Ordnance Survey data © Crown copyright and database right 2011.

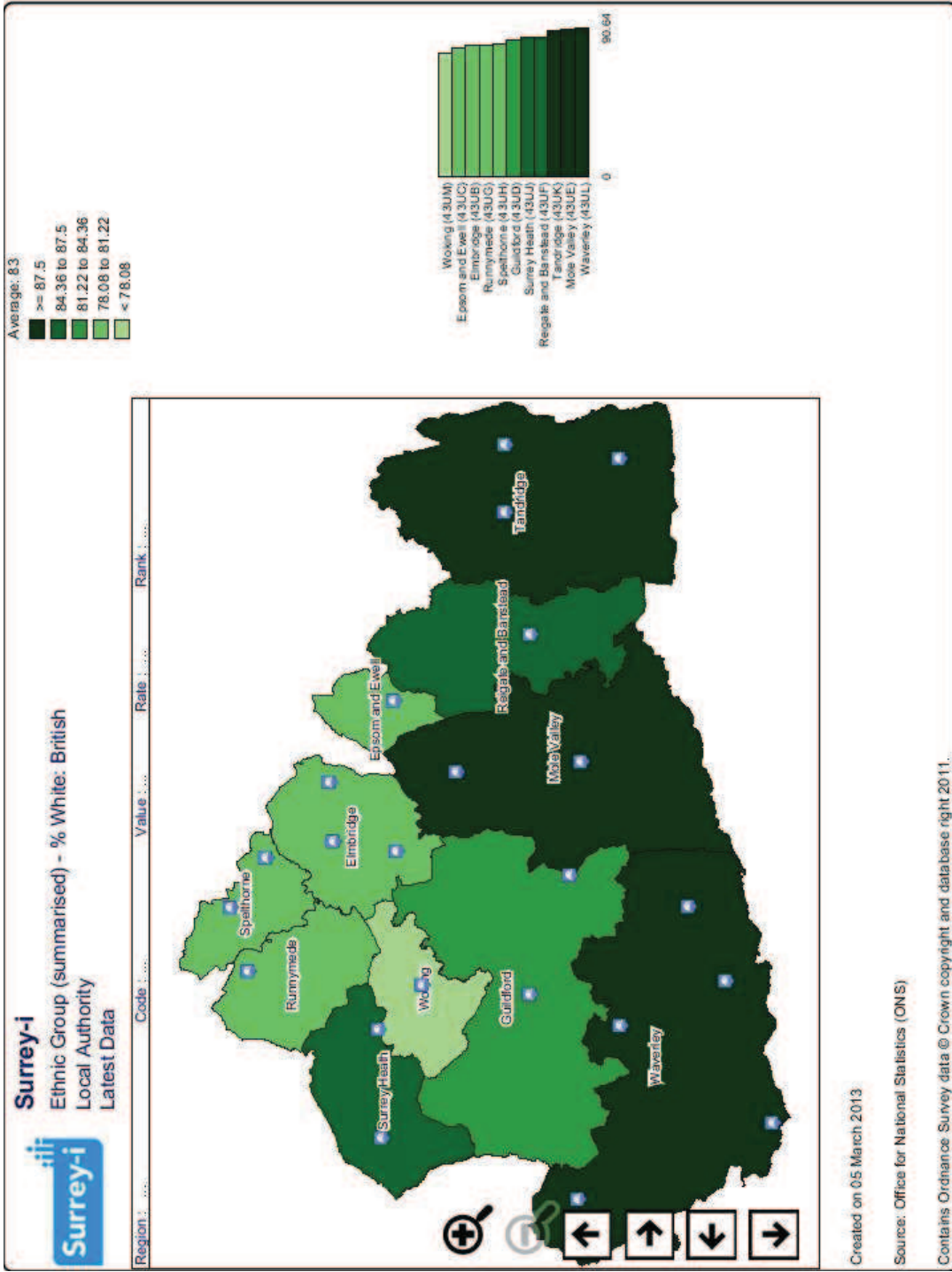
**Source:** Office for National Statistics (ONS)

**Dataset:** Census: Population, households and area

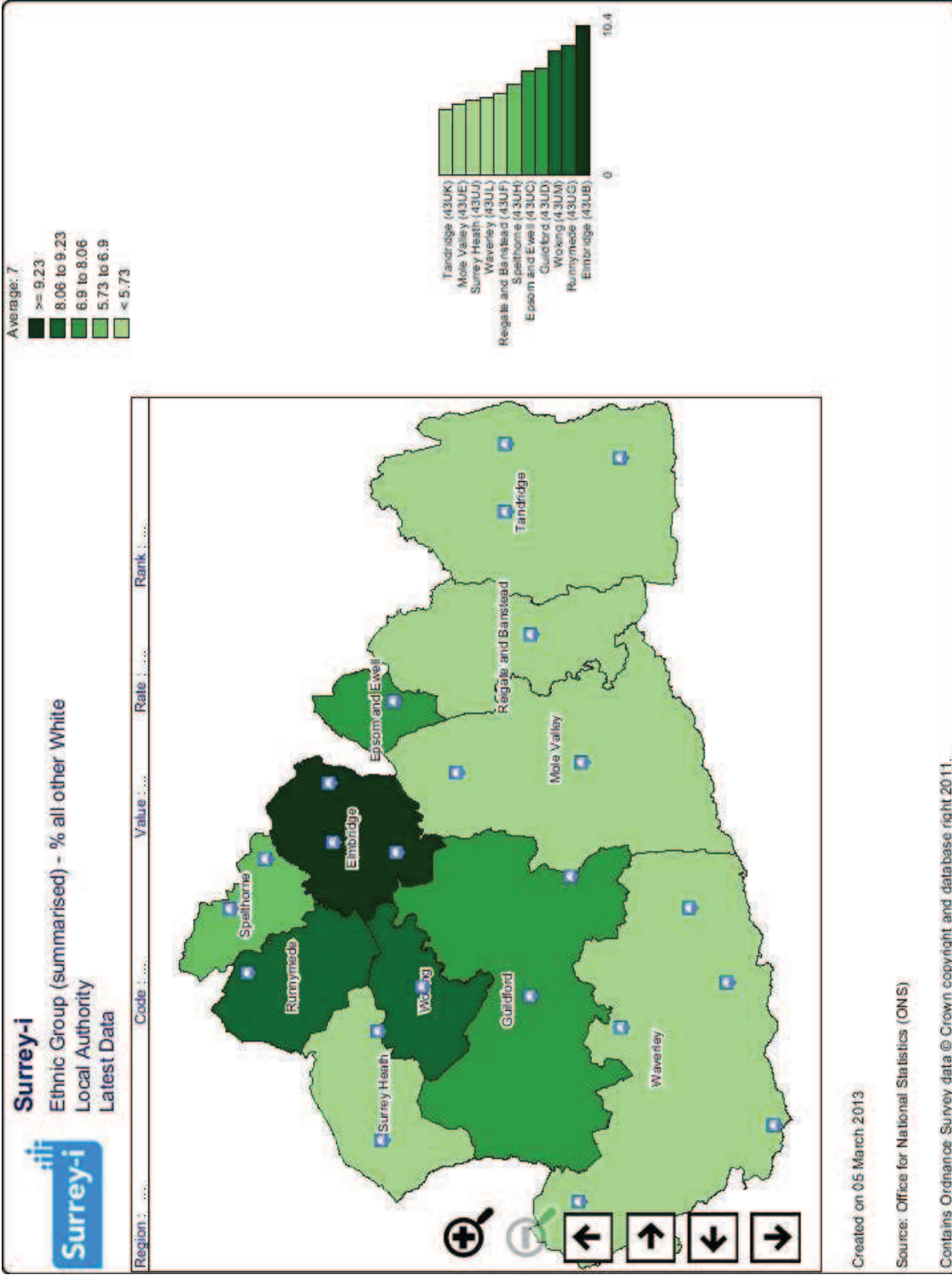
This dataset includes data from the 2011 Census released by the Office for National Statistics (ONS)

# EQUALITY IMPACT ASSESSMENT

## 4.2 Race



# EQUALITY IMPACT ASSESSMENT





# EQUALITY IMPACT ASSESSMENT

## Appendix 5: Breakdown of people who may be at higher risk in a fire situation by ward

Wards with a % greater than 10% have been highlighted

### Epsom & Ewell

District / Borough	Ward	High Fire Risk people out of all people open to ASC	% of open cases considered to be at high risk in a fire situation
Epsom and Ewell	Auriol	7 out of 73	10%
	College	13 out of 129	10%
	Court	21 out of 221	10%
	Cuddington	5 out of 113	4%
	Ewell	16 out of 156	10%
	Ewell Court	13 out of 143	9%
	Nonsuch	9 out of 83	11%
	Ruxley	3 out of 140	2%
	Stamford	11 out of 129	9%
	Stoneleigh	7 out of 78	9%
	Town (Epsom)	27 out of 243	11%
	West Ewell	11 out of 140	8%
	Woodcote	14 out of 136	10%

Source: ASC, SCC, February 2013

# EQUALITY IMPACT ASSESSMENT

## Reigate & Banstead

District / Borough	Ward	High Fire Risk people out of all people open to ASC	% of open cases considered to be at high risk in a fire situation
Reigate and Banstead	Banstead Village	59 out of 321	18%
	Chipstead, Hooley and Woodmansterne	12 out of 156	8%
	Earlswood and Whitebushes	12 out of 208	6%
	Horley Central	47 out of 304	15%
	Horley East	2 out of 83	2%
	Horley West	14 out of 202	7%
	Kingswood with Burgh Heath	17 out of 143	12%
	Meadvale and St. John's	11 out of 132	8%
	Merstham	43 out of 314	14%
	Nork	8 out of 156	5%
	Preston	7 out of 85	8%
	Redhill East	3 out of 169	2%
	Redhill West	12 out of 215	6%
	Reigate Central	15 out of 161	9%
	Reigate Hill	23 out of 124	19%
	Salfords and Sidlow	5 out of 66	8%
South Park and Woodhatch	9 out of 191	5%	
Tadworth and Walton	24 out of 169	14%	
Tattenhams	20 out of 154	13%	

Source: ASC, SCC, February 2013

# EQUALITY IMPACT ASSESSMENT

## Appendix 6: Residential Care Homes and Number of Beds by Town

### Reigate & Banstead

Town	Total number of Care Homes in this town	Total number of beds in Care Homes in this town
Redhill	32	397
Horley	20	275
Reigate	19	466
Banstead	19	610
Tadworth	7	218
Walton on the Hill	1	6
Chipstead	1	36
Lower Kingswood	1	6
<b>Total</b>	<b>100</b>	<b>2014</b>

Source: ASC, SCC, December 2012

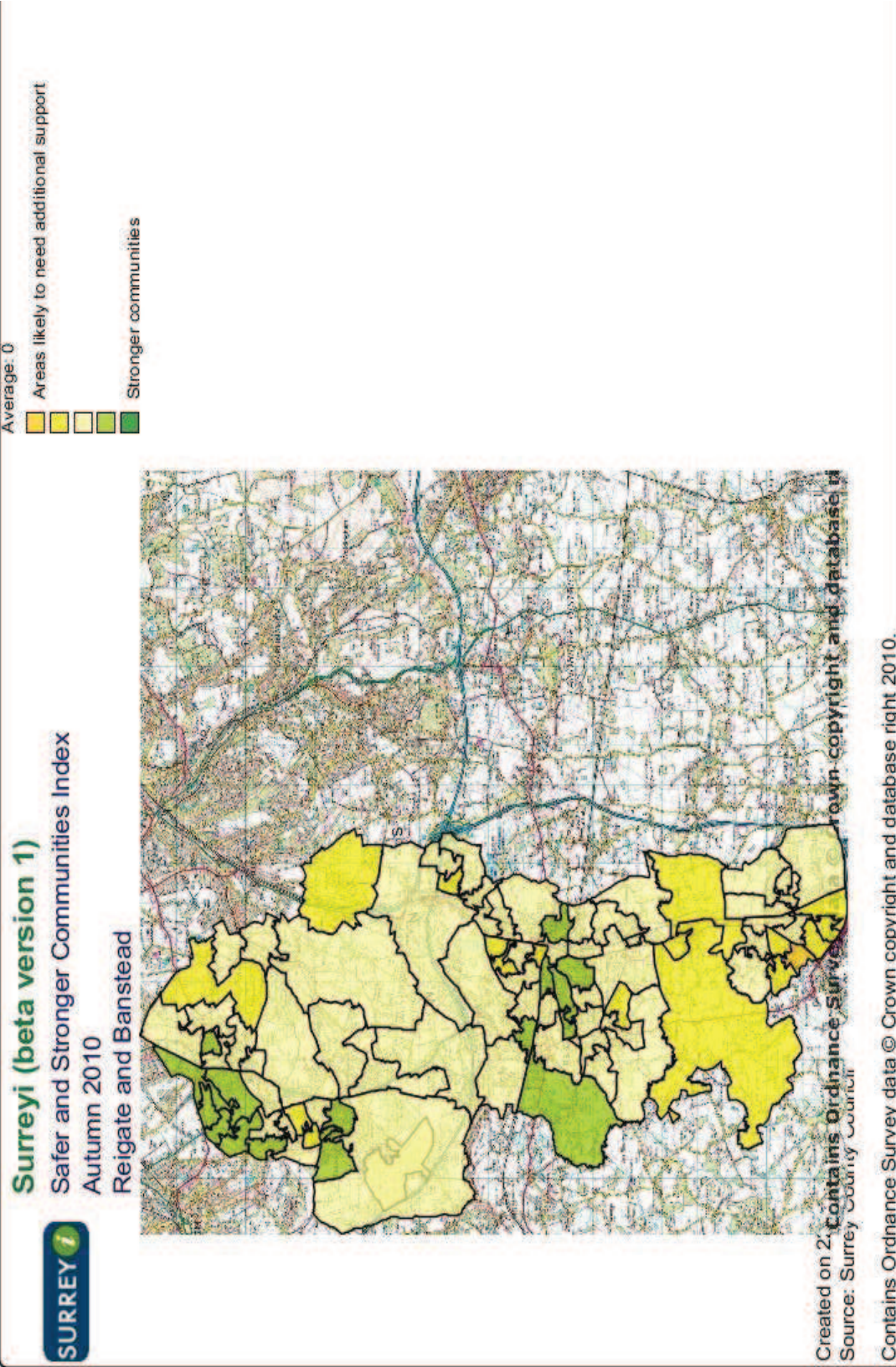
### Epsom & Ewell

Town	Total number of Care Homes in this town	Total number of beds in Care Homes in this town
Epsom	27	490
Ewell	3	31
Worcester Park	1	3
<b>Total</b>	<b>31</b>	<b>524</b>

Surrey	Total number of Care Homes	Number of beds in Care Homes
<b>Total</b>	<b>451</b>	<b>12124</b>

# EQUALITY IMPACT ASSESSMENT

## Appendix 7: Safer and Stronger Communities Index

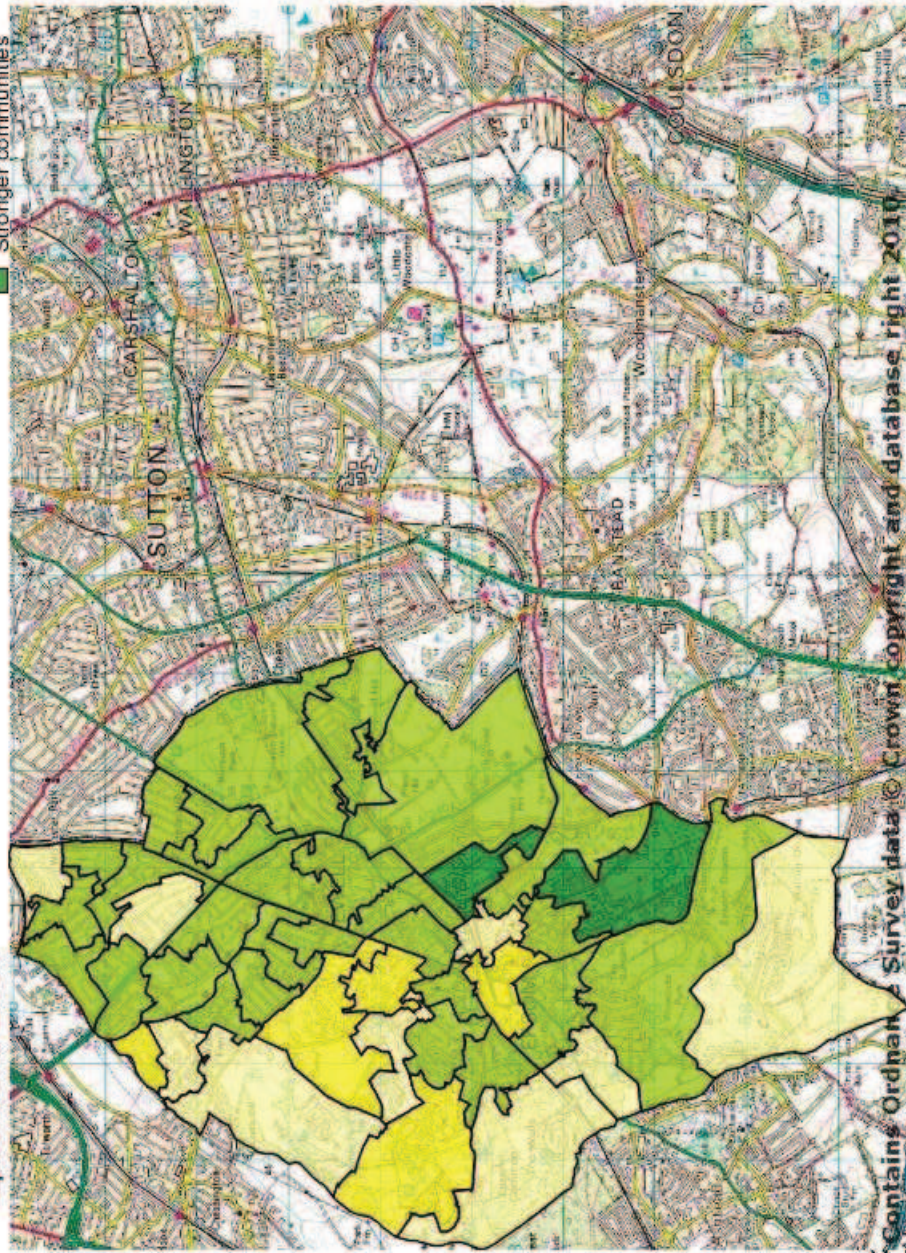
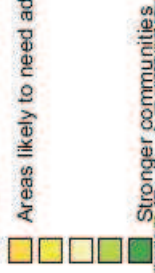


# EQUALITY IMPACT ASSESSMENT



**Surrey (beta version 1)**  
Safer and Stronger Communities Index  
Autumn 2010  
Epsom and Ewell

Average: 0  
Areas likely to need additional support

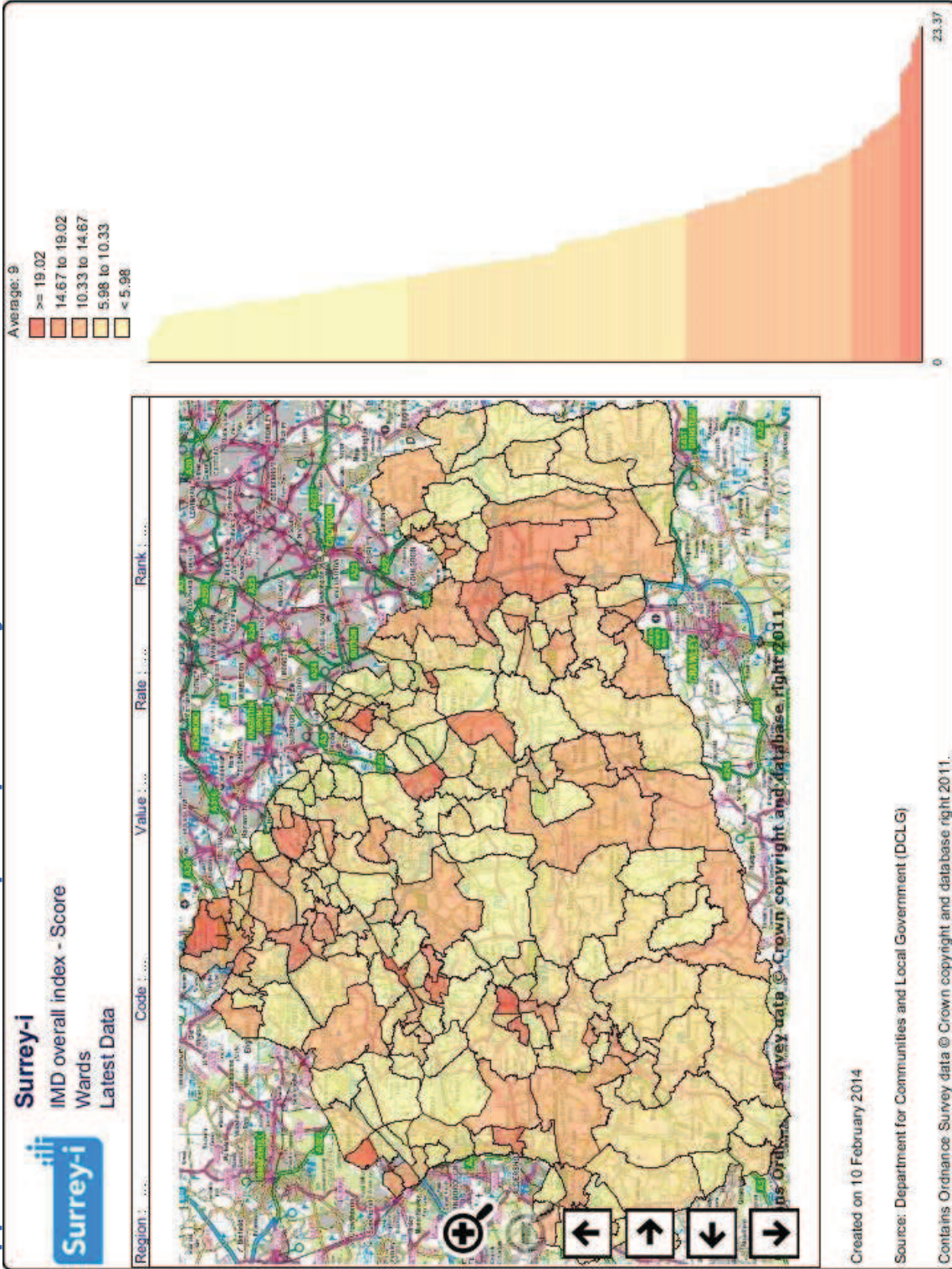


Created on 2. Contains Ordnance Survey data © Crown copyright and database right 2010.  
Source: Surrey County Council

Contains Ordnance Survey data © Crown copyright and database right 2010.

# EQUALITY IMPACT ASSESSMENT

## Appendix 8: Index of Multiple Deprivation by Ward



## Annex 5 - Comparison Of Modelled Response Times

Diagram 1: Impact on performance of two fire engines deployed at Epsom Fire Station

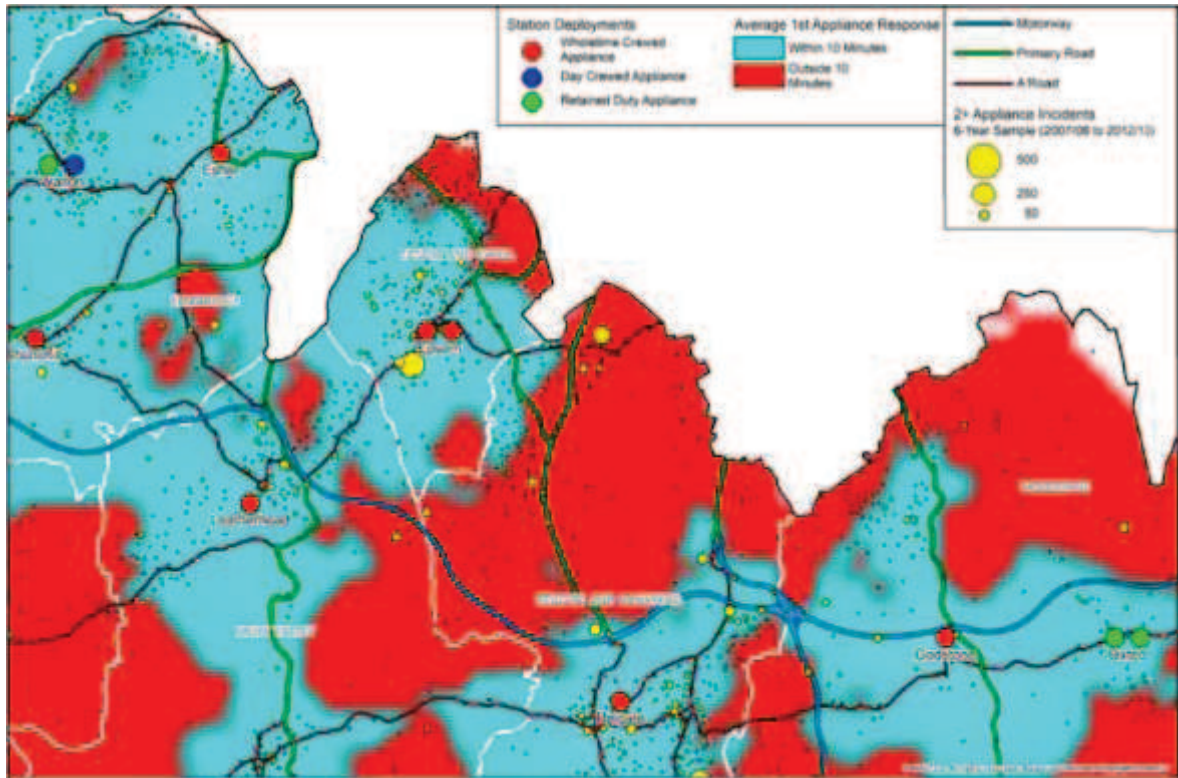
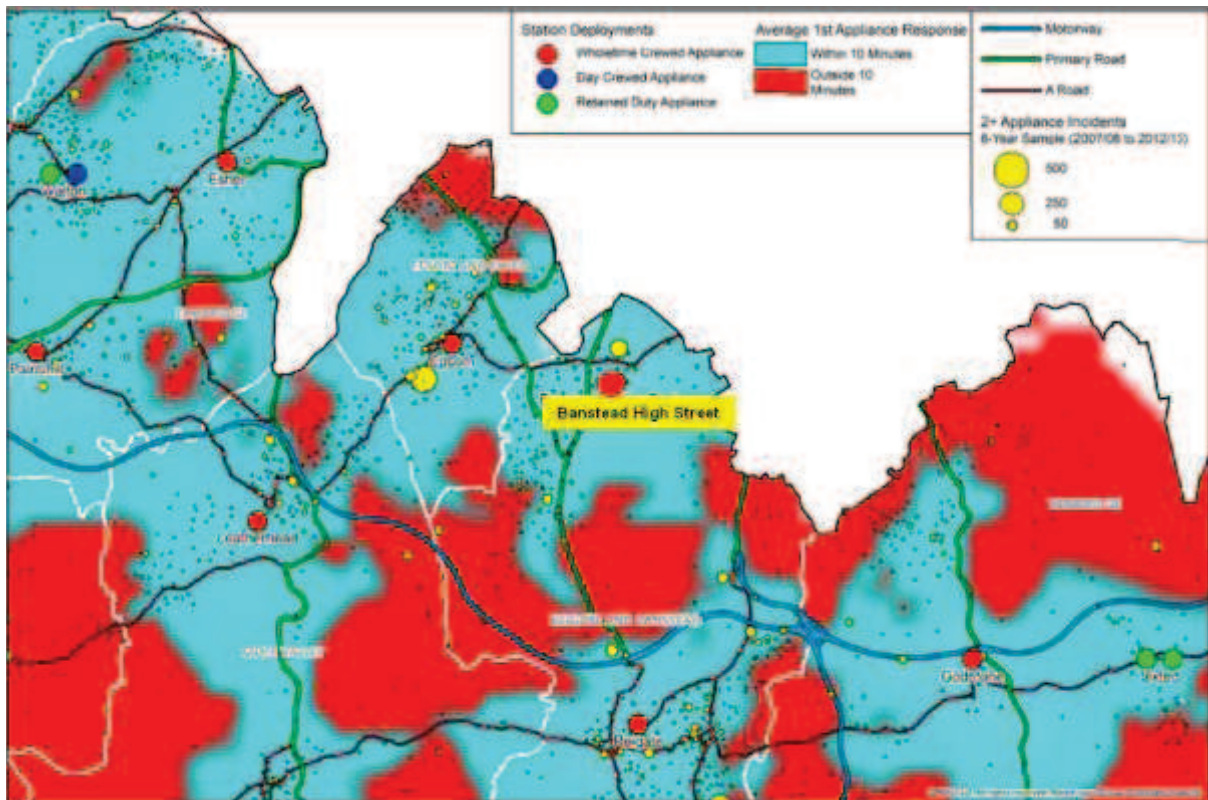


Diagram 2: Impact on performance of one fire engines deployed at Epsom Fire Station and one deployed into the Banstead area



This page is intentionally left blank



**SURREY COUNTY COUNCIL****CABINET****DATE: 25 FEBRUARY 2014****REPORT OF: MR PETER MARTIN, DEPUTY LEADER****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR, ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: SUPPORTING ECONOMIC GROWTH****SUMMARY OF ISSUE:**

In February 2013 Cabinet identified economic growth as a key priority for the county council, both to secure an increase in the size and value of the economy and to generate employment. The report set out how the county could benefit considerably from greater influence over national programmes and devolved funding to support local economic growth. It also identified how the council would apply the One Team ethos in working with district and borough councils, businesses and other public sector partners across Surrey to drive forward economic growth.

The council has made considerable progress on this over the last twelve months. This report takes forward the approaches identified in February 2013 and identifies activity that is underway to maximise the levels of investment in Surrey including:

- ensuring that Surrey County Council's priorities are reflected in the development of the Local Enterprise Partnership (LEP) strategic economic plans and securing additional investment in the county;
- strengthening the local authority role in Local Enterprise Partnership governance;
- engaging business opinion through Surrey Connects, in particular understanding Surrey's key growth and globally competitive sectors to achieve and sustain growth; and
- enhancing collective working across Surrey with district and boroughs and with business on economic growth, including through Surrey Future and the Employment and Skills Board, in particular to make the case for additional investment in strategic infrastructure.

The role of the LEPs has evolved considerably in the last twelve months and the partnerships have become increasingly important in supporting local economic growth. LEPs have been invited to negotiate Local Growth Deals with Government, through which they can secure funding for capital schemes, including transport and infrastructure, as well as seeking greater influence over national growth programmes. Surrey is split between two LEPs and the county council has worked actively with both partnerships in the development of their Strategic Economic Plans and will continue to play a key role as they enter into negotiations with Government.

## **RECOMMENDATIONS:**

It is recommended that Cabinet:

1. congratulate Surrey businesses on their success in achieving significant economic growth in recent years which means that the gross value added of the Surrey economy is now in excess of £32 billion a year
2. note the progress made with both of the Local Enterprise Partnerships of which Surrey is a member in making the case for additional investment in the county and agrees that the Deputy Leader, in consultation with the Leader and the Cabinet Member for Transport, Highways & Environment, should agree the final Strategic Economic Plans for both LEPs in accordance with the approach set out in this report
3. agree that the county council should be represented by the Deputy Leader in the proposed new local authority governance arrangements for Enterprise M3 (EM3) and Coast to Capital (C2C) Local Enterprise Partnerships
4. note the financial implications of the ongoing work with Local Enterprise Partnerships, including the potential to secure additional funding for transport and infrastructure schemes and for skills development given that the LEPs are intending to bid for £850-£950 million for the period 2015-2021
5. note that the Surrey Connects Board are currently considering a range of options for their future operation and agree that decisions on any financial and organisational changes that are needed in the county council once that consideration is concluded should be delegated to the Strategic Director for Environment and Infrastructure in discussion with the Deputy Leader
6. note the arrangements for enhancing collaboration with district and borough councils, including potential areas for joint working to secure additional benefits across the whole of Surrey
7. agree to hold an all member workshop on economic growth and the Local Enterprise Partnerships in March 2014.

## **REASON FOR RECOMMENDATIONS:**

The approach set out in this report will assist the Council in achieving the 'Confident in our Future' Corporate Strategy 2014-19 (as agreed by Cabinet on 4 February 2014 and by full Council on 11 February 2014), which includes a specific priority to make Surrey's economy strong and competitive. In particular, it will support the council in its efforts to secure additional investment in Surrey, more flexibility to meet the distinct needs of the county and more joint working with boroughs and districts to promote economic growth. Additional investment in strategic and local infrastructure, in skills and in employment and business support will help to promote economic growth across the county, maintain the quality of life for residents and develop Surrey's already very strong offer as a place to do business.

## **DETAILS:**

1. Cabinet agreed in February 2013 the importance of promoting economic growth in Surrey and identified a number of mechanisms to support that aim.

2. The Surrey economy has continued to show strong growth in the last 12 months with Gross Value Added (GVA) increasing 8.1% between 2011 and 2012 to over £32bn, adding £2.4bn in a single year. This level of growth is unrivalled across the UK, with the Surrey economy growing by over 15% since 2009. Alongside the strong base of small and medium sized enterprises, this growth can be attributed in large part to the many major international businesses that are located within the county. These businesses are attracted to the area for its access to major international gateways, particularly the airports, and for its proximity to London. Surrey's residents are highly skilled, with over 40% having attained a degree level qualification. The county is a highly desirable place to live, work, start and grow a business.
3. The recent Business Survey conducted on behalf of the county council and Surrey Connects gathered the views of 1,300 businesses in the county, covering all sizes and across a broad range of sectors. It helped to identify the issues facing businesses in Surrey, including the areas where they would benefit from additional advice and support. The results show that 77% of firms are optimistic about their prospects for expanding, whilst almost 90% of the businesses reported that they are drawing up plans to develop their business.
4. However, this strong sense of optimism amongst businesses and the significant levels of economic growth achieved in recent years have been achieved despite an ongoing lack of investment in strategic infrastructure and economic success has led to congested roads, inadequate infrastructure and high house prices. Highly skilled Surrey residents commute to London each day and youth unemployment remains above 2009 levels.
5. The county council has taken positive steps over the last twelve months to address some of these challenges and implement measures that will help businesses to grow and succeed:
  - the county council has extended the highly successful **apprenticeship scheme for Surrey businesses**, which has resulted in the creation of more than 500 apprenticeship places. This is one of the largest county council supported programmes in the country and has been achieved without the level of additional support from national Government that has been available elsewhere;
  - roll out of a **countywide high speed broadband network** that will connect 99.7% of the county;
  - targeting **60% of council spend with local SMEs** has resulted in almost £1 million per day being spent with local companies; and
  - **delivery of a major programme of road schemes** and improvements, including completion of the Walton Bridge.
6. There has also been an increasingly strong emphasis on working with employers to help steer activity. In April 2013, the Surrey Employment and Skills Board was established to ensure there is a collective Surrey voice on skills issues. The Board is articulating and promoting the skills needs of businesses within the Surrey area and opportunities for residents to meet them. Chaired by a senior representative from BP, the membership of the Board comprises employers, including Canon UK and SMEs, further education colleges, schools, universities and councils.

7. In accordance with the One Team ethos, the county council has been working closely with a wide range of partners as described in the rest of this report, particularly the Local Enterprise Partnerships and the districts and boroughs to develop and implement economic growth initiatives.

### **The changing role of Local Enterprise Partnerships**

8. The Government has identified Local Enterprise Partnerships (LEPs) – which are public-private partnerships – as the main vehicle for promoting economic growth across the country. There are 39 LEPs, two of which include parts of Surrey; Enterprise M3 which covers the western area of the county; and Coast to Capital which covers the eastern district and boroughs. The Deputy Leader of the Council sits on both LEP Boards.
9. The role of LEPs has evolved considerably over the last twelve months, with the Government placing additional responsibilities on the LEPs and giving greater emphasis to how local authorities should work with them to grow their local economy. This has included agreeing some further devolution of funding streams for transport, skills and housing to the LEPs for decision on how they are invested locally.
10. In June 2013, the Government announced the creation of a £20 billion Local Growth Fund to cover the period from 2015-2020, with £2bn allocated for 2015-2016. This figure includes some funds that have already been allocated to LEPs (including some of the local major transport scheme funding). The remainder of the Fund (approximately £1 billion) will be allocated on a competitive basis through a process of bidding and negotiation.
11. Competitive bids will be assessed on the quality of ‘Strategic Economic Plans’ which LEPs have been tasked with developing and implementing. The Plans should set out the local economic priorities for the area and identify priority programmes and projects that will achieve their aims. The Strategic Economic Plans will form the basis of a ‘Local Growth Deal’ between the LEP and Government, which will determine how much Local Growth Fund each LEP will receive.
12. LEPs are also expected to use the Local Growth Deal discussion with Government to set out an economic case for additional freedoms and flexibilities for the local area. This is unlikely to take the form of additional devolved funding, but could include greater local influence over the delivery of national programmes.
13. Government guidance has outlined that the success of LEP bids for Local Growth Fund will be significantly influenced by the level of collaboration with local authorities. There is an expectation that local authorities will support LEPs through strong partnership working, robust arrangements for accountability, effective collaboration across the LEP area and pooling of economic development resources. Hence the proposals for developing local authority governance arrangements described below (paragraphs 31 - 35).
14. Local Transport Bodies (LTBs) were established in 2011 as a vehicle for Government to devolve local major transport scheme funding. LTBs were expected to identify and prioritise transport schemes that would enable economic growth. LTB funding streams were included in the Local Growth Fund announcement and Government expects LEPs to integrate LTB decision making structures into the governance structures for the wider

Partnership. Both Enterprise M3 and Coast to Capital are incorporating their respective LTBs into their governance structures and have integrated LTB priority schemes into the Strategic Economic Plans.

- 15. The timescales for the production of the Strategic Economic Plan and Local Growth Deal are very tight. LEPs have already submitted draft versions of the Strategic Economic Plans. The final submissions are due on 31 March 2014. The Government will conclude the final assessment of plans by June 2014 and a Local Growth Fund offer will be made to each LEP in July 2014. LEPs will receive their portion of the Fund by April 2015.
- 16. Summaries of the Coast to Capital and Enterprise M3 Strategic Economic Plans are attached as annexes A and B. This sets out the vision and objectives for both areas, with a brief overview of the emerging priority projects for Surrey.

**European Structural and Investment Funds**

- 17. LEPs are also expected to take a lead role in the day-to-day management of European Structural and Investment Fund (EUSIF) for the 2014 – 2020 Programme. The amounts involved for each LEP are set out in paragraph 19 below. This new programme will combine European Regional Development Fund (ERDF), European Social Fund (ESF) and elements of the European Agricultural Fund for Rural Development (EAFRD). The Funds are expected to drive ‘smart, sustainable and inclusive growth’ and will provide support to those areas with greatest need. The funds have different uses, for example ERDF can be used to provide business and enterprise support, stimulate a knowledge based economy or build sustainable communities. ESF is targeted at developing a skilled workforce and providing employment support opportunities (especially to disadvantaged communities), while EAFRD helps to improve the quality of life in rural areas, diversification of the rural economy and improve the environment of the countryside.
- 18. All LEPs in England have received a ‘notional’ allocation of European Structural and Investment Funds and have been tasked with developing a strategy to outline how they intend to spend the funds on priority areas. The strategy is expected to align with the Strategic Economic Plan.
- 19. The allocations for Coast to Capital and Enterprise M3 for the 2014 – 2020 period are:

<b>Coast to Capital</b>		
<b>Total ERDF and ESF Allocation</b>		<b>EAFRD</b>
<b>£57.62m</b>		£3.83m
<b>ERDF split</b>	<b>ESF split</b>	
£28.81m	£28.81m	

Enterprise M3			
Total ERDF and ESF Allocation		EAFRD	
£38.54m		£3.5m	
ERDF split	ESF split		
£21.58m	£16.96m		

20. The funds must attract 50% match, which can come from a range of sources including the public sector, the private sector or through national government programmes. The Government has encouraged LEPs to work with national 'co-financing' organisations, such as UK Trade and Investment, the Skills Funding Agency and the Department for Work and Pensions, to develop 'opt-in' agreements as a way to secure this match. Both LEPs in the Surrey area have agreed in principle to agreements with a number of co-financing organisations, but will also be looking to secure local match funding.
21. The final EUSIF strategies were submitted to Government on 31 January 2014 and presented a high level indication of how the funds will be spent with the main focus on business and enterprise support, innovation and employment and skills activities. There is a considerable amount of work needed by both LEPs to develop more detailed proposals, particularly around commissioning and tendering arrangements for projects and for sourcing local match funding. The county council will continue to provide support throughout this process.
22. LEPs will not be responsible for managing or administering the funds. They will advise the Managing Authorities, including the Department for Communities and Local Government, the Department of Work and Pensions and the Department for Environment, Food and Rural Affairs, on programmes and projects that fit with local priorities. These Managing Authorities will have final approval of the successful programmes and will administer the funds, while ensuring compliance with European regulations.

### Surrey Interests and Priorities

23. Local Growth Deals **offer the only opportunity to secure devolved responsibility and funding for economic priorities, including skills and transport.** In order to maximise the opportunity for investment in Surrey the first step is to help both LEPs maximise the amount of Local Growth Fund they secure through the bidding process against the rest of the country. Accordingly the county council is working closely with both LEPs, helping to shape emerging priorities and playing an active role in collective decision making.
24. LEPs have provided an indication of the likely size of their bid to the Local Growth Fund as part of the draft Strategic Economic Plans. Coast to Capital suggested that their bid would be in the region of £558m, with almost £400m to be allocated to transport projects. Enterprise M3 proposed a bid of around £300-£400m in magnitude, with approximately 50% to be spent on transport projects. LEPs are required to demonstrate how the Local Growth Fund investment will generate leverage from other sources, and there is an

expectation that private leverage will be considerable for Coast to Capital and Enterprise M3. The amount of leverage generated will be used as a criterion for assessing the quality of bids. The total amount of Local Growth Fund secured through the Growth Deal process is expected to be announced in July 2014. The initial reaction for Government for both LEPs suggests that they have pitched their bids for Local Growth Fund fairly well but it will be an uphill task to secure the full level of funding that has been sought.

25. The county council is also working with LEPs to ensure that priority schemes in Surrey are included in the Strategic Economic Plans. These are summarised in Annexes A and B. As the LEPs move into the implementation stages of the Plans, **the council will be seeking to maximise the level of investment in Surrey**, ensuring that priority projects are delivered, including transport, skills and business and enterprise support. The council is working to develop outline business cases for priority projects, which will be submitted to the LEPs later in 2014. Early signs from Government are that in order to convince them to put significant additional resources into economically successful areas such as the South East it will be necessary to develop a convincing case both in terms of the need to support competitiveness against other parts of the world and in terms of meeting housing need and generating additional jobs and commercial development. In particular it seems likely that the LEPs will need to be able to demonstrate that there will be additional or accelerate outputs in terms of houses, jobs and commercial floor space through use of the Local Growth Fund. These are difficult issues but in all cases the major need is for additional investment in infrastructure in order to address the increasingly clear constraints which are affecting competitiveness and quality of life.
26. The approach outlined above will help to ensure that the LEPs are able to submit robust bids to Government for the Local Growth Fund and that Surrey is well placed to deliver the priority projects identified in the Plan. This is being achieved through a number of measures including:
- the county council's transport team have played a key role in helping both LEPs to develop the assessment criteria for transport interventions. This reflects the approach endorsed by the Department for Transport and will ensure that transport schemes are assessed in a clear and transparent way. The county council is developing a series of transport schemes for inclusion in the final Plan, ranging from schemes of strategic importance, such as the A3 and North Downs Line, which were identified in the 2013 Surrey Rail Strategy, through to schemes of local importance and a series of maintenance and sustainable transport packages.
  - the case for investment in strategic infrastructure has been developed through the Surrey Future initiative which involves all of the councils in Surrey and has identified and prioritised major interventions needed across the county.
  - both LEPs recognise the importance of ensuring that businesses have access to people with the right skills at the right time. The county council has been central to the development of the Skills and Employment Strategy for Enterprise M3 and has had significant input into the ongoing work of Coast to Capital. The Surrey Employment and Skills Board has played a key role in influencing the thinking of

both LEPs and has offered an employer perspective to shape and develop proposed interventions. A series of proposed skills interventions, including the development of a local careers information, advice and guidance system, has been developed as part of the Surrey's proposals for the Public Service Transformation Network.

- Surrey Connects and the council have jointly supported Enterprise M3 and Coast to Capital to develop processes for responding to inward investment and Foreign Direct Investment queries. A joint website, 'Invest in Surrey', was launched in October 2013 and acts as a single point of contact for potential investors. The county council, district and borough councils and Surrey Connects respond to queries that come directly through the website or those that are referred through the LEPs.

27. In addition to setting out the proposed use of government and local funds to drive economic growth, the Strategic Economic Plan (SEP) is also expected to detail the 'freedoms and flexibilities' for the LEP area. Freedoms and flexibilities are additional asks of government which would have a positive effect on local economic growth. These may come in the form of relaxation of regulations or granting of enhanced local powers, which would assist the LEP in delivering against its priorities. The Government has indicated that LEPs are more likely to receive influencing powers as part of their growth deal negotiations, rather than receive additional funding from outside the Local Growth Fund.

28. The county council has been working with both LEPs to shape the freedoms and flexibilities that they have requested through the Strategic Economic Plans. These include:

- formal duty to cooperate between national agencies (e.g. Highways Agency, Network Rail) and the LEP and its partners to prioritise investment including enhanced surface access to the airports;
- use of Local Growth Fund money to undertake initial design work for major schemes and scope to capitalise the design costs of schemes;
- greater local influence over utilities investment;
- formalise and further develop joint working between the Homes and Communities Agency and the LEPs through a duty to cooperate;
- greater influence over the operation of National Careers Service allowing much greater localisation of its work and also freedom for schools to use their resources differently;
- more flexibility for schools and colleges to be able to use financial and other resources to promote a wider range of pathways for young people 14-19 to offer more integrated academic, professional and technical pathways and allowing blended packages across schools, colleges, HE, employers and training providers; and
- Enterprise Zone type incentives including tax increment financing to support advance provision of infrastructure and measures to promote



business investment in key locations and sectors identified through the Strategic Economic Plans.

29. The precise nature of the additional freedoms and flexibilities will be negotiated with Government through the Local Growth Deal.
30. Further detail on the Surrey priority projects can be found in annexes A and B. The annexes contain two elements. First a description of the main elements of the LEP plans. Secondly, a description of projects that have been developed by the county council and district and borough councils and reflect work with local area committees, businesses and other stakeholders about their priorities. The projects have been grouped together to form packages relating to a number of areas across Surrey. Projects are at very different stages of development. Some are already part of the programme of transport major schemes; others are at an early stage in terms of design. It is unlikely that all of these schemes will be funded and many require a great deal of further work but taken together they represent a broad indication of the sort of bid that Surrey collectively might make for use of the Local Growth Fund over the next 6 years in order to support economic growth in the county.

### **Governance**

31. Both of the LEPs have been reviewing their own governance arrangements, particularly as their focus moves from being primarily concerned with the development of strategy into animating and overseeing a programme of activity using European and Growth Fund resources.
32. A key issue for Government is that there must be effective democratic accountability for Local Growth Fund money, and strong delivery mechanisms to deliver SEP actions. Government has also been clear that the actions in the SEP need to be backed up by robust governance arrangements which engage all local authorities within the area to ensure delivery through prompt and effective decision making. In particular Government is likely to be looking for such arrangements to promote:
  - collective decision making by authorities
  - collaboration and greater co-ordination on economic development activities
  - aligning resources in support of the SEP.
33. From the local authority perspective, governance arrangements need to provide efficient, transparent and accountable decision making in relation to the use of public resources.
34. Both EM3 and C2C have been working with the local authorities in their areas to develop arrangements that will give effect to these requirements. The current position is slightly different between the two LEPs:
  - a) in Enterprise M3 Leaders have reached agreement in principle to establish a Joint Leaders Board (JLB) which would comprise all the local authority Leaders in the LEP area and which could subsequently develop into a Joint Committee. A JLB is an informal voluntary partnership with no legal status and as a result it can be put in place relatively easily. However, the informal nature of the arrangement also means that

functions cannot be delegated to it. The intention is for the JLB to sign off the SEP from the perspective of the local authorities in the EM3 area. It will be separate from the Enterprise M3 Partnership (i.e. not a sub-group of the LEP) and will be set up specifically in order to provide the democratic accountability for Enterprise M3's Strategic Economic Plan. The JLB would also formally appoint the local authority representatives to the Enterprise M3 Board and would assist in the development and implementation of actions that will deliver the Strategic Economic Plan, and promote collaboration on economic development issues affecting the wider area.

- b) in Coast to Capital, the intention is to move to a Joint Committee again comprised of all of the local authorities in the area (plus the South Downs National Park). As with EM3 the new Committee would not be a sub-group of the LEP Board. It would have a clear and relatively narrow remit to articulate the collective local authority view to the C2C Board on the SEP and to formally agree it. The Committee would also review delivery of the Plan and agree adjustments with the LEP Board on an annual basis. Accountability for delivery would be delegated to area based structures reflecting the current emphasis in C2C of working through area partnerships. The precise number and nature of these area based arrangements has yet to be agreed. Discussions will be held with each local authority on draft terms of reference for the new Joint Committee which needs to meet, probably in shadow form, in late March to agree the SEP.
35. Since at this stage proposals for new Joint Committees have yet to be made, Cabinet is asked to agree to participation in their development and to the involvement of Surrey in the EM3 Joint Leaders Board and any session of the C2C Joint Committee in shadow form. There will subsequently be a need to formally consider the terms of reference for the Coast to Capital Joint Committee and, subject to agreement to those terms of reference, to appoint a member to it.

### **Process**

36. Both LEPs will submit their Strategic Economic Plans to Government by the end of March 2014. Each LEP has adopted slightly different sign-off processes, although there are some clear similarities. The county council will be expected to endorse the Plans and the Government will assess the level of support for the Plans as part of its assessment process of funding bids.
37. The Enterprise M3 Leaders Board will meet on 10 March 2014, with a focus on agreeing the joint local authority view on the Plan, with the Enterprise M3 Board meeting on 19 March. At this meeting LEP Board Members will be expected to agree the near final version of the Strategy including a prioritised list of projects. Final sign off for the Plan will be delegated to the Enterprise M3 Steering Group, which includes officer representation from the county council; however the changes between the Board meeting and submission are likely to be minimal.
38. The Coast to Capital Board will meet on 19 March to agree a near final version of the Strategy. The Joint Committee will meet on 25 March to give the local authority collective view on the plan and final sign off will be made by the Executive Committee, which comprises a small number of Coast to Capital Board members.

39. Given these arrangements, it is proposed that the Deputy Leader in consultation with the Leader and the Cabinet Member for Transport, Highways & Environment should agree the final Strategic Economic Plans for both LEPs in accordance with the approach set out in this report. Any significant changes in either Strategic Economic Plan compared to the approach set out in this report will be discussed at the 25 March Cabinet meeting.

#### **Financial Implications for the Council**

40. There is potential for Surrey to benefit considerably through its ongoing engagement with the LEPs, particularly in securing funding for priority schemes including capital investment for transport projects. However, there is an expectation from the Government and the LEPs that upper tier authorities will make a significant local contribution to support the preparatory work for these projects and to their overall costs, as is currently the case. An assessment of the possible contribution from the county council towards schemes will be needed as part of the process of finalising the Strategic Economic Plans for each LEP (although the level of detail will be considerably less for those schemes which would be delivered towards the end of the plan period).
41. Both LEPs have requested that expressions of interest are submitted for all capital projects, which will then be used to agree the prioritised projects for the final Strategic Economic Plans. At this stage the prioritisation is to help make the case for the credibility of the Strategic Economic Plan. Later in the year there will be a requirement for considerable additional information to develop bids for specific schemes. The level of resource required to support this preparatory work can only be determined once the expressions of interest are completed and the LEP has agreed its list of priority projects. In previous years, the county council has utilised New Homes Bonus to support the preparatory costs for transport schemes.
42. The county council currently makes a financial contribution to both LEPs and funds a project manager post within the Enterprise M3 LEP, as well as providing considerable in-kind officer and elected member time contributions. The scale and nature of the contribution for 2014/2015 is currently being considered.

#### **Relationship with Surrey Connects**

43. Surrey Connects, which is constituted as a business led economic development company, has been working with businesses in Surrey and with national agencies, the county council and others to strengthen significantly Surrey's offer on inward investment, exporting, business support, business incubation and enterprise. Surrey Connects has led and undertaken specific business engagement activity, understanding Surrey's key growth and globally competitive sectors which are driving economic growth; actions have included the Surrey Big Debate and the Surrey Business Leaders Network, in conjunction with District and Borough stakeholders. The organisation has also led on key issues, such as aviation, which may affect the future growth potential of Surrey's economy.
44. The two members of Surrey Connects staff are employed by the county council and Surrey Connects is also making use of resources which were transferred to it from the former Surrey Economic Partnership. The Surrey Connects Board is currently considering a range of options for its future

operation and will be discussing these with the county council. These could involve changes in the relationship with the county council and Cabinet is asked to agree that decisions on any financial and organisational changes that are needed should be delegated to the Strategic Director for Environment and Infrastructure in discussion with the Deputy Leader.

### **Joint working with D&Bs**

45. The county council has been working closely with many of the boroughs and districts to promote developments in their area (such as major town centre schemes in Woking) and to develop governance structures to guide action (such as the Public Service Board in Guildford). The development of the SEPs has been a catalyst for further increasing joint working between boroughs and districts and with the county council in terms of:
- identifying priorities for Surrey as a whole in terms of places which are particularly significant for economic growth as can be seen in the emerging plans for both Enterprise M3 and Coast to Capital. In particular the latter have benefited greatly from co-ordinated input from the East Surrey boroughs and districts
  - making the case for strategic investment in Surrey, particularly in terms of major strategic transport corridors such as the A3 and the North Downs Line
  - identifying issues to which Surrey as a whole needs to respond such as meeting assessed housing need and the implications of under supply of housing in London for the area
  - co-ordinated joint working in particular places to develop packages of measures which can be supported through the SEP and Growth Fund covering transport, commercial land and town centres
  - greater collaboration on functions which are needed for the county as a whole such as inward investment.
46. Further work on all of these approaches is now planned with Surrey Chief Executives and Surrey Leaders.

### **CONSULTATION:**

47. The chief executive and chairman of Surrey Connects, and the directors of both the Enterprise M3 and Coast to Capital LEPs have been consulted on the proposed approach, which has also been discussed with Surrey borough and district council chief executives.

### **RISK MANAGEMENT AND IMPLICATIONS:**

48. The Government has been clear that the Local Growth Fund will be the only source of new investment in transport and other infrastructure and the main source of investment in economic development more generally. The county council can only secure investment through the LEPs rather than directly from Government. Accordingly, the effectiveness of the negotiation conducted by the LEPs on the basis of the Strategic Economic Plan is crucial for future investment in Surrey to support economic growth. The council has been putting considerable effort and resource into helping both of the LEPs of

which Surrey is a member to develop the best case for additional investment, including through close working with districts and boroughs.

- 49. Once each LEP has secured a portion of Local Growth Fund the county council and Surrey districts and boroughs will have to bid to the LEP for funds for particular projects or respond to tenders or commissioning undertaken by the LEPs. This will be a competitive process with other councils and areas within each LEP and will need significant effort by council officers to develop and promote the case for each project. The upfront costs of scheme design and development may not be refundable if the schemes are not ultimately successful in securing funding from the LEP.
- 50. The county is unusual in being split between two LEP areas and as such has to devote an unusually large amount of up front member and officer time to working with the LEPs in order to try to secure influence and investment.
- 51. This split in focus also reduces the emphasis on making the case for Surrey as a whole. There are renewed efforts through Surrey Leaders, Surrey Chief Executives, Surrey Future and the Surrey Employment and Skills Board on making the case for the whole of the county area and addressing strategic issues for the county as a whole, such as housing.

**Financial and Value for Money Implications**

- 52. Elements of the programme to support economic growth will require funding as they are developed, and decisions on the allocation of funds will be sought at the appropriate time.

**Section 151 Officer Commentary**

- 53. There are no new financial implications associated with this report on the Supporting Economic Growth strategy. Individual projects brought forward as a consequence of the Strategy and the relationship with the Local Economic Partnerships may have financial implications, particularly in relation to the expectation of match-funding to progress major schemes. Where these projects require a financial contribution from Surrey County Council, to the extent that they are not already provided for in the Medium Term Financial Plan, these will be highlighted in further reports.
- 54. The Section 151 Officer additionally notes that arrangements in respect of the council's relationship with Surrey Connects are to be considered by the Leader and Deputy Leader. It is expected that amended financial arrangements will be made within the context of the Medium Term Financial Plan.

**Legal Implications – Monitoring Officer**

- 55. The report refers to the proposed governance arrangements enabling relevant local authorities to work together to support the LEPs. These are not sub-groups of the LEPs themselves but are key in agreeing the Strategic Economic Plans of the LEPs and otherwise advising the LEPs. The direction of travel for these arrangements is the establishment of formal Joint Committees under section 101(5) and 102 of the Local Government Act 1972. Agreement to these arrangements including the terms of reference and constitution of the Joint Committees will need to be considered at a future

cabinet meeting. In the meantime the Cabinet is able to delegate to the Deputy Leader the executive function of agreeing to the Strategic Economic Plans for the LEPs as a member of the Joint Leaders' Board in Enterprise M3 and the shadow Joint Committee in Coast to Capital.

### **Equalities and Diversity**

56. There are no identified negative equalities impacts. Where additional funding for infrastructure and transport schemes is secured, there will be positive impacts though increasing access to services and employment opportunities. Growth in businesses based in Surrey will in some cases generate additional jobs. Focusing skills and training support on young residents will also help positively address Surrey's relatively high level of youth unemployment. Where applicable, equality impact assessments will be undertaken as a part of decisions on individual projects.

### **Corporate Parenting/Looked After Children implications**

57. The county council recognises it has a responsibility to young people in the county who might struggle to make a successful transition from education to employment, in particular our Looked After Children and young people leaving care. The current economic downturn has reduced the number and variety of jobs that are available in Surrey, with further disproportionate impact on the most disadvantaged groups. Care Leavers aged 16-18 years are over five times more likely to be NEET (not in employment, education or training) than their peers who have not been in care. Being a 'Corporate Parent' is not just a role for social care services but is everyone's responsibility. For this reason, the county council wants to ensure that a percentage of any work experience, apprenticeships or employment opportunities are targeted at this, and other priority groups.
58. The skills and employment proposals included in the Strategic Economic Plans and European Structural and Investment Fund strategies are closely linked to the Skills for the Future strand of the Public Sector Transformation Network programme. The models proposed will raise employability skills and promote employment opportunities for all young people in Surrey. The Surrey Employment and Skills Board has strongly endorsed the Skills for the Future approach and is playing a key role in developing the linkages with the LEPs.

### **Safeguarding responsibilities for vulnerable children and adults implications**

59. Adults with social care support needs are significantly underrepresented in the workplace. Fewer than 10% of adults with learning disabilities are in paid employment and the majority of those who are employed work part time. The current economic climate has made finding suitable employment opportunities to help people back to work more challenging than ever.
60. Providing effective support for vulnerable adults into employment and reducing inequalities and discriminatory practice is a key priority for the county council. The council uses its purchasing power and community influence to promote employment opportunities, so that people can access these routes back to full social inclusion.

### **Public Health implications**

61. Supporting more people into work will improve well being and productivity and support fitter, more active, more socially linked and more resilient communities. This approach needs to be coupled with maintaining the attractiveness and quality of Surrey's outstanding natural landscape and environment (which has an economic value in its own right) to encourage more use of these intrinsic assets, to promote health and well being, and reduce the incidence of both long term and chronic illness.

### **Climate change/carbon emissions implications**

62. The county council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
63. Both LEPs have included proposals for projects that will contribute to long term improvements in public transport provision and reduce congestion. Other activities in the Plans would contribute to reducing business travel requirements, such as higher levels of home working supported by a countywide high speed broadband network.
64. Through the European Structural and Investment Strategies, LEPs have set out how they will support projects that will drive jobs and growth in the low carbon economy.

### **WHAT HAPPENS NEXT:**

65. The major steps in relation to the LEP Strategic Economic Plans and Local Growth Deals are set out in the main body of the report. In addition:
- Subject to Cabinet agreement, an all Member seminar will be held late in March 2014. The purpose of the session will be to raise awareness of the LEP Strategic Economic Plans and offer Members an opportunity to input into the process. Both LEPs will be invited to present at the seminar.
  - There will be a paper for Cabinet in March or April on the establishment of the Coast to Capital Joint Committee.
  - County council officers will work with district and borough councils and LEPs to develop a countywide response to the Surrey Business Survey. This will identify ways that the county council and its partners can support businesses and help them access relevant and timely advice and guidance.
  - Both LEPs are currently developing the assessment process and criteria to select projects for inclusion in the final Strategic Economic Plans. The county council will play an active role in this process.

---

#### **Contact Officer:**

Kevin Lloyd, Senior Policy Manager, Chief Executive's Office, tel: 020 8541 7273

**Consulted:**

Cabinet Member for Transport, Highways and Environment  
Surrey Chief Executives  
Strategic Director Environment and Infrastructure  
Chief Executive, Surrey Connects  
Chairman, Surrey Connects  
Director, Enterprise M3  
Director, Coast to Capital  
CLT Growth Deal Steering Group  
Strategy Group Manager  
Head of Policy and Performance

**Sources/background papers:**

- Surrey County Council, 'Confident in our Future' Corporate Strategy 2014-19
- Enterprise M3 'Draft Strategic Economic Plan', December 2013
- Coast to Capital 'Draft Strategic Economic Plan', December 2013
- The Surrey Local Economic Assessment, December 2010
- Surrey Connects Strategy, August 2011
- Surrey Connects action plan, summer 2012
- Surrey Superfast Broadband Project Plan, August 2011
- Wave 2 City Deals Prospectus, Autumn 2012
- Cabinet report on supporting the economy, 24 February 2013
- Heseltine Review 'No Stone Unturned', October 2012

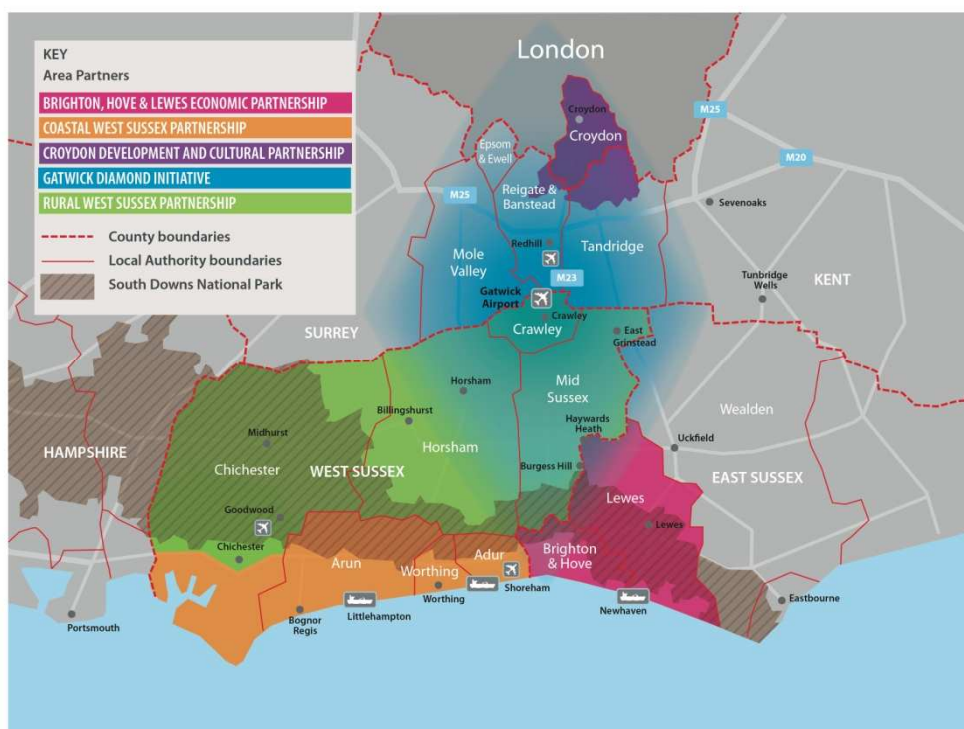


## ANNEX A: Coast to Capital Draft Strategic Economic Plan; ‘Open for Business; Driving Economic Growth Together’ (December 2013)

In the draft Strategic Economic Plan (SEP), Coast to Capital has set out a six year programme of private and public sector investment of £5 billion, this “will create 42,000 new jobs, 28,000 homes and 445,000 sq metres of employment space”. Government is asked to invest £558 million of Local Growth Fund. (Note: These figures are indicative at this stage).

8

### Coast to Capital Area Local Partnerships



### Vision

Coast to Capital aims to deliver “exceptional growth and productivity gains”. Their vision is that the area will continue to be one of the “most prosperous areas in the UK and we will ensure that all communities share in this prosperity. To do this we will step up our performance to compete with the most successful regions in Europe and in the rest of the world”.

### Target

To create an additional 100,000 jobs in the private sector over the 25 years to 2035 (from the time of the original strategy for growth in 2010)

### Priorities

The SEP sets out six strategic priorities, which are the basis on which the LEP will deliver growth:

#### 1. Successful growth locations

The LEP has identified geographical locations which will drive growth and will be the focus for investment. The SEP identifies ‘prime’ strategic locations, which includes Reigate, recognises ‘latent’ locations with barriers hindering economic growth (Redhill, Epsom, Leatherhead, Dorking, Caterham and Oxted) and commits to promoting growth in targeted opportunity areas (Horley).

A package of investments is proposed for each location (summarised in the tables below). Key amongst these is transport schemes. Strategic transport corridors have been identified including the A23/M23/Brighton Mainline. The North Downs Line is mentioned as a strategic priority. Other schemes are packaged into the growth locations such as Kiln Lane Link in Epsom and improvements to the A217 in Reigate.

## **2. Successful business community**

The SEP includes proposals for supporting business growth. These include proposals to increase the rates of new business start-ups; double the scale of international trade; and attract more foreign direct investment. Building on support services which are already in existence, Coast to Capital aims to provide a focal point for businesses to access support. The LEP plans an ASEAN business hub at Gatwick Airport to attract investment from emerging markets. The LEP aims to promote the development of a new network of incubation/ enterprise centres and promote access to finance for growth.

## **3. Building competitive advantage**

The LEP plans to concentrate activity on those sectors where a competitive advantage has been identified: creative digital and IT; advanced engineering (including marine and automotive); environmental technologies (low carbon and renewables); business and financial services; and healthcare and life sciences. Several of these sectors reflect Surrey's high performing business base.

## **4. Successful workforce – successful people**

The SEP has identified three main priorities; young people, skills for productivity and skills for employment and progression. For young people the LEP will back a 'young workers programme' to offer young people an apprenticeship, work placement, paid internship or work experience. Skills for productivity include management and leadership, intermediate and higher level skills and technical and specialist skills in priority sectors where there is evidence of market failure. This will involve creating demand for higher level skills in sectors and areas where there is evidence of low skills equilibrium. Skills for employment and progression include activity both for young people entering the labour market and for adults currently outside the labour market or in low paid jobs.

## **5. Growth is digital**

Coast to Capital will build on existing broadband rollout programmes, such as Superfast Surrey, by promoting 'ultrafast' broadband at important business clusters. Coast to Capital will work with other LEPs, namely Enterprise M3, to pioneer 5G mobile communications technology.

## **6. Housing**

The SEP will set out proposals for new approaches to housing focused on bringing forward existing sites and permissions, opening up new areas currently not in consideration due to infrastructure issues, and invest in new approaches to housing development, for example community land trusts and self-build using locally sourced renewable materials.

The SEP sets out investments in infrastructure, including transport and flood defences, to unlock housing. This includes sites in North Horsham.

**Rural:** Rural growth is not listed as strategic priority but it is a separate strand of activity in the SEP. Proposed activity includes a woodland enterprise project to encourage investment in the timber and wood to warmth supply chain.

### **Surrey Priority Projects for Coast to Capital**

The information below provides a description of projects that have been developed for Coast to Capital by the county council and district and borough councils and reflect work with local area committees, businesses and other stakeholders about their priorities. The projects have been grouped together to form packages relating to a number of areas across East Surrey. Projects are at very different stages of development. Some are already part of the programme of transport major schemes; others are at an early stage in terms of design. It is unlikely that all of these schemes will be funded and many require a great deal of further work but taken together they represent a broad indication of the sort of bid that the county council, district and borough councils and other partners might make for use of the Local Growth Fund over the next 6 years in order to support economic growth in the east Surrey area.

#### **Redhill-Reigate**

Redhill is the main focal point for economic and cultural provision in Reigate and Banstead. The town has good transport connections - it is not only a transport interchange and gateway for movement within the borough but also to inter-regional and international destinations. As a commercial centre offering a wide range of office space, Redhill is an attractive employment location for both employers and employees and an accessible destination for shoppers and people to spend their leisure time.

Redhill Town Centre business area contains a considerable proportion of the borough's office floorspace; however there are currently fairly high levels of vacancies. Whilst this is, in part, down to current market circumstances, it also reflects the market perception that the overall quality of Redhill's offer to business needs to be improved. There is some scope for intensification of office floorspace within the business area, and in other parts of the town centre.

Whilst joined with the wider transport hub, Reigate town centre is distinctly different from Redhill, although it also functions as a comparison, convenience and food and drink destination. Its strengths are its historic character and buildings, and range of small independent specialist and boutique shops and restaurants (although this character does constrain the extent of future development in the town).

<b>Name of project</b>	<b>Summary</b>
Redhill Town Centre	To re-use and intensify activity on existing employment land and bring forward up to 7,000 sq m additional office floorspace in the town centre and a further 12,500 sq m of additional commercial floorspace in identified employment areas.
Retail sector growth	In the short term, the focus will be on directing the majority of retail growth to Redhill. This will have the effect of capturing benefits from inward investment opportunities. There are plans for the expansion of a primary shopping centre to accommodate at least 15,480 sq m comparison floorspace and least 7,020 sq m convenience floorspace.
M23/A23 Hooley interchange	Proposed roundabout improvements will reduce congestion and improve traffic flows and safety through the junction.
M23 Spur, South Terminal	This scheme is a package of improvements to the M23 Spur South Terminal roundabout.
Improvements on the A23	This is a scalable package of support along the A23

Corridor	corridor. It will reduce congestion and mitigate the impact of new employment and residential development. This would also benefit Horley and other locations along the corridor.
Improvements on A217	This scheme includes creating a quality bus corridor. It also includes improvements to pedestrian and cycle facilities.
Reigate Road network Improvement scheme	This scalable scheme would promote sustainable modes of transport, deliver street scene improvements and reduce congestion.

### Leatherhead

Leatherhead is one of two principal towns in Mole Valley district, which in 2011 contributed £3.1 billion GVA to Britain's economy. It is situated to the west of the Gatwick Diamond area, directly adjacent to J9 of the M25. Leatherhead is 25 minutes to London Gatwick and 30 minutes to London Heathrow by road. It is also under an hour to central London by train, during the day averaging six trains per hour.

The importance to the regional economy is reflected in the high number of businesses located in Leatherhead. This includes multinational corporations such as Unilever UK HQ, ExxonMobil UK HQ, KBR, Haliburton and CGI Logica, Petrochem Carless, Harsco Infrastructure, Cobham (aerospace/security) and Gould International (paper).

Even with all these significant economic advantages, Leatherhead town centre has suffered from a steady decline in terms of its retail and leisure offer, standards of public realm, difficult to manage complex gyratory system, peak traffic congestion and overall unattractiveness as a destination to visit, to live and potentially to work.

Feedback from residents, businesses and key employers is near universally negative about the town centre, with the increasing risk that potential inward investment propositions will be put off by the poor quality town centre, outweighing the other positive locational benefits of the town. For example a key Leatherhead employer is reported to bus its employees to a competing local town centre at lunch break, as employees prefer this rather than the short walk into Leatherhead town centre.

Name of project	Summary
Town Centre Regeneration package	This project will include shopping centre redevelopment, new/extended business hotel, new supermarket, additional car-parking, new evening economy zone, public realm improvements, new leisure facilities; cinema, bowling alley, health club, circa 150+ new homes, plus reconfiguring and improvements to traffic management and gyratory system.
The Square	A development of 69,000sq ft (6,400m <sup>2</sup> ) office space in central Leatherhead, a new business quarter providing modern energy efficient Grade A office buildings set within an attractive landscaped environment with an excellent car parking provision. The scheme comprises four office buildings ranging in size from 9,935 sq ft up to 31,205 sq ft and totalling 68,190 sq ft.
Improvements to the outer ring road system and to Junction 9	This package will enhance critical access to the M25 alleviating traffic congestion joining and leaving the

of the M25	motorway and also improve the wider Leatherhead network including the A243 and A24 Leatherhead By-pass at Knoll Roundabout.
Package of sustainable transport measures centred on Leatherhead town centre	This is a package of sustainable transport improvements following the Travel SMART approach to supporting public transport and other sustainable modes of transport.
A24 Capel to Surrey boundary corridor improvements/ A24 Clark's Green to Holmwood	The scheme will improve access to the A24 corridor and enhance and realign the existing carriageway.

**Epsom**

Epsom is the main town in the borough of Epsom and Ewell and provides commercial and businesses services for residents over a wide area, including Ewell, Banstead, Leatherhead and Croydon just to the north. World renowned as the home of the Epsom Derby, Epsom has the potential to be key regional commercial and business hub. Current plans for Crossrail 2 envisage a station in the borough, making Epsom an even more attractive place to do business.

A primary highway route, the A24, passes right through the heart of the town centre. This presents both opportunities and challenges for the borough. The A217 runs through the borough and the M25 is just to the south.

Although the borough contributed £1.3 billion GVA to Britain's economy in 2011, it is performing below its potential. There has been limited commercial and retail development in recent years. The commercial stock is mainly comprised of purpose built office blocks (many built before 1970) and older stock located on the upper floors above high street shops. Longmead and Kiln Lane business parks are key assets.

<b>Name of project</b>	<b>Summary</b>
Kiln Lane Link	The scheme will deliver a link road between Longmead and Nonsuch industrial estates. The ambition for this site is to develop a digital cluster. The link road will support the retention of jobs and deliver new employment as a result of up-scaling and intensification of employment.
Package of transport (and other) improvements for Epsom ('Plan E')	The scheme includes junction improvements, urban traffic control and new pedestrian and cycle links. Focused within the 'employment hub' area, this scheme would result in an up-scaling of the employment sites (moving away from low-density and low value storage uses); intensification in employment densities; and an increase in commercial land values.
Ewell Village Economic Improvements Package	A scalable package of improvements to increase accessibility to the high street, including widening the high street and re-phasing/ synchronising traffic signals to ease traffic flow.
A240 Corridor Business Accessibility Improvements	These improvements will reduce congestion and improve accessibility for pedestrians and cyclists at key junctions

	along the A240.
Stoneleigh Economic Improvements	This is a package of street scene enhancements along Stoneleigh local shopping parades.
Development of incubation hubs	Potential sites at Nescot College and the University of Creative Arts to support new and growing businesses.

### Horley

The Reigate & Banstead Core Strategy states that the Council will work closely with partners across the Gatwick Diamond to deliver the vision of the area as an internationally recognised business location with a global future in a sustainable way, including through the exploration of options for strategic employment development opportunities.

Name of project	Summary
The development of a 30ha. strategic employment site and/or science park on greenfield land to the south and east of Horley	Within close proximity to Gatwick Airport and junction 9 of the M23 motorway, there is the prospect of 120,000m <sup>2</sup> of B1 floorspace being developed, creating 3,500 FTE jobs and generating £220m of GVA.
Improvements on the A23 Corridor	This is a scalable package of support along the A23 corridor. It will reduce congestion and mitigate the impact of new employment.

### Caterham and Oxted

These towns in Tandridge are the focal point of economic activity in the borough and offer a wide range of commercial services.

Name of project	Summary
Redevelopment of the Rose and Young site.	The site is potentially suited to a number of uses appropriate to a town centre, including residential use.
Redevelopment of the Gasholder site	Like the Rose and Young site this site could be redeveloped for commercial or residential use.
Development of an incubation Hub	As part of the Digital Caterham project.
Improvements to the A25	A package of transport measures to manage congestion along the corridor including Redhill to Godstone. The package includes transport improvements for bus, rail, cycle and pedestrian facilities.
Improvements to the A22	The package will improve flows along the A22 including Wapses Lodge roundabout.
Rail infrastructure improvements	Focused on the Lewes-Uckfield line and Redhill – Tonbridge line, including the reinstatement of the Crowhurst Chord.

## Annex B: Enterprise M3 Draft Strategic Economic Plan (December 2013)

The Enterprise M3 Strategic Economic Plan (SEP) presents strategic priorities to 2020. The LEP has identified that between £300-£400m of Local Growth Deal funding will be required to part fund interventions, with the expectation that over £1.2bn will be levered in from the private and public sectors.



### Vision

The Enterprise M3 SEP highlights that the area already has one of the fastest growing UK economies, with significant strengths in key sectors, education establishments and location. The plan will build on existing strengths to become ***“the premier location in the country for enterprise and economic growth, balanced with an excellent environment and quality of life but also to raise its competitive position in the EU and wider global markets”***.

The LEP aims to achieve this through a number of planned interventions that support:

- **Enterprise and competitiveness:** focused on maintaining and growing the area’s business base and its competitiveness. Work includes supporting the development of start-ups, developing a culture of enterprise and inward investment in high-growth sectors.
- **Innovation and growth of high value industries:** the area has world-class academic and research institutions, as well as a high concentration of leading businesses in high growth sectors. The LEP has set out plans to connect this high quality research with the local business community, with a view to increasing levels of innovation and commercialisation.
- **Skills and Employment:** the LEP area has highly skills residents, but many businesses report difficulties in recruiting qualified staff. The LEP has developed a series of intervention to increase the uptake of higher level

Science, Technology, Engineering and Mathematic (STEM) subjects, as well as improving access to local careers information, advice and guidance.

- **Infrastructure and Place:** many of the constraints reported by businesses relate to infrastructure, with a specific focus on road and rail bottlenecks, a shortage of housing for local workers and access issues in relation to Heathrow and Gatwick airports.

The LEP argues that investment in the area will pay a disproportionately high dividend to the national economy.

### Targets

- To increase GVA per head from around 18% above the UK average in 2012 to around 25% above the UK average in 2020 through increased productivity and a focus on businesses in high value sectors.
- The creation of 52,000 new jobs, one in five of which, will be in R&D and high value industries.
- To grow the overall business base within the area by 2.4% (1,400 businesses) per annum.

### Priorities

The SEP is organised around three key priorities, which will be delivered through a series of interlinked interventions around enterprise, skills, innovation, housing and transport brought together within “growth packages”:

#### 1. Sci:Tech Corridor

Enterprise M3 has identified the high growth Science and Technology Corridor along the M3 as one of their strategic priorities. The four major towns of Basingstoke, Farnborough, Guildford and Woking form the core of the Sci:Tech Corridor and together are home to 80% of the area’s economic activity.

Proposed interventions in these four key growth centres include targeted packages of investment to address the barriers to growth, such as transport schemes, along with proposed strategic interventions to exploit their strengths. Within Surrey this includes a project to build upon the £50m of private investment already secured by the University of Surrey around 5G technology. This will give the UK leadership in 5G mobile communications technology and promote and retain investment in this technology within the area.

#### 2. Step up towns

Alongside the growth centres, Enterprise M3 has developed growth packages for a number of Step-up Towns, identified as Camberley, Aldershot, Andover, Whitehill and Bordon and Staines-upon-Thames. The Step-up growth packages reflect the needs and economic circumstances of each town and identify the support needed to remove barriers to growth. There is a recognition that unless the transport system is capable of advancing at the same rate as the population and business base in these areas, congestion will become increasing incapacitating.

The Step-up Town Programme includes a series of catalytic transport and infrastructure measures to alleviate congestion and enhance capacity, town centre renewal to promote inward investment, skills centres of excellence and interventions to unlock housing sites. Within Surrey this includes schemes such as Runnymede Roundabout improvements.



### 3. Growth Hub

The plan also includes a commitment to support a Growth Hub which will draw in and coordinate all SME business support, along with a focus on high level skills. This aims to ensure that the area has the right support for businesses that want to grow and create jobs. It is anticipated that the Growth Hub will also have a small number of physical hubs within the Sci:Tech corridor and Step-up towns.

#### **Surrey Priority Projects for Enterprise M3**

The information below provides a description of projects that have been developed for Enterprise M3 by the county council and district and borough councils and reflect work with local area committees, businesses and other stakeholders about their priorities. The projects have been grouped together to form packages relating to a number of areas across west Surrey. Projects are at very different stages of development. Some are already part of the programme of transport major schemes; others are at an early stage in terms of design. It is unlikely that all of these schemes will be funded and many require a great deal of further work but taken together they represent a broad indication of the sort of bid that the county council, district and borough councils and other partners might make for use of the Local Growth Fund over the next 6 years in order to support economic growth in the west Surrey area.

#### **Guildford**

Guildford, along with Woking, Farnborough and Basingstoke is one of Enterprise M3's four main growth points. Guildford is rated as one of the UK's top performing non-metropolitan boroughs and is the primary employment centre in Surrey. Economic growth has come primarily from high value business sectors, many of which are global in reach. The area is characterised by high-tech, high potential clusters, including a well established computer games cluster and emerging focus on niche sectors such as nano-technology, life sciences and 5G technology, including EA Games, Kuju Entertainment and Media Molecule. The economy continues to be differentiated between a small number of very large firms and a much larger number of small and often micro businesses that employ fewer than 10 staff.

Guildford is home to the University of Surrey, a top-ten university which is becoming an increasingly important driver of economic growth in the area and offers considerable potential for future growth and inward investment linked to these developments.

Guildford also has one of the strongest retail offers in the South East, drawing in shoppers from all over the region. Guildford has one of the highest average house prices in the UK outside of London. Additionally, due to its close proximity to London and the airports at Heathrow and Gatwick, Guildford suffers from congestion at peak times, particularly on the A3 and M3.

There are considerable opportunities for further economic growth in the Guildford area, which are focused on the potential of the university and research park, but extend into the town centre:

- Surrey Research Park is recognised as one of the most successful in Europe, with 120 companies with strong track record of attracting private equity and Foreign Direct Investment. It offers an opportunity to support the development of growing companies in key sectors and help Guildford to become truly globally competitive;
- University of Surrey academic growth is focused on space faculty, development of world leading 5G Centre, new state of the art centre of excellence for veterinary research and teaching at the university,

development of medical school in 5-10 years and the creation of world class business school;

- Developing the existing strong and vibrant high end retail offer; and
- Strong equity finance and business mentoring landscape.

However, Guildford's economic potential could be diminished without adequate investment in business critical infrastructure:

- commercial land and premises for a range of business types
- inward investment and access to investment finance
- people with the right skills (either at entry or junior levels or at more senior levels)
- housing and provision of more affordable housing to allow entry level recruitment and then retention of staff; and
- town centre regeneration.

Therefore, the economic challenge is to provide infrastructure that will unlock the unrivalled potential of the Guildford area, with the aim of creating an area that is truly internationally competitive and adding to GVA per capita. A package of interventions will be developed for the area – including a mixture of new projects that are transformational and some interventions that build on existing strengths. This approach will help to:

- Improve connectivity between Guildford and Woking;
- Increase the attractiveness of the area as a place to do business;
- Improve connectivity between clusters and labour markets;
- Develop well connected housing and labour markets; and
- Make more effective use of local resources to meet needs by ensuring that public and private partners work closer together to target resources more effectively.

Name of project	Summary
A3 Strategic Package of improvements	Strategically important improvements to the A3, which will be taken forward through discussions with DfT and the Highways Agency
Guildford A3 Strategic Corridor Improvements – Congestion Pinch Points	The aim of the project is to improve the operation of the A3 Guildford, including the junctions between the A3/A31 Hogs Back and the A3/A3100 Clay Lane/Burpham Junction
North Downs Line Improvements	Improvements in electrification modernised rolling stock, frequency improvements and train lengthening. Improvements would address overcrowding on the line, improve integration with the rest of network and boost economic growth in economic hubs along the route, especially Guildford
A3/M25 Junction to Wisley Interchange - Congestion Pinch Points	The A3/M25 junction to Wisley Interchange intervention will improve junction of the M25 easing the vehicular movements. Any delays, particularly during peak times, will be reduced along with journey times and accident

	rates.
Guildford Gyrotory Corridor Improvements	Improving access along the corridors into Guildford town centre supporting new developments.
5G Mobile Communications Arrow Project	Building on the success of the 5G centre at the University of Surrey, this project will bring together academia, business and the public sector to deliver a large scale project.
Slyfield Area Regeneration Project – Clay Lane Link Roads	This project consists of a new link road which is vital to give additional impetus to key developments, including intensification and regeneration of a business and retail park and new homes. There are 2 phases/elements: <ul style="list-style-type: none"> <li>- Phase 1 - the Clay Lane Link northern section</li> <li>- Phase 2 - a new internal spine road to form part of the new development and other associated works</li> </ul>
Guildford Hub Transport Improvements	<ul style="list-style-type: none"> <li>• Infrastructure support for town centre regeneration</li> <li>• Expand the Guildford Park and Ride Scheme, incorporating up to two new car park sites and to implement further bus priority measures into and within Guildford town centre</li> <li>• The Guildford Hub Transport Improvement Scheme is closely linked with the A3</li> </ul>
Park Barn Railway Station	Provides a new railway at Park Barn – Employment centres such as the Royal County Hospital, Surrey Research Park and Surrey Sports Park and relatively deprived residential areas such as Park Barn and Westborough will be directly accessed
Merrow Station	The area of Merrow consists of a large residential area along with key employments sites. These areas are not well served by rail with the nearest station being London Road (Guildford) some distance away. This scheme would create a new station at Merrow.
Housing growth in Guildford	Following the completion of the Clay Lane Link Road and Strategic Highway Improvements to the A3, there will be potential for the development of new housing sites.

**Woking**

Woking is another main growth point in Enterprise M3 and like Guildford forms part of the Sci:tech Corridor. Woking has a proactive approach to economic growth and inward investment and has strong green credentials and reputation. Significant amounts of A-class office floor space are currently being marketed in the town. The borough is home to a large number of global headquarters and is recognised as the location of a nationally significant technology sector cluster, including the McLaren Group. There is significant business investment planned in the area, including the new McLaren Applied Technology Centre which will provide 60,000 sq metres of workshops, prototype manufacturing and testing space. Part of the new building is dedicated to education and training.

There are also considerable plans to regenerate Woking Town Centre including new housing developments and improvements to the public realm, retail, office hotel and amenity offer. Through this town centre focus, Woking will continue to be a beacon of sustainable, modern urban living and working.

Woking has excellent transportation links to London - Woking Railway Station is one of the busiest stations in the London commuter belt. Woking also benefits from a RailAir bus service to Heathrow Airport. Similarly to Guildford, Woking's economic growth is being held back by the high levels of congestion around the M3 motorway, due to a significant amount of out commuting.

Woking is also one of the most unaffordable towns in the country. Private rent is around 53% of average take home pay and there is a desperate need for affordable family housing. There are pockets of deprivation in Woking, particularly in Maybury and Sheerwater.

Name of project	Summary
Flyover – Railway grade separation at Woking Junction	Major infrastructure project recommended by the Surrey Rail Strategy to increase capacity on the South West Main Line and improve operational performance at Woking. It will support economic growth by allowing more frequent and faster services from destinations along the South West Main Line and address a key pinch point on the rail network.
Victoria Arch – capacity improvements	The Victoria Arch scheme addresses the most serious pinch point in the centre of Woking on the main arterial route between Guildford and Woking. The scheme will incorporate construction of new pedestrian and cycle tunnels through the embankment either side of Victoria Arch on the A320, Woking's main arterial route.
Multimodal transport interchange improvements at Woking rail station	Improvements to the station and surrounding areas
A320 Six Crossroads Roundabout	The roundabout suffers from high levels of congestion and is difficult to cross walking and cycling. The junction would be signalised managing traffic flows and improving access for walking and cycling and improve journey times for buses.
A322 Corridor – Brookwood Crossroads	The crossroads suffers from high levels of congestion on all four approaches. The A322 is a Strategic route linking Guildford (to the south) and M3 and Bracknell (to the north) and intersects with the A324 at Brookwood which is the main route for traffic to the west of Woking town centre.
Range of support being developed for business from start up through growth, and inward investment	Key projects include start up Woking, connect 2 innovation network and incubator premises
Woking Sustainable Travel	A wider Woking package of enhanced public transport (Quality Bus Corridors, QBC), walking and cycling

Package	infrastructure to support access to employment in Woking. This will be supported by initiatives to support businesses in reducing travel costs and improving staff productivity. In particular bus infrastructure and information improvements will increase bus reliability and help grow patronage to major employment sites
Woking safety schemes	A series of safety improvements across the borough at specific pinch points, including: <ul style="list-style-type: none"> <li>- Berry Lane/Blackhorse Road</li> <li>- A245 Sheerwater Road/Madeira Road</li> <li>- A3046 Chobham Road/Shores Road</li> <li>- A245 Parvis Road/Camphill Road</li> <li>- A320 Chertsey Road/Boundary Road</li> </ul>

**Camberley**

Camberley is a ‘Step-up Town’ in Surrey Heath Borough. The Borough Council and partners have published a radical vision to transform the town into the destination of choice for business and residents. Plans for the regeneration of Camberley town centre, and in particular the A30 London Road frontage, will see the delivery of 41,000 sqm of prime retail space. Alongside the addition of a major anchor store, this will transform the Camberley offer and turn it into one of the major attractions in the region. There are significant opportunities that support this vision, given that there are a number of new housing sites which will be located within 30 minutes of Camberley town centre, including major sites such as the Deepcut development.

Part of the ongoing work includes addressing the barriers to growth and improving the road and rail infrastructure. A busy and vibrant town, located in a prime location between the M3 Motorway and A30 trunk road, Camberley recognises the need to improve access as it continues to develop into a destination of choice in the region and, has set out its plans with the publication of its Town Centre Statement. As well as road improvements, the Town Centre Statement sets out how rail access can be improved. There are opportunities for firms to relocate in Camberley through the regeneration plans for the town, including the reconfiguring of office premises and planned rail improvements. As a recognised ‘Step-up Town’, Camberley will continue its upward trajectory.

Plans are also being developed to improve the infrastructure of Frimley, Camberley’s neighbouring town, which, in Frimley Park, boasts the number two performing hospital in the country. Targeted development and intervention could see the establishment of a health related cluster in the Frimley area.

Name of project	Summary
Sturt Road Chord-Cross Border Strategy	Re-instatement of the Sturt Road Chord which links the north-south Ascot to Ash Vale line with the South West Main Line to Woking and London. The trackbed embankment at the junction still exists and the site has not been redeveloped since its closure in 1964. For Down services (away from London) a grade-separated flyover (or tunnel) is required.
A30/A331/Meadows Gyratory Corridor Improvements (LTB	This scheme is to provide improvements to the road network in Camberley through redesigning the Meadows Gyratory, bus priority measures and pedestrian and cycle

Prioritised Scheme)	crossings and off-carriageway routes
Camberley Growth Package	Business Centre Access Improvements Infrastructure Support for Regeneration - This scheme is to improve access to business parks with in Camberley, focusing on Yorktown and Watchmoor business parks
Camberley Railway Station Improvements - Congestion Pinch Point	This scheme is to provide Camberley Railway Station improvements in pedestrian, cycle, and bus facilities outside the station to promote the use of sustainable modes of transport. Vehicle access will also be increased to improve and encourage the use of interchange facilities
Camberley Sustainable Travel Package - Infrastructure Support for Town Centre Regeneration	A scalable package of enhanced walking, cycling and bus infrastructure ensures to support access to the strategic employment sites in Camberley and nearby residential areas
Camberley Town Centre Highway Improvements (LTB Scenario B Scheme)	This scheme is to provide improvements to the road network in Camberley town centre and ensure the town centre is more accessible via highway/junction improvements: A30 London Road/Knoll Road/Kings Ride, A30 London Road/Park Street, Knoll Road/Portesbery Road, High Street/Portesbery Road/Pembroke Broadway and cycle facility improvements along A30 London Road/Knoll Road/Portesbery Road/Pembroke Broadway/Charles Street.
Frimley Heath Regional Park	Infrastructure support for town centre regeneration
Frimley Transport Network Improvements	Improvements include; a redesign of the 'Toshiba' roundabout to improve safety and reduce congestion on the approach to Frimley. Traffic management measures at Buckingham Way. The alteration of the two access roads at 'The Green' into 'The Hatches' to form a one way system. Highway improvements at the Frimley Green junction with Henley Drive and the Coleford Bridge Road junction with Hamesmoor Road. A cycle route along the B3411 corridor. Cycleway and footway along Frimley Road. A continuous cycle route on the A331 Blackwater Valley route and Bus infrastructure including new and improved bus ways and bus priority measures.
Delivery of new Suitable Accessible Natural Greenspace for Surrey Heath	The intervention would assist the borough council to forward fund and provide SANG removing an obstacle to approval of planning permission.
Ashwood House	Currently a mixed use building. The scheme is to provide housing and an improved retail offer through a local authority joint project within the town centre.

### Staines-upon-Thames

Staines-upon-Thames and its immediate surroundings within Spelthorne Borough display some unique characteristics beyond those exhibited by Step-up Towns and key growth centres. The Borough is home to an incredibly high concentration of company headquarters, including BP, Imtech UK and Wood Group Kenny, along with

over 4,500 other businesses, with a large proportion in four main sector groups: 'professional, scientific & technical', 'construction', 'information & communication' and 'transport & storage'. These companies are attracted by the proximity to London, and in particular the excellent transport connections, including access to national routes, including the M3, M4 and M25, and to Heathrow. The 2013 UK Competitiveness Index ranks Spelthorne 13th nationally and shows significant improvement in ranking from the 2010 analysis. This reinforces the high degree of potential within Staines-upon-Thames and that the wider borough is on the cusp of becoming a real centre for enterprise and investment.

However, the Borough faces a number of economic challenges. Skills attainment is below the Surrey average, with 20.4% of people in Spelthorne aged 16 and older having no qualifications. Unemployment is also higher than the Surrey average, standing at 1.5%. Over 8% of Spelthorne residents work at Heathrow airport and any threat to the continued operation of this organisation would have catastrophic effects in the area.

Whilst the town centre is relatively modern, there is a need for continued redevelopment, including enhancing the service offer to support the large multi-national companies based in the area. This includes provision of hotels, improving the retail sector and developing the night-time economy. Recent expansion at BP sees a Learning Centre opening in spring 2014 which will provide training for large numbers of staff who will visit this location from around the world, creating further demand for hotels and leisure. The EM3 Commercial Property Study has also identified a number of opportunities through key market ready sites within Staines-upon-Thames.

Name of project	Summary
Staines-upon-Thames to Walton on Thames Corridor accessibility package	Congestion pinch point
Staines-upon-Thames bridge widening	Support for town centre regeneration
Wider Staines-upon-Thames sustainable travel package	Support for town centre regeneration
Continued redevelopment of the Town Centre	Including new hotels to support the business visitor economy

**Other priority Projects**

Name of project	Summary
Runnymede roundabout	Enhancements to the layout and addition of signalling will significantly improve traffic management and dramatically reduce waiting times at peak periods. Additionally, it will significantly improve accessibility for pedestrians and cyclists to the neighbouring areas and River Thames.
A31 Hickley's Corner Junction Improvements	The focus of the proposed scheme is expected to consist of changes to the junction which would increase capacity

	through the junction and improve journey time reliability
Hickley's Corner Underpass	This major scheme would see the introduction of an on-line underpass carrying the A31 beneath the Hickley's Corner junction at Farnham.
Brooklands Business Park Transport Improvements	Transport improvements to Brooklands Business Park and Weybridge town centre from Weybridge Rail Station.
Egham Sustainable Package	The proposal is for a package of sustainable transport measures comprising cycling and walking measures
Esher Congestion Improvements	Corridor Improvements by reviewing traffic signal junctions within Esher and A244/A307 approaches
Flood alleviation	This is an overall submission for flooding alleviation on the A331 and A31 highway corridors. These are key corridors providing access to and around Camberley and Guildford/Farnham town centres and surrounding employment/retail areas including providing for the movement of freight, commuter and local traffic.
Relieve traffic congestion in Farnham town centre	The focus of the scheme is to simplify the town centre road network to improve accessibility for businesses and leisure visitors, reduce congestion, and improve air quality.
Walton Rail Station Accessibility	Walton on Thames Rail Station accessibility improvements including cycle, pedestrian and bus corridor improvements.
Wider Network Benefits – Surrey Traffic Management upgrade	The proposal is to expand and upgrade SCC's traffic management equipment and capability to enable congestion and road safety to be managed with increased resilience.



**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 25 FEBRUARY 2014**

**REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL**

**LEAD OFFICER: SHEILA LITTLE, CHIEF FINANCE OFFICER AND DEPUTY DIRECTOR FOR BUSINESS SERVICES**

**SUBJECT: BUDGET MONITORING REPORT FOR JANUARY 2014**



#### **SUMMARY OF ISSUE:**

This report presents the council's financial position at the end of period 10 – January of the 2013/14 financial year, with particular focus on the year end revenue and capital budgets forecasts and the achievement of efficiency targets.

Please note that Annex 1 to this report will be circulated separately prior to the Cabinet meeting.

#### **RECOMMENDATIONS:**

The final recommendations are to follow with the annex 1.

#### **REASON FOR RECOMMENDATIONS:**

To comply with the agreed strategy of providing a monthly budget monitoring report to Cabinet for approval and action as necessary.

#### **DETAILS:**

1. The Council's 2013/14 financial year commenced on 1 April 2013. This is the eighth budget monitoring report of 2013/14. The budget monitoring reports for this financial year have a greater focus on material and significant issues, especially the tracking of the efficiency and reduction targets within the Medium Term Financial Plan. The reports also have a greater emphasis on proposed actions to be taken to resolve any issues.
2. The Council has implemented a risk based approach to budget monitoring across all directorates and services. The risk based approach is to ensure we focus resources on monitoring those higher risk budgets due to their value, volatility or reputational impact.
3. There is a set of criteria to evaluate all budgets into high, medium and low risk. The criteria cover:
  - the size of a particular budget within the overall Council's budget hierarchy (the range is under £2m to over £10m);
  - budget complexity relates to the type of activities and data being monitored (the criterion is about the percentage of the budget spent on staffing or fixed contracts - the greater the percentage the lower the complexity);

- volatility is the relative rate at which either actual spend or projected spend move up and down (volatility risk is considered high if either the current year's projected variance exceeds the previous year's outturn variance, or the projected variance has been greater than 10% on four or more occasions during this year)
  - political sensitivity is about understanding how politically important the budget is and whether it has an impact on the Council's reputation locally or nationally (the greater the sensitivity the higher the risk).
4. High risk areas report monthly, whereas low risk services areas report on an exception basis. This will be if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower.
  5. Annex 1 to this report sets out the Council's revenue budget forecast year end outturn as at the end of January 2014. The forecast is based upon current year to date income and expenditure as well as projections using information available to the end of the month.
  6. The report provides explanations for significant variations from the budget, with a focus on staffing and efficiency targets. As a guide, a forecast year end variance of greater than £1m is material and requires a commentary. For some services £1m may be too large or not reflect the service's political significance, so any variance over 2.5% may also be material.
  7. Also, Annex 1 to this report updates Cabinet on the Council's capital budget.
  8. Appendix 1 provides details of the directorate efficiencies and revenue and capital budget movements.

#### **Consultation:**

9. All Cabinet Members will have consulted their relevant Strategic Director on the financial positions of their portfolios.

#### **Risk management and implications:**

10. Risk implications are stated throughout the report and each Strategic Director has updated their strategic and or service Risk Registers accordingly. In addition, the Leadership risk register continues to reflect the increasing uncertainty of future funding likely to be allocated to the Council.

#### **Financial and value for money implications**

11. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus. The Council continues to have a strong focus on its key objective of providing excellent value for money.

#### **Section 151 Officer commentary**

12. The Section 151 Officer confirms that the financial information presented in this report is consistent with the council's general accounting ledger and that

forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks..

#### **Legal implications – Monitoring Officer**

13. There are no legal issues and risks.

#### **Equalities and Diversity**

14. Any impacts of the budget monitoring actions will be evaluated by the individual services as they implement the management actions necessary.

#### **Climate change/carbon emissions implications**

15. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
16. Any impacts on climate change and carbon emissions to achieve the Council's aim will be considered by the relevant service affected as they implement any actions agreed.

#### **WHAT HAPPENS NEXT:**

The relevant adjustments from the recommendations will be made to the Council's accounts.

---

#### **Contact Officer:**

Sheila Little, Chief Finance Officer and Deputy Director for Business Services  
020 8541 7012

#### **Consulted:**

Cabinet / Corporate Leadership Team

#### **Annexes:**

Annex 1 – Revenue budget, staffing costs, efficiencies and capital programme summary.

Appendix 1 – Directorate financial information (revenue and efficiencies) and revenue and capital budget movements.

#### **Sources/background papers:**

None

---

This page is intentionally left blank

**SURREY COUNTY COUNCIL****CABINET****DATE: 25 FEBRUARY 2014****REPORT OF: MRS HELYN CLACK, CABINET MEMBER FOR COMMUNITY SERVICES****LEAD OFFICER: YVONNE REES, STRATEGIC DIRECTOR FOR CUSTOMERS AND COMMUNITIES****SUBJECT: FORMATION OF WOKING JOINT COMMITTEE****SUMMARY OF ISSUE:**

It is proposed to create a Joint Committee of Surrey County Council (SCC) and Woking Borough Council (WBC) which will be the first of its kind to be established in Surrey. The objectives of the Joint Committee will be to improve outcomes and value for money for residents and businesses in Woking by strengthening local democracy and improving partnership working through joint decision making. SCC Cabinet (and Full Council) approval is sought to establish the Joint Committee, to agree to delegate recommended functions to the committee and to agree the Constitution and Standing Orders under which the committee will operate. WBC will be seeking approvals from its own Executive and Full Council through February 2014.

**RECOMMENDATIONS:**

It is recommended:

1. To agree and recommend that the Council agrees to establish Woking Joint Committee to deal with both executive and non-executive functions from 1 June 2014 in place of the current Local Committee in Woking which will cease to function from that date.
2. To agree (as set out in Annex A):
  - to delegate the current Local Committee executive functions to the Woking Joint Committee
  - to delegate the Surrey County Council element of the new joint SCC/WBC executive functions to the Joint Committee
  - to recommend to Council to delegate the current non-executive functions delegated to the Local Committee to the Woking Joint Committee
  - to agree the advisory functions that will come under the remit of the Woking Joint Committee.
3. To note the functions that Woking Borough Council have delegated to the Woking Joint Committee as set out in Annex A.
4. To agree the Woking Joint Committee Constitution, including the Standing Orders under which it will operate, as set out in Annex A, and delegate authority to the Head of Legal and Democratic Services to agree to any minor amendments to the Constitution which may be required
5. To recommend that Council agrees to the relevant changes to the County Council's Constitution to enable the Joint Committee to be established and become operational, as set out in Annex B.

## **REASON FOR RECOMMENDATIONS:**

Cabinet and Full Council agreement is required to establish a Woking Joint Committee in place of the current Local Committee arrangements; to delegate recommended executive functions to the newly formed Woking Joint Committee; and to agree the new Constitution and Standing Orders under which the newly formed committee will operate.

The new Joint Committee will simplify and speed-up local decision making processes, enabling for the first time, all functions and budgets delegated to it by both authorities to be jointly decided upon.

---

## **DETAILS:**

---

### **Business Case**

1. The Community Partnership Public Value Review (PVR) presented to Cabinet in November 2012 took its direction from David Hodge, Leader of Surrey County Councils aim “to improve outcomes for residents by strengthening local democracy and placing much greater emphasis on partnership working.”
2. One of the PVR recommendations, agreed by Cabinet and Full Council on 26 February and 19 March 2013 respectively, was to ‘review the governance model of the Local Committees and the practice of substitutes to make voting on Local Committees equal.’ As part of this recommendation, there was an opportunity for Local Committees to consider the option of becoming a Joint Committee, permitting equal voting rights on all issues for all Councillors on the committee, including decisions on functions delegated to it by borough/district councils.
3. Woking Local Committee have reviewed their current arrangements and wish to create a Joint Committee of Surrey County Council and Woking Borough Council which will be the first of its kind to be established in Surrey. Through the expanded remit, the Joint Committee will further help deliver the aims of the PVR to:
  - i. Increase the involvement of residents, local communities, businesses and partners
  - ii. Improve decision making and speed-up processes
  - iii. Support Members in their role as community leaders and champions
  - iv. Promote greater accountability and local scrutiny.
4. The Joint Committee will aim to reduce duplication in governance arrangements within the two authorities, to simplify and speed up local decision making, and will provide a platform on which future joint arrangements can be co-ordinated. It will provide an innovative two tier response to new central government policy initiatives and a template for other parts of Surrey to consider.
5. The development of the Joint Committee builds on the strong track record of joint and collaborative working to date between both authorities in a number of areas of corporate activity planning and service delivery. Since May 2010 the County Council has invited the Borough Council to nominate a Vice Chairman of the Local Committee, and to date this post has been undertaken by Cllr John Kingsbury, the Leader of Woking Borough Council. In July 2012 Cabinet agreed to establish a Strategic Partnership Board with Woking Borough Council to formalise strategic collaborations and to improve outcomes, which again demonstrates the commitment to partnership working between the two authorities.
6. The Joint Committee will operate under its own Constitution and Standing Orders (as set out in Annex A), but the formation of the Joint Committee will require some changes to the current Constitution of the County Council, for which full Council

---

approval is required.

## **Establishment of Woking Joint Committee**

**RECOMMENDATION 1:** To agree and recommend that the Council agrees to establish Woking Joint Committee to deal with both executive and non-executive functions from 1 June 2014 in place of the current Local Committee in Woking which will cease to function from that date.

7. The Woking Joint Committee will be a Joint Committee of both Surrey County Council and Woking Borough Council, set up under the provisions of Section 102 of the Local Government Act 1972. As such it allows functions from both authorities to be delegated to it and affords full voting rights to all members. The Joint Committee will also be able to oversee projects jointly funded by both authorities. This is an advantage over the current Local Committee, which is a Surrey County Council constituted committee, and as such, can only make decisions on SCC delegated functions, and some of these functions can only be voted on by County Councillors. This is because under legislation district and borough councillors are co-optees of the Local Committee and are therefore unable to vote e.g. on education and youth matters. This can restrict the ambition to increase our partnership working.
8. The Joint Committee will operate under its own standing orders, although it will be bound by approved policies, budgets and financial regulations of the council delegating the functions. Although decision making in relation to delegated matters will be dealt with by the joint committee, the day-to-day operational arrangements relating to those functions will be continue to be managed within the respective authority responsible for the function. The County Council's Constitution makes reference to Joint Arrangements under Article 10.

### **Membership and attendance of Members at Meetings**

9. The Joint Committee will be made up of all county councillors with an electoral division in Woking, one Surrey County Cabinet Member (who may also be a county councillor with an electoral division in Woking) and an equivalent number of borough councillors, who should be politically proportionate to the borough council. At least one borough councillor must be a member of that council's Executive. No substitutes will be permitted for the members of the Joint Committee. It is recommended that Members would be appointed to the committee by the respective authorities at the first Council business meeting at the start of each municipal year.
10. The wider public engagement remit that was agreed for Local Committees in March 2013 has been further strengthened for the Joint Committee, to enable, with the Chairman's consent, the relevant portfolio holder from either authority to speak on a matter being considered by the committee.
11. The Councils may at some point in the future decide to co-opt representatives from the voluntary sector, public agencies or businesses in Woking onto the Joint Committee. These representatives would be able to take part in discussion on agenda items, but would not be able to vote on any item for decision. It is recommended that no additional representatives are co-opted onto the Joint Committee at this stage.
12. The Joint Committee may appoint Sub-Committees with power to act to discharge any of its functions, as agreed by the Joint Committee. Additional representatives may be co-opted onto a Sub-Committee, which may be considered appropriate if, for example, the Sub-Committee is responsible for Health and Wellbeing or the Community Safety Partnership. The Joint Committee may also appoint Task Groups, which cannot make decisions, but may consider specific matters and report

---

back to a future meeting of the committee. The terms of reference for any Sub-Committees or Task Groups will be agreed by the Joint Committee, usually at the first meeting of each municipal year.

### **Chairmanship**

13. The Chairman of the Joint Committee will be a County Councillor, and the Vice Chairman will be a member of the borough council's Executive. The Chairman and Vice Chairman will be elected at the first Council business meeting of the County Council/ Borough Council each municipal year.

### **Management of the Committee**

14. The County Council's Community Partnership Team (based at Woking Borough Council) will service the Joint Committee in the same way as it currently services the Local Committee. Due to the increased remit of the committee, it is envisaged that there may be an increase in frequency of formal meetings of the Joint Committee compared to the current Local Committee, up to a maximum of eight per year. The venue for holding meetings, and associated costs, will normally be provided by Woking Borough Council.
15. Formal meetings of the Committee will be held in public, enabling local people to have their say and contribute directly to the decision making process and, as is the current practice of the Woking Local Committee, will be webcast. In addition to the formal meetings, as is the current practice with the Local Committee, private meetings will continue to be held.
16. The Joint Committee will determine priorities for collaborative work. The respective Councils and the Committee will keep under review those functions delegated to it, or that could be delegated to it, and it is proposed that the work and function of the Joint Committee will be reviewed after 18 months.

### **Funding**

17. With regards to budget setting and planning, the County Council and Woking Borough Council will agree each year the amount of funding available to the Joint Committee to carry out its delegated decisions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations and policies.

### **Withdrawal from the Joint Committee**

18. At any time either Council may give 6 months' notice in writing to the other Council of its intention to withdraw from the Joint Committee. Once the Joint Committee ceases to exist the functions delegated to it would each revert back to the relevant delegating authority.

### **Functions Delegated to Woking Joint Committee**

**RECOMMENDATION 2:** To agree (as set out in Annex A):

- to delegate the current Local Committee executive functions to the Woking Joint Committee
- to delegate the Surrey County Council element of the new joint SCC/WBC executive functions to the Joint Committee
- to recommend to Council to delegate the current non-executive functions delegated to the Local Committee to the Woking Joint Committee
- to agree the advisory functions that will come under the remit of the Woking Joint Committee.



---

**RECOMMENDATION 3:** To note the functions that Woking Borough Council have proposed to delegate to the Woking Joint Committee as set out in Annex A. (subject to final agreement at Woking Full Council on the evening of 13 February)

### **Functions Delegated by Surrey County Council**

19. It is recommended that the functions currently delegated to the Local Committee in Woking by the County Council are delegated to the Woking Joint Committee. In discharging these delegated powers, the Woking Joint Committee will have to have due regard at all times to the approved policies, budgets and financial regulations of the County Council. The executive and non-executive functions which are recommended to be delegated to the Joint Committee are set out on pages 3-5 of Annex A. These functions are currently delegated to the Local Committee as agreed at Council on 19 March 2013.
20. As with the current Local Committee, it is recommended that the Joint Committee has an advisory role in service monitoring and looking at issues of local concern. These are set out in bullet points on pages 5 and 6 of Annex A.
21. The Woking Joint Committee will formally adopt the advisory function that the Leader outlined in relation to supporting local schools in the Joint Committee Constitution, as set out on page 5 of Annex A, and below:
  - i. Support Surrey Schools, strengthening links with Headteachers and Governing Bodies to promote the outcomes of increased investment for safer, better schools focussed on raising the standards of education for all children.

### **Functions Jointly Delegated by Surrey County Council and Woking Borough Council**

22. The adoption of a joint committee enables joint decision making and consideration of joint advisory functions as well as budgets delegated to it by both authorities. It can extend the current Local Committee remit to encompass additional joint functions. The recommended extended joint functions are highlighted below and set out in Annex A:

#### **Executive Functions:**

- 1) In relation to services for young people, with the aim of achieving an integrated approach from Surrey County Council and Woking Borough Council: (*SCC/WBC*)
  - a) To agree joint priorities for commissioning by the County Council and the Borough Council in Woking for the provision of:
    - i) Youth work and
    - ii) Other preventative work with young people who are at risk of becoming not in education, training or employment (NEET).
  - b) To apportion delegated funding for young people, specifically the distribution between Local Prevention Framework Grants and Individual Prevention Grants categories of funding, in accordance with the allocated

---

budget and small grants (youth) as allocated by the Borough Council.

- c) Approve the award of the Local Prevention Framework for the provision of local prevention services for Woking Borough in accordance with the allocated budget and to qualified providers. This power to be exercised by the County Council Portfolio Holder in the event that the Joint Committee is unable to award grant(s) (due to the presence of conflicts of interest which result in the body being inquorate).
  - d) Approve the award of youth service related commission(s) as delegated to the Joint Committee by Woking Borough Council.
  - e) Oversee and determine priorities for the Full Participation Programme and make appropriate linkages into the work of the Services for Young People and Woking Borough Council.
- 2) Oversee and influence priorities for the Family Support Programme in Woking and monitor its performance. (SCC/WBC)
  - 3) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners. (SCC/WBC)

**Service Monitoring, Scrutiny and Issues of Local Concern – Advisory Functions:**

- 1) Be advised of the Joint Youth Estates Strategy for Woking Borough (SCC/WBC)
- 2) To provide political oversight and advice on the Community Safety functions of the Borough. (SCC/WBC)
- 3) To act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy. (SCC/WBC)
- 4) Be consulted on any issues referred to it by either Council and produce responses as appropriate. (SCC/WBC)

**Functions Delegated by Woking Borough Council**

23. The Borough Council proposes that the joint functions identified in paragraph 22 above, many of which are funded by the Borough Council, should come under the remit of the Joint Committee. In addition the following functions have been delegated to the Joint Committee by Woking Borough Council:
  - i) Oversee and determine priorities for the Woking Town Centre Management Agreement.
  - ii) Consider how Community Infrastructure Levy (CIL) receipts will be expended in Woking, taking into account the approved Infrastructure Capacity Study and Delivery Plan (IDP) for Woking.
  - iii) Oversee and determine priorities for the Borough based community strategy and related local plans within Woking.
  - iv) Oversee and determine priorities for the implementation of the Infrastructure Capacity Study and Delivery Plan (IDP).

---

## Woking Joint Committee Constitution

**RECOMMENDATION 4:** To agree the Woking Joint Committee Constitution, including the Standing Orders under which it will operate, as set out in Annex A, and delegate authority to the Head of Legal and Democratic Services to agree to any minor amendments to the Constitution which may be required.

24. The Woking Joint Committee will operate under its own Constitution and Standing Orders, which need to be agreed by both Surrey County Council and Woking Borough Council. The Constitution sets out the context and purpose of the Joint Committee, the functions and powers of the Joint Committee, and the Standing Orders under which it will operate. The Constitution is set out in full in Annex A.
25. The context, purpose and functions of the Joint Committee have been outlined in the above sections of the report. The Standing Orders are based on the updated County Council Standing Orders which were agreed by Council on 19 March 2013. They have been checked against Woking Borough Council's Constitution, and Legal and Democratic Services from both authorities have approved them.

## Changes to the County Council's Constitution

**RECOMMENDATION 5:** To recommend that the Council agrees to the relevant changes to the County Council's Constitution to enable the Joint Committee to be established and become operational, as set out in Annex B.

26. The formation of the Joint Committee will require some changes to the current Constitution of the County Council, for which full Council approval is required. These are summarised below and set out in full in Annex B:
  - i. Under Article 9 paragraph 9.01, the definition of a Local Committee, including its form, composition and function has been amended to include reference to a Joint Committee, meaning that all references to 'local committee' within the Surrey County Council constitution will also include any formally constituted 'joint committees'.
  - ii. An amendment has been made under paragraph 9.02, which sets out the requirement for a cabinet member to be represented on the Joint Committee to enable it to discharge Surrey County Council Executive functions.
  - iii. A new scheme of delegation is required for the Woking Joint Committee. This sets out the membership of the Committee and reflects the functions delegated to it by both Surrey County Council and Woking Borough Council.
  - iv. A change to the officer scheme of delegation is required to enable an appropriate borough councillor on the Joint Committee to be consulted by relevant officers when determining objections to Traffic Regulation Orders.

---

## **CONSULTATION:**

27. The Community Partnership PVR, which ran from January 2012 to November 2012, involved a range of stakeholders as set out in the Cabinet report taken on 26 February 2013.
28. The Local Committee have been fully involved in the development of the Woking Joint Committee through a number of their private meetings held over the last two years. At the most recent discussion on 13 December 2013 there was unanimous

---

support for the formation of a Joint Committee.

29. The Leader, portfolio holder for Communities and the Chairman of the Local Committee Chairmen have also been involved in the development of the Joint Committee.
30. Detailed discussions during the development of the Constitution of the Woking Joint Committee have been held with officers from Legal and Democratic Services from both Surrey County Council and Woking Borough Council. Officers from relevant SCC service functions have also been fully involved in the development.
31. The Communities Select Committee was consulted informally during January\February 2014.
32. The Corporate Leadership Team was consulted on the 20 January 2014.

---

### **RISK MANAGEMENT AND IMPLICATIONS:**

---

33. There are no significant risk management implications arising from this report.
34. A more unified approach through the establishment of the Joint Committee should reduce the risks of fragmented service delivery and duplication or omission. The Joint Committee will operate under its own Standing Orders, which will provide effective governance and oversight of the issues being considered.
35. The Joint Committee will enable the County Council and Woking Borough Council to make joint decisions. County Council and Borough Council services are not being merged and separate budgets for the functions will be maintained by each authority. The normal call in protocols apply.
36. At any time either Council may give 6 months' notice in writing to the other Council of its intention to withdraw from the Joint Committee. Once the Joint Committee ceases to exist the functions delegated to it would each revert back to the relevant delegating authority.

---

### **Financial and Value for Money Implications**

---

37. There are no direct financial implications of establishing a Joint Committee in place of the current local committee arrangements, however, due to the increased remit of the committee, there may be an increase in administrative time required by the Community Partnerships Team in servicing the needs of the committee. This will be managed within existing staff resources. It is anticipated that this may be offset in part by improved partnership working between the two authorities and reduced duplication in governance arrangements, with this in turn leading to increased value for money.
38. The County Council and Woking Borough Council will agree each year the amount of funding available to the Joint Committee to carry out its delegated functions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations and policies.

---

### **Section 151 Officer Commentary**

---

39. The Section 151 Officer confirms that all material, financial and business issues and risks have been considered/addressed. The formation of a joint committee changes the process of decision making, but all expenditure will remain within and be
-

---

administered by the originating authorities.

---

### **Legal Implications – Monitoring Officer**

---

40. Sections 101(5) and 102 of the Local Government Act 1972 empowers local authorities to agree to discharge functions jointly, and to establish joint committees to enable these arrangements. Under the Local Authorities (Arrangements for Discharge of Functions) England Regulations 2012 the Cabinet is responsible for agreeing to the establishment of any joint arrangements in relation to any executive functions. Most of the County Council's functions that will be dealt with by the new Committee will be executive functions as outlined in the report. However, as there will also be some non-executive functions, the arrangements for the joint committee also need to be agreed by the full Council. The regulations require representation on the Committee of at least one cabinet member given that it will be dealing with executive functions.

### **Equalities and Diversity**

---

41. An Equality Impact Assessment was completed covering the options for change regarding Local Committees as part of the November 2012 Cabinet Report on the Public Value Review of the Community Partnership Team. A summary of the key impacts and actions was provided at this time and has been reviewed.
42. By delivering against the recommendations of the original Cabinet Report, the formation of the Woking Joint Committee will effectively deliver some of the positive impacts identified through the Equality Impact Assessment, such as enabling better partnership working with improved shared outcomes for local residents and communities. There are no negative equalities implications identified.
43. Equalities issues, particularly in relation to any disabilities, will be given consideration in the arrangements for public participation the Woking Joint Committee to ensure that anyone with a protected characteristic is not disadvantaged.
44. There are no further impacts arising from this report.

### **Public Health implications**

45. The inclusion of Health and Wellbeing onto the Woking Joint Committee responds to the request to setup local arrangements, which in turn both set local priorities and influence the local delivery according to need within the framework of the Surrey Health and Wellbeing Board. It is expected that this joint approach to local health needs will improve delivery of service and outcomes for residents.

### **WHAT HAPPENS NEXT**

46. Following Cabinet agreement (and endorsement where the decision is within the remit of the Council) of the recommendations, full Council approval will be sought for the establishment of Woking Joint Committee, agreement of the Woking Joint Committee Constitution and agreement to the proposed changes to the County Council's Constitution. Woking Borough Council, at its meeting on 6 February, has considered the proposals for the Woking Joint Committee and the relevant borough council delegations and will seek final approval at its Full Council meeting on the evening of 13 February 2014.

47. The Woking Joint Committee will be formally constituted from the 1 June 2014 with the first meeting due to be held on 25 June 2014.
48. The Constitution of the Woking Joint Committee will be reviewed after 18 months, and any recommended changes reported back through appropriate processes at Surrey County Council and Woking Borough Council.
49. Cabinet will receive a progress report back in due course.

---

**Contact Officer:**

James Painter  
Community Partnerships Manager  
E mail james.painter@surreycc.gov.uk

**Annexes:**

- A. Woking Joint Committee Constitution
- B. Changes Required to Surrey County Council's Constitution

**Sources/background papers:**

- Implementation of the Public Value Review of Community Partnership – Constitutional Changes 26 February 2013
- The Public Value Review of Community Partnership 27 November 2012
- Community Partnerships Team Cabinet Report November 2012
- Public Value Reviews – Year Two Report, Cabinet 27 September 2011

## Woking Joint Committee Constitution

	<u>Page No.</u>
<b>Section 1</b> <b>Context and Purpose</b>	<b>1</b>
<b>Section 2</b> <b>Functions and Funding</b>	
<b>(A)</b> <b>General Remit</b>	<b>2</b>
<b>(B)</b> <b>Delegated Powers</b>	<b>3</b>
<b>(C)</b> <b>Funding</b>	<b>6</b>
<b>(D)</b> <b>Withdrawal from the Joint Committee</b>	<b>7</b>
<b>Section 3</b> <b>Standing Orders</b>	<b>8</b>

## Section 1 – Context and Purpose

Woking Joint Committee is a Joint Committee of Surrey County Council and Woking Borough Council and is set up under the provisions of Section 102 of the Local Government Act 1972. The Joint Committee aims to improve outcomes and value for money for residents in Woking by strengthening local democracy and improving partnership working within the borough of Woking.

The Joint Committee will carry out Surrey County Council functions previously performed by the Local Committee (Woking) (which ceased to exist on 01/06/2014) plus some additional new advisory County Council functions, and functions delegated to it by Woking Borough Council. These functions are set out within Section 2 of this document.

By working together, the Joint Committee will provide the opportunity to identify local solutions and seek to jointly deliver local government service improvements for the residents, businesses and visitors to Woking. Both councils will be proactive in bringing issues to the Joint Committee and seeking to deliver local priorities together.

Meetings of the Woking Joint Committee are held in public, and local people are able to participate during parts of the meeting as set out in Section 3 of this document.

This Constitution includes the standing orders that will apply to the Joint Committee. These need also to be read in the light of the individual Constitutions of each of the two Councils which will continue to apply as appropriate to decisions delegated by each relevant authority.

Whilst the Joint Committee will be responsible for making decisions relating to the delegated functions as set out below, the day-to-day operational arrangements relating to any particular function will continue to be managed by the local authority having responsibility for that function.



## Section 2 – Functions and Funding

The scope and overall purpose of the Woking Joint Committee is as set out in Section 1. The general remit of the Joint Committee is set out below and the more specific delegated functions are outlined in later sections.

### (A) General Remit

The general remit of the Woking Joint Committee is:-

1. To make decisions on local services and budgets delegated to it by either Surrey County Council or Woking Borough Council.
2. To make comments on policy, strategy, services, priority community work, or other matters specifically referred to it by the County Council or the Borough Council
3. To provide political oversight of key County and Borough partnership initiatives and strategies.
4. To discuss opportunities for a closer alignment of County and Borough services in Woking.
5. To seek solutions to local concerns relating to Council services under the remit of the Joint Committee.
6. To identify and set local priorities through an annual priority setting meeting.
7. To build community leadership and local engagement, and encourage local community resilience plans.
8. To ensure that local authority services within Woking borough are carried out in accordance with both Surrey County Council's and Woking Borough Council's core values, policies, strategies and within approved budgets.

## **(B) Delegated Powers**

The services identified below are delegated by Surrey County Council or Woking Borough Council as indicated, for decision making or consideration by the Woking Joint Committee, in accordance with the relevant legislation.

In discharging the delegated powers, the Woking Joint Committee must have due regard at all times to the approved policies, budgets and financial regulations of the Council delegating the functions, and act in accordance with Standing Orders at Section 3 of this Constitution.

Set out below is a list of the functions that are currently delegated to the Woking Joint Committee. Additional functions and matters for determination may be delegated to the Committee in the future by Surrey County Council or Woking Borough Council, which will form part of this Constitution. The Community Partnership and Committee Officer will maintain a record of all additional delegated functions and will ensure that any such additions are reported to the Joint Committee at the next meeting after the delegation takes place.

### **Executive Functions** (delegated by Surrey County Council and Woking Borough Council)

The Joint Committee will be responsible for the following decisions on local services and budgets:

In relation to the Borough of Woking the Joint Committee will take decisions delegated to it by the SCC Leader and/or Cabinet and/or the WBC Leader and/or Executive on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective Councils within a framework of agreed performance and resources:

- (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by Surrey County Council or under a community partnership agreement.) (SCC)
- (ii) Community safety funding that is delegated to the Joint Committee (SCC/WBC).
- (iii) Decisions in relation to highways and infrastructure:
  - a. The allocation of the Surrey County Council highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements, and highway maintenance, within the committee's area including the scope to use a proportion of either budget to facilitate local highways initiatives (SCC).
  - b. To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls (SCC).
  - c. To agree local speed limits on county council roads within their area, and to approve the statutory advertisement of speed limit orders,

taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy (SCC).

- d. To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC).
  - e. Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Team Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the committee will make that decision (SCC).
  - f. Oversee and determine priorities for the Woking Town Centre Management Agreement. (WBC)
- (iv) Consider how Community Infrastructure Levy (CIL) receipts will be expended in Woking, taking into account the approved Infrastructure Capacity Study and Delivery Plan (IDP) for Woking. (WBC)
- (v) In relation to services for young people, with the aim of achieving an integrated approach from Surrey County Council and Woking Borough Council (SCC/WBC):
- a) To agree joint priorities for commissioning by the County Council and the Borough Council in Woking for provision of:
    - i) youth work and
    - ii) other preventative work with young people who are at risk of becoming not in education, training or employment (NEET).
  - b) To apportion delegated funding for young people, specifically the distribution between Local Prevention Framework Grants and Individual Prevention Grants categories of funding, in accordance with the allocated budget and small grants (youth) as allocated by the Borough Council.
  - c) Approve the award of the Local Prevention Framework for the provision of local prevention services for Woking Borough in accordance with the allocated budget and to qualified providers. This power to be exercised by the County Council Portfolio Holder in the event that the Joint Committee is unable to award grant(s) (due to the presence of conflicts of interest which result in the body being inquorate).
  - d) Approve the award of youth service related commission(s) as delegated to the Joint Committee by Woking Borough Council.
  - e) Oversee and determine priorities for the Full Participation Programme and make appropriate linkages into the work of Services for Young People and Woking Borough Council
- (vi) Oversee and influence priorities for the Family Support Programme in Woking and monitor its performance. (SCC/WBC)

- (vii) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners. *(SCC/WBC)*.

#### **Non-Executive Functions** (delegated by Surrey County Council)

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the County Council's Scheme of Delegation (or within the terms of reference of other Committees).

#### **Non-Executive Functions** (delegated by Woking Borough Council)

- (i) Oversee and determine priorities for the Borough based community strategy and related local plans within Woking.
- (ii) Oversee and determine priorities for the implementation of the Infrastructure Capacity Study and Delivery Plan (IDP).

In addition, the Joint Committee will deal with those relevant non-executive functions, relating to joint working that may be delegated to it by the Borough Council from time to time.

#### **Service Monitoring, Scrutiny & Issues of Local Concern- advisory functions**

The Joint Committee may:

- (i) In relation to the exercise of County Council Executive functions relating to Members allocations, receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader. *(SCC)*
- (ii) In relation to Community Highway Enhancement allocations, receive a report on all projects approved by Individual Members of the County Council under delegated authority, or by the Area Team Manager where Members have requested that their allocations be combined to be spent in one or more divisions. *(SCC)*
- (iii) Monitor formal decisions taken by officers under delegated powers and provide feedback to improve service standards. *(SCC/WBC)*
- (iv) Engage in issues of concern to local people and seek to influence the respective Councils in the light of local needs. *(SCC/WBC)*
- (v) Monitor the quality of services provided locally, and recommend action as appropriate. *(SCC)*
- (vi) Support Surrey Schools, strengthening links with Headteachers and Governing Bodies to promote the outcomes of increased investment

for safer, better schools focussed on raising the standards of education for all children.

- (vii) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes, or developer funded highway improvements within Woking. (SCC)
- (viii) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Woking. (SCC)
- (ix) Oversee local initiatives agreed and funded by the Joint Committee. (SCC/WBC)
- (x) Oversee on-street parking enforcement including financials in its area subject to terms of reference, agreed by the committee, which best suit its particular local circumstances. (SCC)
- (xi) Oversee and scrutinise the impact of the Local Prevention Framework in accordance with prevention priorities for young people not in education, employment or training (NEET), in the local area. (SCC)
- (xii) Be advised of the Joint Youth Estates Strategy for Woking Borough. (SCC/WBC)
- (xiii) To provide political oversight and advice on the Community Safety functions of the Borough. (SCC/WBC)
- (xiv) To act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy. (SCC/WBC)
- (xv) Be consulted on any issues referred to it by either Council and produce responses as appropriate. (SCC/WBC)

*(Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).*

## **(C) Funding**

- (i) With regards to budget setting and planning, the County Council and Woking Borough Council will agree each year the amount of funding available to the Joint Committee to carry out its delegated decisions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations and policies.
- (ii) Provision of venue:  
The meeting's venue and associated costs will normally be provided by Woking Borough Council, unless alternative arrangements are agreed by Surrey County Council.
- (iii) Committee management:  
Committee management and associated costs (as set out in paragraph 3.1) for the Joint Committee will be provided by Surrey County Council.
- (iv) Any resulting Joint Committee members' costs and expenses will be funded and administered by their respective authorities.

## **(D) Withdrawal from the Joint Committee**

At any time either Council may give 6 months' notice in writing to the other Council of its intention to withdraw from the Joint Committee. Once the Joint Committee ceases to exist the functions delegated to it would each revert back to the relevant delegating authority.

## **Section 3 - Standing Orders**

### **1. MEMBERSHIP AND ATTENDANCE OF MEMBERS AT MEETINGS**

- 1.1. Membership of the Woking Joint Committee shall be all county councillors with electoral divisions in Woking, one Surrey County Council Cabinet Member (who may also be a county councillor with an electoral division in Woking), and an equivalent number of borough councillors who should be politically proportionate to the borough council. At least one borough councillor shall be a member of that council's Executive. No substitutes will be permitted for the members on the Joint Committee. Members will be appointed to the committee at the first business meeting of the respective Council, at the start of each municipal year. All borough and county councillors on the Joint Committee will have equal voting rights on all issues being considered.
- 1.2. A person shall cease to be a member if he/she ceases to be a member of the County Council, a member representing an electoral division in Woking or the relevant Cabinet Member, or in the case of a member of the Borough Council, ceases to be a member of that Council, or the relevant Executive Member or resigns from the Woking Joint Committee.
- 1.3. Surrey County Council or Woking Borough Council may, through their respective Councils, co-opt representatives from the voluntary sector, public authorities or businesses in Woking onto the Joint Committee. These representatives will be able to take part in discussions on agenda items, but will not be able to vote on any item for decision.
- 1.4. The Leader of either Surrey County Council or Woking Borough Council, or appropriate Surrey County Council Cabinet Member or Woking Borough Council Executive Member with portfolio responsibilities for a matter on the agenda of the joint committee meeting may attend the meeting of the committee and, with the chairman's consent, speak on the matter or provide written representation.

### **2. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

- 2.1. The Chairman (who will be a County Councillor) and Vice-Chairman (who shall be a member of the Borough Council's Executive) shall be elected at the first business meeting of the County Council or the Borough Council as appropriate, of each municipal year.
- 2.2. The Chairman and Vice-Chairman shall, unless he or she resigns the office or ceases to be a member of the Woking Joint Committee, continue in office until a successor is appointed.
- 2.3. In the absence of the Chairman and the Vice-Chairman at a meeting, the members of the Committee shall elect a chairman for that meeting.

### **3. MANAGEMENT OF THE COMMITTEE**

3.1. The County Council's Community Partnership's Team shall act as the Committee Manager for the Woking Joint Committee and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the decisions and minutes.

### **4. FORMAL MEETINGS**

4.1. There shall be between 4 and 8 formal meetings of the Woking Joint Committee each year as determined by the Chairman and Vice-Chairman and as set out in the calendar of meetings published on the council's website.

4.2. The Chairman or in his/her absence the Vice-Chairman, may call a special meeting of the Woking Joint Committee to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least seven clear working days notice in writing is given to the Committee Manager.

4.3. Formal meetings of the Joint Committee and its sub-committees shall be held in public except when exempt or confidential information is being considered and the press and public can be excluded in accordance with the Local Government Act 1972.

4.4. Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

### **5. DELEGATED POWERS**

5.1. The delegated powers mean those powers to be discharged by the Woking Joint Committee as set out in Section 2(B) of this Constitution.

5.2. The Woking Joint Committee shall discharge the delegated powers, within the budgetary and policy framework set by Surrey County Council in the case of County functions or by Woking Borough Council in the case of borough functions.

5.3. When discharging the delegated powers the Woking Joint Committee shall take decisions only after taking into account advice given in writing or orally from relevant Officers of Surrey County Council or of Woking Borough Council as appropriate, including legal, financial and policy advice.

5.4. If the Joint Committee is to make a Key Executive decision delegated to it by either Surrey County Council or Woking Borough Council, then the Joint Committee must follow the constitution of the authority delegating the decision, including publishing it in the monthly forward plan of that authority.



## 6. OVERVIEW AND SCRUTINY

- 6.1. Executive decisions made by the Woking Joint Committee are subject to scrutiny by Surrey County Council's or Woking Borough Council's relevant Overview and Scrutiny Committee (depending on which authority delegated the particular function), including an Overview and Scrutiny Committee's right under the Local Government Act 2000 to request that an Executive Decision made but not implemented be reconsidered by the decision-taker (often referred to as 'call-in').
- 6.2. The processes and procedures for the exercise by the relevant Overview and Scrutiny Committee of their 'call-in' function shall be in accordance with the Constitutions of Surrey County Council or Woking Borough Council depending on which authority delegated the executive decision in question.
- 6.3. Referral of Joint Committee Executive decisions by either Surrey County Council Cabinet or Woking Borough Council Executive (dependant on who delegated the function)
  - 6.3.1. The SCC Cabinet/WBC Executive may require referral, for review and final determination, any executive decision taken by the Joint Committee which has significant policy or budgetary implications or is outside of the authority delegated to the Joint Committee, subject to notice of requirement for referral being given within 5 working days of publication of the decision.
  - 6.3.2. Notice of referral may be given by the Leader or Deputy Leader of the relevant authority, or any three or more members of the SCC Cabinet/WBC Executive as appropriate.
  - 6.3.3. All members of the Joint Committee will be notified that an executive decision taken by the Committee has been required for referral by SCC Cabinet/WBC Executive.
  - 6.3.4. The decision will be considered by the SCC Cabinet/WBC Executive at its next appropriate meeting in discussion with the Joint Committee Chairman and Vice-Chairman and no action will be taken to implement it in the meantime.
  - 6.3.5. The Joint Committee Chairman or Vice-Chairman may attend the SCC Cabinet/WBC Executive meeting, as appropriate, for the consideration of the matter and speak on the item.
  - 6.3.6. The SCC Cabinet/WBC Executive may accept, reject or amend the decision taken by the Joint Committee. A report on the decision taken by the Cabinet/ Executive will be made to the next appropriate meeting of the Joint Committee, and to all the Members of either Surrey or Woking Council, as appropriate, for information.

**The following general provisions apply to the consideration of all matters within Woking Joint Committee's remit.**

## **7. NOTICE OF MEETING**

- 7.1. The date, time and place of the fixed meetings of the Woking Joint Committee will be accessed through both the Surrey County Council and Woking Borough Council websites. The notice, agenda, reports and other documents prepared for the Woking Joint Committee will be posted on the Surrey County Council website (with links from the Woking Borough Council website) and sent to Members of the Committee not less than seven clear working days before the date of the meeting.
- 7.2. Only the business on the agenda will be discussed at a meeting of the Woking Joint Committee except for urgent matters raised in accordance with the provisions in the Constitution or Section 100B(4)(b) of the Local Government Act 1972.

## **8. SPECIAL MEETINGS**

- 8.1. A special meeting of the Woking Joint Committee will be convened to consider specific matters within its terms of reference at the discretion of the Chairman, or the Vice-Chairman in his/her absence. At least seven clear working days notice of a special meeting must be given.

## **9. AGENDAS**

- 9.1. Woking Joint Committee will comply with the Access to Information rules in Part VA of the Local Government Act 1972.
- 9.2. Agendas for meetings of the Woking Joint Committee shall be dispatched by the Committee Manager seven clear working days in advance of a meeting, and copies will be made available for public inspection at the designated County and Borough Council offices, libraries and via the County Council and Woking Borough Council websites.
- 9.3. Members of the Woking Joint Committee may suggest items for inclusion in the agenda within its remit. These will be added to the forward programme in consultation with the Chairman and Vice-Chairman of the Woking Joint Committee.

## **10. DECISIONS AND MINUTES**

- 10.1. The decisions from the meeting shall be published on the County Council's website, with links from the Woking Borough website, within three clear working days of the Committee.
- 10.2. The minutes of a meeting shall be published on the County Council's website, with relevant links, as soon as is reasonably practicable.

10.3. At the meeting, the Chairman will move the formal motion “That the minutes of the last meeting be confirmed and signed by the chairman” and there may only be discussion if there is disagreement about their accuracy which will be resolved by a vote in the normal way.

10.4. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of signing of minutes.

## **11. CONFIDENTIALITY OF PAPERS**

11.1. All Members must respect the confidentiality of any papers made available to them for the purpose of meetings of the Woking Joint Committee or otherwise for so long as those papers remain confidential.

### **Failure to observe**

11.2. Any or all of the rights conferred on a Member of the Council under the Constitution may be withdrawn by the Council if it is satisfied that he/she has not observed the requirements of Standing Order 11.1 in relation to any of its papers.

## **12. QUORUM**

12.1. The Chairman will adjourn the meeting if there is not a quorum present.

12.2. The quorum will be one quarter of the total number of voting members of the Committee. A quorum may not be fewer than three voting members.

## **13. MEMBER QUESTIONS TO THE WOKING JOINT COMMITTEE**

13.1. Any Member of either Council may, with the Chairman’s consent, ask one or more questions on matters within the terms of reference of the committee.

13.2. Notice of questions must be given in writing to the Community Partnerships Team by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.

13.3. Questions may be asked without notice if the Chairman decides that the matter is urgent.

13.4. Where a Member has given notice of a question and is absent from the meeting another Member may ask it on his/her behalf.

13.5. Every question will be put and answered.

- 13.6. Copies of all questions will be circulated to Members before the start of the meeting.
- 13.7. Questions may be answered orally or in writing.
- 13.8. If the Chairman is unable to answer any question at the meeting he/she may send a written answer to the Member asking the question.
- 13.9. At the discretion of the Chairman, a Member who has given notice of a question may ask one supplementary question relevant to the subject of the original.
- 13.10. A record of all questions and answers will be included in the minutes of the meeting.

## **14. PUBLIC PARTICIPATION IN WOKING JOINT COMMITTEE**

### **14.1. PETITIONS**

- 14.1.1. Any member of the public who lives, works or studies in the Woking Borough area may present a petition, containing 30 or more signatures or at the Chairman's discretion, relating to a matter within the terms of reference of the Committee. The presentation of a petition on the following business will not be allowed:
- 14.1.1.1. matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985;
  - 14.1.1.2. planning applications; and
  - 14.1.1.3. matters in relation to a public rights of way under consideration by the Joint Committee.
- 14.1.2. A spokesperson for the petitioners may address the committee on the petition for up to 3 minutes or longer if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman's discretion. The petition may be referred to the next appropriate meeting of the committee or to the SCC Cabinet, Cabinet Member, WBC Executive or relevant committee of either SCC or WBC at the discretion of the Chairman.
- 14.1.3. Notice must be given in writing to the Community Partnerships Team at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's or Woking Borough Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.
- 14.1.4. No more than three petitions may be presented at any one meeting of the committee unless agreed otherwise by the Chairman.

14.1.5. The Community Partnerships Team may amalgamate within the first received petition other petitions of like effect on the same subject.

14.1.6. The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman's discretion.

## **14.2. PUBLIC QUESTIONS AND STATEMENTS**

14.2.1. At the start of any ordinary meeting of the Committee, any member of the public who lives, works or studies in the Woking borough area may ask one question or make a statement relating to a matter within the Committee's terms of reference. The Chairman may alternatively permit the question to be asked or the statement to be made at the start of an item on the agenda if it relates to that item.

14.2.2. Questions or statements will not be allowed on matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985 or on planning applications or on rights of way matters under consideration.

14.2.3. Notice of questions or statements must be given in writing or by e-mail to the Community Partnerships Team with details of the question or statement, by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.

14.2.4. Written questions or statements must be submitted by the deadline set out in section 14.2.3. The Chairman may alternatively permit questions or statements to be made under relevant agenda items as they consider appropriate during the formal meeting.

14.2.5. The Community Partnerships Team may, having consulted a questioner, reword any question or statement received to bring it into proper form and to secure reasonable brevity. Copies will be tabled and made available in the meeting room for members of the Joint Committee and any member of the public in attendance.

14.2.6. Questions and statements will be taken in the order in which they are received by the Community Partnerships Team. The provision of answers to questions being asked, any response to statements, and any discussion of the question or statement will be at the discretion of the Chairman.

14.2.7. Following any initial reply to a question, one or more supplementary question/s in relation to the response provided may be asked by the questioner at the discretion of the Chairman. The provision of answers to supplementary questions being asked and any discussion of these questions will be at the discretion of the Chairman.

14.2.8. The total number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman. The

Chairman may decide that questions or statements can be held over to the following meeting, or dealt with in writing and may disallow questions or statements which are repetitious.

- 14.2.9. When dealing with any item in which public participation has occurred, the Chairman shall clarify the point at which such public participation has concluded and the Committee's formal discussion and decision making of the item is taking place.

### **14.3. PUBLIC SPEAKING IN RELATION TO RIGHTS OF WAY**

Rights of Way application decisions are quasi-judicial decisions. They are therefore subject to specific rules. The reason for the rules about public speaking reflect the right of all individuals to a fair hearing.

- 14.3.1. Members of the public and their representatives may address the Working Joint Committee on any applications relating to public Rights of Way being considered by the committee.
- 14.3.2. Speakers must first register their wish to speak by telephone or in writing to the Community Partnerships Team by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 14.3.3. Only those people who have previously made written representations in response to a Rights of Way application will be entitled to speak.
- 14.3.4. Speakers must declare any financial or personal interest they may have in the application.
- 14.3.5. Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 14.3.6. The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
- 14.3.7. Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
- 14.3.8. No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.

14.3.9. Speeches will precede the committee's formal discussion on each application requiring the committee's attention.

14.3.10. The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the committee.

## **15. RIGHT TO SPEAK AT COMMITTEE**

15.1. A Member may only speak once on a motion and amendment except:

15.1.1. the mover may reply to the debate but, in doing so, may only answer statements and arguments made in the course of the debate. He/she may not introduce any new matter;

15.1.2. the mover of a motion may speak during the debate on any amendment to the motion;

15.1.3. a Member who has already spoken may speak on a point of order or may, at the chairman's discretion, explain any statement made by him/her which he/she believes has been misunderstood;

15.1.4. the Chairman may speak before the mover of the motion or amendment replies to the debate.

15.1.5. A Member seconding any motion or amendment will be deemed to have spoken on it unless he/she speaks immediately and reserves his/her right to speak later.

## **16. RELEVANCE**

16.1. Every Member who speaks must direct his/her speech strictly to the motion or matter under discussion, or to a motion or amendment which he/she moves, or to a point of order.

## **17. POINTS OF ORDER**

17.1. Any Member wishing to raise a point of order must say at the outset the Standing Order or rule of debate which he/she believes has been infringed. Every point of order will be decided immediately by the chairman whose decision will be final.

## 18. LENGTH OF SPEECHES

18.1. Except with the consent of the chairman, the following time limits will apply to speeches:

(a) The mover of a motion or an amendment.

(5 minutes)

(A Member may not speak for more than five minutes unless he/she has a seconder).

(b) The mover of a motion either speaking to an amendment or replying to the debate.

(3 minutes)

(c) The mover of an amendment replying to the debate on the amendment.

(3 minutes)

(d) The seconder of a motion or an amendment.

(3 minutes)

(e) A Member speaking on a report or in a debate.

(3 minutes)

## 19. AFTER REPLY DEBATE IS CLOSED

19.1. After the reply is made, the motion or amendment under discussion will be put from the Chair.

## 20. PROCEDURE FOR MOTIONS AND AMENDMENTS

20.1. Every motion or amendment must be moved and seconded and, if the Chairman requires, must be submitted in writing to the Community Partnerships Team and read aloud before it is put to the meeting.

20.2. A Member may not move or second more than one amendment on any motion.

20.3. Once moved and seconded, a motion or amendment may not be withdrawn without the consent of the Committee.

20.4. With the consent of the Committee a Member may:

20.4.1. alter a motion of which he/she has given notice; or

20.4.2. with the consent of his/her seconder, alter a motion which he/she has moved.

(In either case, the alteration must be one which could be made as an amendment under the following Standing Order).



## 21. AMENDMENTS

- 21.1. Every amendment must be relevant to the motion under discussion and will either:
- 21.1.1. move the reference back
  - 21.1.2. leave out words
  - 21.1.3. add words, or
  - 21.1.4. leave out words and add others.
- 21.2. An amendment which forms the negative of the motion will not be allowed.
- 21.3. Whenever an amendment has been moved and seconded, no subsequent amendment may be moved until the first has been dealt with, unless the Chairman decides otherwise.
- 21.4. If an amendment is lost, other amendments may be moved on the motion.
- 21.5. If an amendment is carried, the motion as amended will become the substantive motion on which further amendments may be moved.

## 22. PROCEDURAL MOTION

### **“That the question be now put”**

- 22.1. Any Member may, at the close of the speech of another Member, move “That the question be now put”.
- 22.2. If he/she considers that there has been adequate debate, the Chairman may put the motion “That the question be now put” without debate. If the motion is carried:
- (a) the Chairman may speak to the motion or amendment under debate, if he/she has not already spoken; and
  - (b) the mover of the motion or amendment may reply.
- 22.3. The motion or amendment will then be put.

## 23. INTERRUPTIONS AND DISORDERLY CONDUCT

- 23.1. If a member of the public interrupts the proceedings at a meeting the Chairman may ask him/her not to interrupt.

- 23.2. If the interruption continues the Chairman may order his/her removal from the room.
- 23.3. If there is general disturbance in all or part of the public gallery the Chairman may order that part to be cleared.
- 23.4. If a Member behaves in a disorderly or disruptive manner, any Member may move, with the consent of the Chairman, "That the named Member be not further heard". If this motion is seconded it will be put to the vote and determined without discussion.
- 23.5. If the motion is carried and the misconduct continues the Chairman may adjourn or suspend the sitting of the Committee for as long as he/she considers appropriate.

## **24. VOTING**

- 24.1. Voting will be by show of hands unless a Member demands a recorded vote. Where a recorded vote is called, the names of those voting for or against the motion or amendment will be recorded and entered in the minutes.
- 24.2. Where a demand for a recorded vote is not supported, any Member may require his/her vote for or against the motion to be recorded in the minutes.
- 24.3. On a formal motion put from the Chairman (e.g. "That the report be received"), the question may be decided by the voice of the Members, unless any Member demands a show of hands.
- 24.4. If immediately after a vote is taken any Member so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting.
- 24.5. The person presiding at the meeting, having already voted, may in the event of a tie exercise a second or casting vote.

## **25. MEMBERS CODE OF CONDUCT**

- 25.1. Members are bound by the Code of Conduct of the authority which appointed them to the Woking Joint Committee and should particularly observe the provisions of their respective Codes concerning the declaration of pecuniary interests when attending meetings of the Woking Joint Committee.

## **26. INTERESTS OF MEMBERS**

- 26.1. At any meeting where a Member becomes aware that a matter under consideration relates to:

26.1.1. one of their interests that they must disclose in accordance with their respective council's Codes not already entered on the relevant Council's register and/or

26.1.2. the donor of any gift and/or hospitality they have accepted and not yet entered on the relevant Council's register

The Member must disclose the interest to the meeting and, within 28 days, notify this to either the County Council's Monitoring Officer in the case of County Councillors or the Borough Council's Monitoring Officer in the case of Borough Councillors for inclusion in the register.

## **27. PARTICIPATION IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS**

27.1. A Member with a disclosable pecuniary interest in any matter must:

27.1.1. not participate in any discussion or vote relating to the matter;

27.1.2. withdraw from the room or chamber when it becomes apparent that the matter is being considered at that meeting;

27.1.3. not exercise functions in relation to that matter; and

27.1.4. not take any steps in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by them) unless he/she has obtained a dispensation from the County Council's Audit and Governance Committee for County Councillors or the Borough Council's Monitoring Officer for Borough Councillors.

## **28. ATTENDANCE OF MEMBERS**

28.1. Members will sign a register of attendance.

## **29. EXCLUSION OF THE PRESS AND PUBLIC**

29.1. The Woking Joint Committee may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## **30. SUB-COMMITTEES AND TASK GROUPS**

30.1. The Woking Joint Committee may appoint:

30.1.1. Sub-Committees with power to act to discharge any of its functions as agreed by the Joint Committee.

30.1.2. Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Woking Joint Committee.

### **31. CONDUCT AT MEETINGS**

31.1. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chairman of the meeting whose ruling is final.

### **32. STANDING ORDERS OF SURREY COUNTY COUNCIL TO APPLY**

32.1. Save to the extent that a matter is dealt with in these governance arrangements, the Woking Joint Committee shall be subject to the County Council's Rules of Procedure contained in its Constitution (in so far as they are relevant, and with the necessary changes being made).

32.2. If there is any conflict between these governance arrangements and those Rules of Procedure, these governance arrangements shall have precedence.

## Changes to the County Council's Constitution

### 1. ARTICLE 9 – LOCAL COMMITTEES

#### 9.01 Local Committees

The Council will appoint local committees as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making. **These may include joint committees appointed by the Council and the relevant District or Borough.**

The Council will consult with relevant parish and town councils and the chairmen of relevant parish meetings when considering whether and how to establish local committees.

The Leader/Cabinet will undertake a review of local committees annually, and make recommendations to the Council on their Constitution, Terms of Reference and Scheme of Delegation. The delegation of executive functions shall be determined by the Leader/Cabinet.

#### 9.02 Form, composition and function

- (a) **Local committees.** The Council has appointed local committees to discharge functions in the Surrey district/borough areas of the county, with the membership of each committee comprising the county councillors representing the electoral divisions which fall within the respective district/borough areas.

The membership of the committees may also include an equal number of co-opted district/borough councillors with voting rights in relation to those matters set out in Section 2 of the Scheme of Delegation.

**Where the local committee is a joint committee the membership will comprise the county councillors representing the electoral divisions which fall within the respective district/borough areas, together with a member of the Council's cabinet if not already included, and an equal number of councillors from the relevant district or borough, together with any representation from its Executive as required by the regulations.**

- (b) **Delegations.** The Council and the Leader have included details of the delegations to local committees in Part 3 of this Constitution, including the functions delegated (showing which are the responsibility of the Leader/Cabinet and which are not), the composition and membership of the committees, budgets and any limitations on delegation.

#### 9.03 Local committees – access to information

Local committees will comply with the Access to Information rules in Part VA of the Local Government Act 1972.

Agendas and notices for local committee meetings which deal with both functions of the Leader/Cabinet and functions which are not the responsibility of the Leader/Cabinet will state clearly which items are which.

## 9.04 Cabinet members on local committees

**A member of the Cabinet may serve on a local committee if otherwise eligible to do so as a Councillor. Where a local committee is a joint committee discharging executive functions a cabinet member will need to be appointed to that committee.**

## 2. SCHEME OF DELEGATION – WOKING JOINT COMMITTEE

### Membership

All County Councillors with an electoral division in Woking, one Surrey County Council Cabinet Member (who can also be a county councillor with an electoral division in Woking), and an equivalent number of borough councillors who should be politically proportionate to the borough council. At least one borough councillor should be a member of that council's executive. All borough and county councillors on the Joint Committee will have equal voting rights on all issues being considered.

**Executive Functions of Woking Joint Committee** (delegated by Surrey County Council and Woking Borough Council)

The Joint Committee will be responsible for the following decisions on local services and budgets:

In relation to the Borough of Woking the Joint Committee will take decisions delegated to it by the SCC Leader and/or Cabinet and/or the WBC Leader and/or Executive on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective Councils within a framework of agreed performance and resources:

- (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by Surrey County Council or under a community partnership agreement.) (SCC)
- (ii) Community safety funding that is delegated to the Joint Committee (SCC/WBC).
- (iii) Decisions in relation to highways and infrastructure:
  - a. The allocation of the Surrey County Council highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements, and highway maintenance, within the committee's area including the scope to use a proportion of either budget to facilitate local highways initiatives (SCC).
  - b. To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls (SCC).
  - c. To agree local speed limits on county council roads within their area, and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy (SCC).

- d. To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC).
  - e. Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Team Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the committee will make that decision (SCC).
  - f. Oversee and determine priorities for the Woking Town Centre Management Agreement. (WBC)
- (iv) Consider how Community Infrastructure Levy (CIL) receipts will be expended in Woking, taking into account the approved Infrastructure Capacity Study and Delivery Plan (IDP) for Woking. (WBC)
  - (v) In relation to services for young people, with the aim of achieving an integrated approach from Surrey County Council and Woking Borough Council (SCC/WBC):
    - a) To agree joint priorities for commissioning by the County Council and the Borough Council in Woking for provision of:
      - i) youth work and
      - ii) other preventative work with young people who are at risk of becoming not in education, training or employment (NEET).
    - b) To apportion delegated funding for young people, specifically the distribution between Local Prevention Framework Grants and Individual Prevention Grants categories of funding, in accordance with the allocated budget and small grants (youth) as allocated by the Borough Council.
    - c) Approve the award of the Local Prevention Framework for the provision of local prevention services for Woking Borough in accordance with the allocated budget and to qualified providers. This power to be exercised by the County Council Portfolio Holder in the event that the Joint Committee is unable to award grant(s) (due to the presence of conflicts of interest which result in the body being inquorate).
    - d) Approve the award of youth service related commission(s) as delegated to the Joint Committee by Woking Borough Council.
    - e) Oversee and determine priorities for the Full Participation Programme and make appropriate linkages into the work of Services for Young People and Woking Borough Council
  - (vi) Oversee and influence priorities for the Family Support Programme in Woking and monitor its performance. (SCC/WBC)

- (vii) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners. (SCC/WBC).

### **Non-Executive Functions**

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the County Council's Scheme of Delegation (or within the terms of reference of other Committees).

### **Service Monitoring, Scrutiny and Issues of Local Concern**

The Joint Committee may:

- (i) In relation to the exercise of County Council Executive functions relating to Members allocations, receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader. (SCC)
- (ii) In relation to Community Highway Enhancement allocations, receive a report on all projects approved by Individual Members of the County Council under delegated authority, or by the Area Team Manager where Members have requested that their allocations be combined to be spent in one or more divisions. (SCC)
- (iii) Monitor formal decisions taken by officers under delegated powers and provide feedback to improve service standards. (SCC/WBC)
- (iv) Engage in issues of concern to local people and seek to influence the respective Councils in the light of local needs. (SCC/WBC)
- (v) Monitor the quality of services provided locally, and recommend action as appropriate. (SCC)
- (vi) Support Surrey Schools, strengthening links with Headteachers and Governing Bodies to promote the outcomes of increased investment for safer, better schools focussed on raising the standards of education for all children.
- (vii) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes, or developer funded highway improvements within Woking. (SCC)
- (viii) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Woking. (SCC)
- (ix) Oversee local initiatives agreed and funded by the Joint Committee. (SCC/WBC)
- (x) Oversee on-street parking enforcement including financials in its area subject to terms of reference, agreed by the committee, which best suit its particular local circumstances. (SCC)
- (xi) Oversee and scrutinise the impact of the Local Prevention Framework in accordance with prevention priorities for young people not in education, employment or training (NEET), in the local area. (SCC)
- (xii) Be advised of the Joint Youth Estates Strategy for Woking Borough. (SCC/WBC)
- (xiii) To provide political oversight and advice on the Community Safety functions of the Borough. (SCC/WBC)



- (xiv) To act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey’s Joint Health and Wellbeing Strategy. (SCC/WBC)
- (xv) Be consulted on any issues referred to it by either Council and produce responses as appropriate. (SCC/WBC)

*(Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).*

### 3. PART 3 – SCHEME OF DELEGATION TO OFFICERS

#### Highways and Transportation

T23	Assistant Director Highways Local Highway Services Group Manager Area Team Manager Parking Strategy and Implementation Team Manager	<p>Where significant objections are received to an advertised Traffic Regulation Order to decide, in consultation with the divisional member, <b>appropriate<sup>1</sup> borough councillor on the joint committee where the local committee is a joint committee</b> and the Local Committee Chairman/ Vice Chairman whether the Traffic Regulation Order may be made.</p> <p>The Parking Strategy and Implementation Team Manager or Area Team Manager, in consultation with the Divisional Member, <b>appropriate borough councillor on the joint committee where the local committee is a joint committee</b> and the relevant Local Committee Chairman or Vice-Chairman, will decide whether or not to accede to any unresolved objections received in relation to an advertised TRO, and whether the TRO may be made, either with or without modifications, with due regard to the provisions of regulation 14 of the Local Authorities’ Traffic Orders (Procedure) (England and Wales) Regulations 1996.</p> <p>Where a TRO has been advertised and a substantial number of objections have been received or significant modifications are proposed to be made, the Parking Strategy and Implementation Team Manager or Area Team Manager, in consultation with the Divisional Member, <b>appropriate borough councillor on the joint committee where the local committee is a joint committee</b> and the relevant Local Committee Chairman or</p>
-----	----------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<sup>1</sup> Each Borough Councillor on the Joint Committee will be aligned to a County Council Electoral Division for this purpose.

		Vice-Chairman, may refer the decision on whether the TRO may be made to the Local Committee.
--	--	----------------------------------------------------------------------------------------------

**SURREY COUNTY COUNCIL****CABINET****DATE: 25 FEBRUARY 2014****REPORT OF: MR TONY SAMUELS, CABINET MEMBER FOR ASSETS AND REGENERATION PROGRAMMES****MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING****LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER  
PETER JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING****SUBJECT SCHOOLS EXPANSION PROGRAMME FROM SEPTEMBER 2014****SUMMARY OF ISSUE:**

There is significant demand for new school places within Surrey, resulting from increases in the birth rate and inward migration into the County, which are addressed through the County's five year 2013-18 Medium Term Financial Plan.

Lyne and Longcross Infant School and St John the Baptist School have been identified within the programme as requiring expansion through the provision of permanent adaptations and additions to their existing facilities, to meet the demand for school places in the Chertsey and Woking areas.

Approval is sought for the expansion of Lyne and Longcross School from a 1fe infant school to a 1fe primary school, adding 120 junior places at the school by 2015. Approval is also sought for funding on phase 1 of the expansion of St John the Baptist Catholic Secondary School comprising works to provide 3 additional classrooms, 2 studio spaces, a small office and changing rooms as a result of converting the existing gymnasium. A new sports hall and Multi Use Games Area (MUGA) will be provided immediately opposite the existing gym to replace that provision by 2015. The Published Admission Number of the school will not increase until phase 2 of the project is complete (expected by 2018). At that point the school will admit 240 at year 7 providing 300 additional secondary school places in the Borough.

**RECOMMENDATIONS:**

It is recommended that Cabinet approve the expansion of Lyne and Longcross and phase 1 of St John the Baptist expansion as detailed in this report subject to the consideration and approval of the detailed financial information for each school as set out in Part 2 of this agenda (items 21 and 22):

- 
- (i) Lyne and Longcross Infant School (increase by 120 places to 210 places) and to change the school from an infant to a primary school.
  - (ii) Phase 1 of the expansion of St John the Baptist Catholic Secondary School by 2 forms of entry comprising works to provide 3 additional classrooms, 2 studio spaces, office accommodation, changing rooms (as a result of converting the existing gymnasium) with a new sports hall and multi use games area to increase the capacity of the school by 300 places.

#### **REASON FOR RECOMMENDATIONS:**

Both schemes are essential to meeting basic need in Surrey. The schemes deliver a value for money expansion to the schools, which supports the Authority's statutory obligation to provide additional school places for local children in Surrey. The individual projects and building works are in accordance with the planned timetables required for delivery of the new accommodation at each school.

#### **DETAILS:**

##### **Background**

##### **Lyne and Longcross Infant School - Increase by 120 places to 210**

1. The Local Authority has a statutory duty to ensure there are sufficient school places in the County and Runnymede is an area where school demand has increased significantly. This demand will result in a shortage of junior places in September 2015. Lyne and Longcross Church of England Infant School has been identified for expansion to meet the need for places in the local area.
2. It is proposed that the school will expand from a one form entry (1FE) infant school with 90 places to become a 1FE primary school with 210 places providing an additional 120 new junior places. The change will take place by the school opening a Year 3 class over 4 years until the school is full (up to Year 6). Statutory consultation was undertaken on this proposal with the results being considered in the report to Linda Kemeny, Cabinet Member for Schools and Learning on 15 January 2014.
3. Whenever there is a case to invest capital into school to meet basic need, the Local Authority will always consider opportunities to create primary provision. Primary Schools (rather than separate infant and junior provision) is the Local Authority's preferred model for education. Given the need for additional junior places there is an opportunity to create primary provision at Lyne and Longcross creating more coherent educational provision that is highly popular with parents as evidenced by the consultation undertaken last year.

##### **St John the Baptist School – phase 1 of the expansion of the school by 300 places**

4. The Local Authority has a statutory duty to ensure there are sufficient school places in the County and Woking is an area where school demand has increased significantly. St John the Baptist is an outstanding secondary school and has been oversubscribed even at existing levels of demand for many years. With the recent expansions at St Dunstan's (2011) and the Marist Catholic Primary school

(2011) who are both direct feeders to St John the Baptist, there is a very strong case to expand the school in the future to meet basic need in the Borough.

5. The school is located on a tight site. It is therefore proposed to deliver the expansion project in two phases. The first phase will provide the school with 3 additional classrooms, 2 studio spaces, a small office and changing rooms as a result of converting the existing gym. A new sports hall and Multi Use Games Area (MUGA) will be provided immediately opposite the existing gym to replace that provision. If approved, work will start on this phase in 2014 for completion in 2015. Thereafter the second phase will start in 2016 or 2017 and will provide the remaining classroom accommodation, remodelling work to create 2 additional science rooms, increased services (boiler, gas distribution, mains supply) and fixtures and fixings ready for a 2018 delivery. Phase 2 would increase the capacity of the school up to 240 at Year 7 (1200 places excluding 6<sup>th</sup> form). It is recommended to phase the delivery of the scheme into two phases for the following reasons:
  - a. Given the tight nature of the site this will reduce the number of contractor compounds on the site at any one time and reduce the disruption to the school. The earlier delivery of phase 1 will allow the release of existing accommodation for conversion under phase 2 of the expansion.
  - b. It will ensure that the maximum number of pupils will benefit from the planned investment – including those pupils that might not be present at the school in 2018.
  - c. It will address the significant existing deficiency in sporting facilities at the school as early as possible and will utilise the existing gym for changing rooms and classroom accommodation as part of the wider brief for expansion in the future.
  - d. The early delivery of part of the expansion will avoid later year's inflationary costs at a time when costs in the construction industry are rising and will reduce the level of risk on the scheme given the complexity of the project.
6. St John the Baptist School was originally built in 1969 for 600 students with no improvements to sporting facilities at the school since this date. It is unique in Surrey in only having one small gymnasium with no sports hall. Consecutive Ofsted inspections have identified the 'woeful lack of sporting facilities' and the school is currently unable to deliver the national curriculum in existing facilities. The school is currently accessing PE facilities offsite which is both costly, time consuming and difficult to manage. A sports hall would have to form part of the proposed expansion of the school in the future from 2018.
7. The school has been proactive in its approach and sought planning permission for the sports hall and all weather pitch last year which was approved by Woking Borough Council. As a Voluntary Aided school, the Governors of St John the Baptist School wish to manage the project themselves as they have good experience of delivering building projects on the site to time and in a cost effective way. The sports facilities have been planned in a way that does not prejudice, and is complementary to, the 'masterplan' of a 2 form of entry expansion project, with additional classroom accommodation being provided on other parts of the site – much of which will be 'infill' of existing underutilised spaces. The delivery of the sports hall, classroom/studio/office accommodation frees up space in other parts of the site that can be brought back into use in the future as classroom accommodation under the phase 2 expansion.

8. There is an increasing demand for secondary places in Woking. This demand will result in a shortage of secondary places. The expansion project at St John the Baptist School is critical to meeting the need for secondary school places in the Borough in the future.

#### **CONSULTATION:**

9. Full statutory consultation for a prescribed alteration has taken place for the proposal at Lyne and Longcross. The following parties were consulted in line with statutory guidance: the governing bodies of the Schools; the families of pupils, teachers and other staff at the schools; the trade unions who represent staff in Surrey schools; all primary schools in the Boroughs; the local MP; the local SCC members; local borough councillors; SCC Early Years and Childcare Service.
10. Local consultation has taken place on phase 1 of the SJB expansion. There is strong support for the proposal as evidenced by no objections to the planning application approved by Woking Borough Council last year. Consultation included; the governing body of the school; the families of pupils, teachers and other staff at the school; secondary schools in the Borough and District; the local Surrey County Council Members.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

11. Risks associated with the projects are identified in the individual project business cases and a risk register is being maintained and updated on a regular basis for each.

#### **Financial and Value for Money Implications**

12. The schemes will be subject to robust cost challenge and scrutiny to drive optimum value as they progress.

#### **Section 151 Officer Commentary**

13. The Section 151 Officer confirms that the funding for this scheme is in the current medium term financial plan and the estimated costs are expected to reduce following the tender.

#### **Legal Implications – Monitoring Officer**

14. Section 13 of the Education Act 1996 places a general duty on local education authorities to secure that efficient primary education is available to meet the needs of the population in its area. In doing so, the Council is required to contribute to the spiritual, moral, mental and physical development of the community. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools or providing primary and secondary education are available in its area. There is a legal duty on the Council therefore to secure the availability of efficient education in its area and sufficient schools to enable this.

### **Equalities and Diversity**

15. The new classroom buildings, the sports hall, ancillary accommodation and four classrooms will comply with DDA (Disabilities Discrimination Act) regulations. The newly expanded schools will provide employment opportunities in the area.
16. The schools will be for children in the community served by the schools. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children.
17. The schools will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

### **Corporate Parenting/Looked After Children implications**

18. This proposal would provide increase provision in the area, which would be of benefit to all in the community served by the schools. This means it would therefore also be of benefit to any looked after children who will attend the school.

### **Climate change/carbon emissions implications**

19. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The schools will be built to the local planning authorities adopted core planning strategy.

### **WHAT HAPPENS NEXT:**

20. If approved, to proceed to contract award and continued drive to attain optimum value for money.
21. Phase 2 of the St John the Baptist School expansion will be subject to a statutory consultation and a further Cabinet report at a later stage.

---

#### **Contact Officer:**

Bill Christie, Senior Project Manager (Schools), Property, Tel: 020 8541 9509  
Kieran Holliday, Schools Commissioning Officer, Schools and Learning, Tel: 020 8541 7383

#### **Consulted:**

Julie Fisher, Strategic Director for Business Services  
Denise Le Gal, Cabinet Member for Business Services  
Paula Chowdhury, Strategic Finance Manager, Business Services  
Mel Few, Local Member for Foxhills, Thorpe and Virginia Water (project at Lyne and Longcross Infant School)  
Will Forster, Local Member for Woking South (project at St John the Baptist School)

**Annexes: None**

**Sources/background papers:**

The Education Act 1996

The School Standards Framework Act 1998

The Education Act 2002

The Education and Inspections Act 2006

Report to Cabinet: Schools Capital Budget Allocations 2010-2014 – 30 March 2010

Investment Panel: Report 28 September 2010

---



SURREY COUNTY COUNCIL

CABINET

DATE: 25 FEBRUARY 2014

REPORT OF: MR MEL FEW, CABINET MEMBER FOR ADULT SOCIAL CARE

LEAD OFFICER: DAVE SARGEANT, INTERIM STRATEGIC DIRECTOR, ADULT SOCIAL CARE

SUBJECT: EXTENSION OF GRANT AGREEMENT FOR WELFARE BENEFITS ADVICE INFORMATION AND SUPPORT



#### **SUMMARY OF ISSUE:**

This report seeks approval to extend the Grant Agreement for Welfare Benefits Advice, Information and Support for two years from 1 April 2014.

A one year grant agreement for the provision of Welfare Benefits Advice Information and Support was awarded in April 2013 after a competitive bidding process. The agreement included the option of extending for a further two years.

This report demonstrates why the recommended extension of the agreement delivers best value for money for Surrey County Council.

An annex containing exempt information is contained in part 2 of the agenda (item 18)

#### **RECOMMENDATIONS:**

It is recommended that:

1. The grant agreement for the provision of Welfare Benefits Advice Information and Support is extended for two additional years from 1 April 2014.
2. The service should remain with the current lead provider Surrey Disabled People's Partnership (SDPP) on behalf of the "getWIS£" consortium.

#### **REASON FOR RECOMMENDATIONS:**

There is a continuing demand from residents of Surrey for advice, information and support about welfare benefits especially with regard to changes as a result of the Welfare Reform Act (2012). From 1 April 2013 the providers have seen 1,448 people and help them claim £940,416 of benefits they were entitled to.

## **DETAILS:**

### **Background:**

1. As a result of the Welfare Reform Act 2012 and a report presented to Members at the Adult Social Care Select Committee in May 2012, it was agreed that there was a need to provide particular groups of people in Surrey with advice, information and support about their benefit entitlement. Initial funding of £500,000 was from Whole Systems Funding (Adult Social Care budget) in 2013/14, and it will be funded by Whole Systems funding in 2014/15 and the Better Care Fund in 2015/16.
2. The information and advice offered is for people affected by the Government's welfare reform programme. With new changes to welfare payments including incapacity benefit reassessment, the replacement of Disability Living Allowance (DLA) with the Personal Independence Payment (PIP), Housing Benefit ("bedroom tax", benefit cap etc), benefit sanctions and, in due course, the move to Universal Credit many people are neither equipped to manage or adjust to the new 'on line benefits applications systems' without support.
3. Over 50% of the total number of people referred to this advice service require legal support to challenge the outcome of the benefits award at tribunal and/or appeal. Assisting people reduces demand on public services in Surrey as well as helping individuals directly.
4. With the advent of the Health and Social Care Bill, it will be a requirement for all Local Authorities to provide accessible and meaningful information and advice to all residents. The three basic principles of the Care Bill (Promote Wellbeing; Prevent and Postpone Need for Care; and Put People in Control) are all evidenced in this grant. In addition the Dilnot Commission's Report (2011) places a strong recommendation on the Local Authority to signpost people to a reliable service irrespective of whether they are funding their own care. This grant ensures our compliance and provides clear signposting for all Surrey residents, irrespective of their ability to pay or access to social care and support services, helping them lead more independent and fulfilled lives.
5. Co-design of the service was carried out with a cross-section of users (older people, those with disability and mental health issues) and providers of existing welfare benefits advice. Their views and ideas informed the specification of what would be expected from this service and has delivered the following positive outcomes in the first year:-
  - One point of referral.
  - a process that ensures efficient time lines for referrals. i.e. Acknowledgement of receipt of referral in 1 working day, contact made with the person within 3 working days.
  - benefits advisors who are well trained, and understand the importance of confidentiality. The service is delivered in a venue of choice, for example a person's home, a Hub, library etc.
  - a free service which is not dependant on any eligibility.

- a Surrey based provider who is independent of the Council and who has a good understanding about their locality including other services available to applicants.
  - support attending tribunals / appeal hearings - more than 50% of the 814 new referrals received in the first 6 months of the service have required support to attend tribunal or appeal hearings. The success rate of these challenges is 92%. Of the remaining 8% more than half were successful when they went back following amendments.
  - 34 referrals from Citizens Advice Bureaux in Surrey (CAB) have been made to “getWIS£” mostly for support in tribunals. This shows how “getWIS£” is linking in with other organisations involved with Welfare Benefits.
6. The Agreement was awarded to the “getWIS£” partnership consortium after a competitive bidding exercise. The detailed results of the evaluation are included in a confidential annex (item 18). The consortium is led by Surrey Disabled People’s Partnership (SDPP) who work in conjunction with Age UK Surrey, The Youth Consortium (TYC), Surrey Association for Vision Impairment (SAVI) and Deaf Positives with training and expert advice being provided by Surrey Welfare Rights Unit (SWRU).

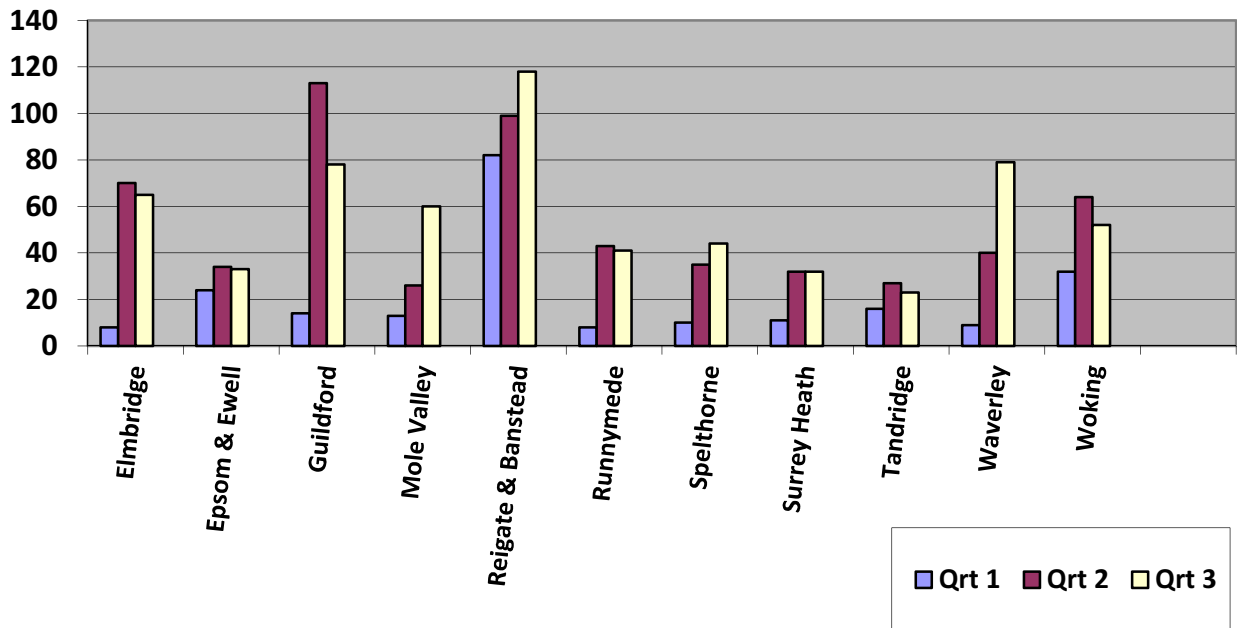
### **Establishing “getWIS£”**

7. Surrey County Council has worked closely with the consortium through quarterly performance meetings tracking and implementing delivery. The monitoring group comprises officers of the Council as well as representation from user groups e.g. Surrey Coalition for Disabled People, Action for Carers Surrey and Social Information on Disability.
8. Significant progress has been made including:

#### **Engagement**

- A wide range of engagement activity continues to take place, raising the profile and understanding of Welfare Benefits Advice, Information and Support. This includes a programme of events, visits and networking across the county e.g. Information Summit Mark II.
- The service is provided county wide through the consortium as demonstrated below:

Referrals by Geographic Distribution to Quarter 3.



### Influencing

- In its influencing role “get WIS£” has made representation to government in relation to the assessment of the enhanced mobility component for Disability Living Allowance, lobbying against the criteria of mobilising independently from 50 to 20 metres. SWRU representatives will be giving evidence at the House of Commons on Housing Cost Reform at the end of January 2014. SDPP have made representation to Members about welfare reform in Surrey.
- Case Studies: please find attached as Annex 1 the case studies presented at the quarter 2 monitoring meeting. The names and locations have been changes to protect identities.

These demonstrate the wide range of people in Surrey who are assisted through this grant. It also highlights additional support people receive in accessing other services, all reducing the anxiety experienced as they try to deal with changes in the benefits system.

### Next Steps

9. To continue delivering value for money, key aspects of the work programme and / or challenges for “getWIS£” in the second year of the grant agreement include:
  - Improved support at tribunals / appeal hearings - including additional research, obtaining supporting medical evidence, prepare written submissions, checking legislation, case law and accompanying people to tribunals.
  - SCC will help promote the scheme throughout the county, especially to ‘hard to reach’ groups e.g.: lone parents. “getWIS£” has brought in an

additional partner in Guildford Action for Families (GAF) who operate county wide and support all families with children (regardless of the age of the children).

- “getWIS£” will be better prepared for the delayed introduction of Universal Credit (UC) and the DLA re-assessment. UC’s phased introduction is unlikely to be introduced in Surrey until at least 2015/16 (and then only to more straightforward cases i.e.: single able-bodied jobseekers) and the reassessment of DLA claims for PIP is now subject to a controlled start by postcode and Surrey has yet to be included in the DWP rollout.
- Further robust contract monitoring will continue to ensure Providers are delivering best value for money and meeting the needs of individuals through a quality service which continues to be monitored through quarterly review meetings.

### **Extension to the grant agreement**

10. The progress that has been made in establishing “getWIS£” as detailed above and the regular performance meetings have provided assurance that the service is being delivered in line with the grant agreement and confidence that the current provider can continue to achieve the outcomes described in the grant agreement including:

- a. Ensuring the rights of Surrey’s most vulnerable citizens are protected and promoted. Maximising income and reducing anxiety associated with benefit claims supporting people to live independently in the community with less reliance on health and social care services. Two examples being:
  - i. Supporting older people to claim Attendance Allowance will enable their income to be spent on domestic and gardening help. They will not need to approach Personal Care and Support for assessment and support planning for these needs.
  - ii. Supporting people with medical conditions e.g. where they are no longer able to drive as a result of Macular Degeneration and Glaucoma; to claim Attendance Allowance enabling them to use taxis or Community Transport. Supporting people to obtain the DLA mobility component (approximately 400 to Q2) will avoid the need for assessment and provision of transport by social services
- b. “getWIS£” is trusted as an independent service by the public; because delivery is independent from the Council, there is no perceived stigma in approaching them for support.
- c. The model of partnership and lead provider results is a unique model where “getWIS£” is systematically networked with all sections of the community.
- d. “getWIS£” is an independent voice and provider speaking on behalf of all people influencing welfare reform.
- e. Income into Surrey generated through welfare benefits has been £940,416 in the first 9 months; “getWIS£” is likely to exceed its target of £1 million by the end of this financial year ensuring value for money.

## **CONSULTATION:**

11. Co-design has included representatives from the following:

- Current providers of services and wider market providers (input to specification and design and planning)
- Adult Social Care Commissioning (officer level input to specification and evaluation, and management sign off)
- Children, Schools and Families directorate
- SCC Benefits & Charging Team
- Adult Social Care Personal Care and Support (officer level input to specification and management input to planning)
- Finance.

12. Copies of this Cabinet report were shared with key stakeholders through the drafting process, including senior officers in Adults Social Care and Children, Schools and Families directorates, as well as officers in the Council's Legal, Procurement and Commissioning and Finance services.

## **RISK MANAGEMENT AND IMPLICATIONS:**

13. Risk management forms an important part of the Council's procurement and commissioning process and the way in which it manages contracts / grants. In relation to this grant:

- a. The agreement includes a Termination Clause. This will allow the Council to terminate the agreement with three months notice should priorities change or funding no longer be available.
- b. To mitigate any shortcomings, should these arise in delivering services, the Terms & Conditions of the Agreement include standard provision for:
  - i. Default
  - ii. Dispute resolution.
- c. As part of the initial procurement process financial checks, as well as checks on competency, were successfully completed by the consortium.

14. The following key risks associated with the grant and grant award have been identified, along with mitigation activities:

<b>Category</b>	<b>Risk Description</b>	<b>Mitigation Activity</b>
Financial	Budget changes	Specification is designed to facilitate flexibility in service levels if needed.
Service	"getWIS£" is a developing service and more work is need to continue building on the success of the first year.	Performance monitoring and agreeing the performance plans

	Geographical coverage may be sporadic	Performance monitoring and liaison with provider has ensured county wide availability of the service
	Poor quality of service does not deliver SCC objectives.	Strong performance / contract management and quarterly contract review meetings will mitigate the risk of a poor quality service. All complaints and compliments are made know to the ASC Commissioner.
Data	Delays in Welfare Reform implementation resulting in significant delay in demonstrating “getWIS£” intervention with results of benefit assessments.	DLA and PIP claims currently taking in excess of 3 months to be processed by DWP; appeals taking a minimum of 6 months. Risk cannot be mitigated; officers aware.

#### **Financial and Value for Money Implications**

15. The value of the Grant Agreement is £500,000 per annum.
16. The funding for this grant for the additional years from 1 April 2014 is included within the County Council’s plans for using the Whole Systems funding in 2014/15 and the successor Better Care Fund in 2015/16.
17. Economies of scale in relation to the operation of the service have been achieved in the first year of the service. The cost of supporting each individual has dropped from £550.66 in quarter 1 to £197.16 in quarter 3 due to increasing numbers of new referrals and issues dealt with. A table is attached at Annex 2.

#### **Section 151 Officer Commentary**

18. This arrangement represents good Value for Money in terms of both the direct support provided and the potential to improve the circumstances of vulnerable people such that the amount of demand on public services is reduced. Given the advantages flowing to the whole Health and Social Care system in particular, it is expected that health partners will continue to support the use of the Whole Systems / Better Care Fund to enable this work to carry on. This will be decided, in accordance with the usual joint planning processes, prior to 25 February, and any update given to the meeting as relevant.

#### **Legal Implications – Monitoring Officer**

19. As a result of the introduction the Welfare Reform Act 2012, Surrey County Council was aware of the wide-ranging implications for people receiving or eligible for a variety of welfare benefits. In order to protect residents (particularly those vulnerable) affected by the changes of the new legalisation, the Council entered into a Grant Agreement on 1 April 2013 with the Provider for the

provision of free information, advice and support in respect of welfare benefits following a competitive bidding process.

20. Whilst ensuring the demands of Surrey residents will continue to be met by ensuring that the Provider's advisors will be skilled, knowledgeable and experienced in welfare advice provision, the Grant Agreement also continues to offers the Council various measures of protection, including a requirement that the Provider, complies with the Council's safeguarding and staffing policies, regularly provides budgetary updates, maintains a sound system of financial controls, subscribes for professional indemnity insurance cover at £1,000,000 and public liability insurance cover at £10,000,000.
21. The Council has the right to withhold any or all of the funding, terminate the Grant Agreement, or require the Provider to repay the same to the Council as a result of performance issues. The Grant Agreement also requires the Provider to indemnify the Council against all liabilities arising from any deliberate or negligent act, default, omission or breach of the agreement by the Provider or any of its employees or sub-contractors.

#### **Equalities and Diversity**

22. The Grant Agreement will be managed and monitored in line with Surrey's obligations under the equalities monitoring framework.
- The Provider will be subject to public sector duties as detailed in the Equality Act 2010
  - The bidding process was conducted under the principles of equalities and diversity and these issues were considered throughout the process.
  - The grant will be managed and monitored in line with Surrey's obligations under the equalities monitoring framework.
23. An equality impact assessment will be completed for this grant and will be reviewed by the Adult Social Care Departmental Equalities Group in February 2014.

#### **Corporate Parenting/Looked After Children implications**

24. The terms and conditions of the Grant Agreement stipulate that the provider will comply with the Council's Safeguarding Adults and Children's Multi- Agency procedures, any legislative requirements, guidelines and good practices as recommended by the Council. This is monitored through contractual arrangements.

#### **WHAT HAPPENS NEXT:**

25. Subject to approval, the provider will be advised of the intention to extend the Grant Agreement. Following on from the Cabinet call-in period and ten days standstill the variation will be issued to the provider for signature and return to the Council to be stored in line with Procurement Standing Orders.



**Contact Officer:**

Norah Lewis – Adult Social Care, Commissioning, 01483-517879  
Nicola Sinnett - Category Specialist – 020 8541 8746

**Consulted:**

David Sargeant – Interim Strategic Director, Adult Social Care  
Anne Butler – Assistant Director for Commissioning  
Alaster Calder – SCC Benefits and Charging Consultant  
Christian George – Category Manager, Adults Procurement & Commissioning  
Ayo Owusuh - Contracts and Procurement Lawyer  
Paul Carey-Kent – Strategic Finance Manager – Adults  
Maria Zealey – Surrey Welfare Rights Unit

**Part 1 Annexes:**

Annex 1: Case studies - how the service makes a difference  
Annex 2: Value for Money – economies achieved.

**Part 2 Annex:** attached as agenda item 18

**Sources/background papers:**

- Adult Select Committee Report by Toni Carney, Benefits and Charging Consultancy Team Manager, Adult Social Care, May 2012
- Health and Social Care in the Community (2012) “Assessing the health benefits of advice services: using research evidence and logic model methods to explore complex pathways”.

This page is intentionally left blank

## Provider Evidence Template 2013/14

<b>Provider Name</b>	SAVI
<b>Contact Name &amp; Details (of person submitting evidence)</b>	Katherine Scanlan, Entitlements Manager
<b>Date Submitted</b>	18/10/2013

Type of Evidence (please tick one box only)					
Case study	<input checked="" type="checkbox"/>	Award / nomination	<input type="checkbox"/>	Provider success story	<input checked="" type="checkbox"/>
Press Article	<input type="checkbox"/>	DVD /CD	<input type="checkbox"/>	Other	<input type="checkbox"/>

12

**What was the situation before?**

A visit was undertaken by a member of the ART team at SAVI who made a Get Wise referral internally to support Mrs D with an application for Attendance Allowance. Mrs D is 93 years old and lives alone without any family locally. Mrs D has dual sensory loss and is registered (SSI) Severely Sight Impaired as a result of cataracts, amblyopia and retinal vein occlusion. Mrs D is currently supported by a friend (Mrs R) who arranged the visit and to be present to support Mrs D. Discussed the possibility of involving adult social care to further support Mrs D with increased support and to live independently and safely at home.

**What did you do or change that made a difference? (what was your input into the situation)**

Mrs R was concerned about the safety and wellbeing of Mrs D and as she had no local family she was supporting Mrs D as best she could with managing her own family commitments. Mrs D's needs had increased and Mrs R was concerned about being able to continue supporting Mrs D without further support services. On my visit to Mrs D I discussed possible benefits and it was apparent that Mrs D was in receipt of appropriate benefits but not Attendance Allowance. On the visit forms were completed for AA at the lower rate as Mrs D did not feel she required any support during the night.

Mrs R confirmed that she had had a visit from adult social care and that emergency carers visits were to commence the following week 3 times a day.

**What difference has been made? (what outcomes were achieved as a result of your input)**

Mrs D was awarded the lower rate of Attendance Allowance. This has promoted personalisation for Mrs D as she has been able to employ a cleaner who also assists with her shopping. Mrs D was also able to get to the Foot Clinic when she needs to and the Attendance Allowance is able to assist with transport costs due to Mrs D limited mobility and sight loss.

Mrs R who provided the follow up feedback due to Miss D's dual sensory loss advised SAVI that the whole experience had been a positive one for Mrs D and this is evidenced in the comments below.

**Who did this affect? Eg: an individual, a family, a community, other?**

Service user	x	Family	x	Carers	x	Community		Other	
Professional (Health)		Professional (Social Care)		Professional (Other)		Provider Organisation			

**If Service users, please give client group:**

PSD		MH		PLD		OP / Frail	x	Dementia	
Drugs / Alcohol		Other							

**Did you get any feedback? If so, what was it?**

Mrs D was very happy to pass on her thanks to everyone involved. Mrs R said that the whole process was made much easier due to the help of SAVI and is convinced that without our input the client would not have been able to apply for Attendance Allowance by herself due to her disabilities. She praised both VF in our Assessment & Rehabilitation Team and KS from SAVI Get Wise for explaining everything in a way that was easy to understand.

**Notable Quote(s) in relation to evidence submitted**

**“10 out of 10 and gold stars all around!”**

*Information we collect could be used for the purpose of surveys or feedback primarily within the service. Any case studies published will be anonymised.*

**Consent to share information (please obtain this where possible from any individual/representative):**

*I am happy for this information and any quotes to be shared for the purpose of surveys and feedback on my opinions on how Adult Social Care Services has made a difference to me.*

Date consent given: 16<sup>th</sup> August 2013

Name: Mrs Carol Ransom (on behalf of Mrs D)

I am willing to be contacted for further feedback / Interviews in the future (Please tick ✓): YES  NO

Please email your completed form along with your performance forms to: [sccmonitoring@surreycc.gov.uk](mailto:sccmonitoring@surreycc.gov.uk)

### Office Use Only

Unique ID (allocated from Case Studies Database):

Input onto Case Studies Database: Yes  No  Date input onto Database:

Case Study turned into a story: Yes  No  File Name:

Category Allocation: Prevention  Personalisation  Plurality & Partnership   
Protection  Productivity  People

Service Areas covered by case study

12

This page is intentionally left blank

## Provider Evidence Template 2012/13

<b>Provider Name</b>	Age UK Surrey
<b>Contact Name &amp; Details (of person submitting evidence)</b>	Vee de Boer, I&A Manager, Age UK Surrey vee.deboer@ageuksurrey.org.uk
<b>Date Submitted</b>	

### What was the situation before / what was the reason for referral?

Client broke his hip in 2010 and has lost the use of his left foot/leg, so having mobility problems. He lives with his wife who suffered a stroke last year and his widowed sister in law who is bedridden with arthritis and very frail. They both receive Attendance Allowance. He has been their main carer with some family support. Their bathroom is unusable because of their disabilities and they have been unable to wash themselves properly for over 2 years. They have no savings between them to afford any aids or adaptations.

12

### What did you do or change that made a difference? (what was your input into the situation)

A home visit was made to assess the client's situation and Attendance Allowance form was completed with the client. A referral was made to Social Services requesting OT to re-visit this family to assess them for support both financially and for an appropriate bathroom/shower.

### What difference has been made? (what outcomes were achieved as a result of your input)

Client has been awarded Attendance Allowance for himself at the lower rate which was backdated to the application date. Client able to afford carers and a home help as now receiving this benefit.

Social Services have contacted the client and have arranged a visit to assist with adaptations to the home.

--

**Who did this affect? Eg: an individual, a family, a community, other?**

Service user	x	Family	x	Carers		Community		Other	
Professional (Health)		Professional (Social Care)		Professional (Other)		Provider Organisation			

**If Service users, please give client group:**

PSD		MH		PLD		OP / Frail	x	Dementia	
Drugs / Alcohol		Other							

**Did you get any feedback? If so, what was it?**

Client reported to the visiting (volunteer) officer that he was delighted with the outcome.

**Notable Quote(s) in relation to evidence submitted**

--

*Information we collect could be used for the purpose of surveys or feedback primarily within the service. Any case studies published will be anonymised.*

**Consent to share information (please obtain this where possible from any individual/representative):**  
*I am happy for this information and any quotes to be shared for the purpose of surveys and feedback on my opinions on how Adult Social Care Services has made a difference to me.*

Date consent given:                      Name:

I am willing to be contacted for further feedback / Interviews in the future (Please tick ✓): YES  NO

**Please email your completed form along with your performance forms to: [sccmonitoring@surreycc.gov.uk](mailto:sccmonitoring@surreycc.gov.uk)**



**Office Use Only**

Unique ID (allocated from Case Studies Database):

Input onto Case Studies Database: Yes  No  Date input onto Database:

Case Study turned into a story: Yes  No  File Name:

Category Allocation: Prevention  Personalisation  Plurality & Partnership   
Protection  Productivity  People

Service Areas covered by case study

This page is intentionally left blank

## Provider Evidence Template 2012/13

<b>Provider Name</b>	GET WISE
<b>Contact Name &amp; Details (of person submitting evidence)</b>	Vicki Atherton, SDPP
<b>Date Submitted</b>	Oct 2013

Type of Evidence (please tick one box only)					
Case study	<input type="checkbox"/>	Award / nomination	<input type="checkbox"/>	Provider success story	<input type="checkbox"/>
Press Article	<input type="checkbox"/>	DVD /CD	<input type="checkbox"/>	Other	<input type="checkbox"/>

### What was the situation before / what was the nomination or award for?

Phoebe<sup>1</sup> failed her medical assessment and her ESA payment however she continued to receive payment until date of hearing. She has history of substance misuse and mental ill health with goes back a long way. On top of that she has suffered domestic violence, lost her children and they were adopted, leading to PTSD<sup>2</sup>. Phoebe has not got much support since experiencing mental ill health According to Phoebe when her mother discovered that she was taking anti-depressant her mother flushed all her medication in the toilet and told her to pull herself together and that there was no such thing as depression.

### What did you do or change that made a difference / got you a nomination or award? (what was your input into the situation)

Offered 1:1 time for Phoebe to ventilate feelings and thoughts and offered emotional support and reassurance prior to hearing.

Gave information and advise on how to get help and support with PTSD and depression

Discussed about her getting support from the local CMHRS<sup>3</sup>. Phoebe was advised to speak to her GP and request a referral to be sent to CMHRS to enable her to get support.

Phoebe was reluctant to go due to feeling depressed and she was given telephone support and reassurance that it was okay to seek help when one feels depressed. Phoebe attended her appointment.

<sup>1</sup> Pseudonym

<sup>2</sup> Post-Traumatic Stress Disorder

<sup>3</sup> Community Mental Health Recovery Services.

Prepared a report for her Tribunal and this was given to the judge and doctor. Prior to the Tribunal hearing Phoebe was sounded distressed as her family had stated that they could not accompany her to her appointment. I suggested that she get a taxi to her tribunal as it would not be a good idea for her not to attend her tribunal and she agreed, I reassured I would be there with her.

**What difference has been made? (what outcomes were achieved as a result of your input)**

Phoebe won her appeal and she was signed off for two years and not to be assessed until after 4th October 2015. She was seen by a Psychiatrist and then referred to a clinical Psychologist for an assessment.

**Who did this affect? Eg: an individual, a family, a community, other?**

Service user	x	Family		Carers		Community		Other	
Professional (Health)		Professional (Social Care)		Professional (Other)		Provider Organisation			

**If Service users, please give client group:**

PSD	x	MH		PLD		OP / Frail		Dementia	
Drugs / Alcohol		Other							

**Did you get any feedback? If so, what was it?**

**Notable Quote(s) in relation to evidence submitted**

Information we collect could be used for the purpose of surveys or feedback primarily within the service. Any case studies published will be anonymised.

**Consent to share information (please obtain this where possible from any individual/representative):**

I am happy for this information and any quotes to be shared for the purpose of surveys and feedback on my opinions on how Adult Social Care Services has made a difference to me.

Date consent given:  Name:

I am willing to be contacted for further feedback / Interviews in the future (Please tick ✓): YES  NO

Please email your completed form along with your performance forms to: [scmonitoring@surreycc.gov.uk](mailto:scmonitoring@surreycc.gov.uk)

**Office Use Only**

Unique ID (allocated from Case Studies Database):

Input onto Case Studies Database: Yes  No  Date input onto Database:

Case Study turned into a story: Yes  No  File Name:

Category Allocation: Prevention  Personalisation  Plurality & Partnership   
Protection  Productivity  People

Service Areas covered by case study

12

This page is intentionally left blank

## Provider Evidence Template 2012/13

<b>Provider Name</b>	Get Wise
<b>Contact Name &amp; Details (of person submitting evidence)</b>	Vicki Atherton, SDPP
<b>Date Submitted</b>	Oct 2013

<b>Type of Evidence (please tick one box only)</b>					
<b>Case study</b>	<input type="checkbox"/>	<b>Award / nomination</b>	<input type="checkbox"/>	<b>Provider success story</b>	<input type="checkbox"/>
<b>Press Article</b>	<input type="checkbox"/>	<b>DVD /CD</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>

**What was the situation before / what was the nomination or award for?**

I received a referral from one of our hubs, about a customer who wanted support with her Job centre appointment. She suffers from anxiety and panic attacks and unable to go to unfamiliar places without support.

**What did you do or change that made a difference / got you a nomination or award? (what was your input into the situation)**

When I contacted the customer, she advised that she has recently moved to surrey following a breakdown in a previous relationship and she had no friends or support network in the county. She advised she had an appointment at the job centre during the week and she was anxious about it and will need support at the appointment. I reassured her that we will be able to support her at the appointment and updated her about the recent benefit changed and what will be expected of her at the appointment during the week. With her permission, I also contacted the Hub for a request for information on local groups – she used to do arts and crafts and so my colleagues at the Hub sent her some info so that she could contact them

**What difference has been made? (what outcomes were achieved as a result of your input)**

At the job centre appointment with her disability advisor, she was able to gain her confidence and explain to the advisor what level of support she will like as she is new to the area. She was very pleased with the support she

got from us and in her feedback to us, she said 'my life has changed dramatically and next week I will attend the ESA job support appointment, my fear has gone! And not only back to myself, but also free to be better. Looking forward to joining a new pottery class'. This also shows that our service empowers people to be more independent in their lives.

**Who did this affect? Eg: an individual, a family, a community, other?**

Service user	<input checked="" type="checkbox"/>	Family	<input type="checkbox"/>	Carers	<input type="checkbox"/>	Community	<input type="checkbox"/>	Other	<input type="checkbox"/>
Professional (Health)	<input type="checkbox"/>	Professional (Social Care)	<input type="checkbox"/>	Professional (Other)	<input type="checkbox"/>	Provider Organisation	<input type="checkbox"/>		<input type="checkbox"/>

**If Service users, please give client group:**

PSD	<input checked="" type="checkbox"/>	MH	<input type="checkbox"/>	PLD	<input type="checkbox"/>	OP / Frail	<input type="checkbox"/>	Dementia	<input type="checkbox"/>
Drugs / Alcohol	<input type="checkbox"/>	Other	<input type="checkbox"/>						

**Did you get any feedback? If so, what was it?**

**Notable Quote(s) in relation to evidence submitted**

*Information we collect could be used for the purpose of surveys or feedback primarily within the service. Any case studies published will be anonymised.*

**Consent to share information (please obtain this where possible from any individual/representative):**

*I am happy for this information and any quotes to be shared for the purpose of surveys and feedback on my opinions on how Adult Social Care Services has made a difference to me.*

Date consent given:

Name:

I am willing to be contacted for further feedback / Interviews in the future (Please tick ✓): YES  NO

**Please email your completed form along with your performance forms to: [sccmonitoring@surreycc.gov.uk](mailto:sccmonitoring@surreycc.gov.uk)**



**Office Use Only**

Unique ID (allocated from Case Studies Database):

Input onto Case Studies Database: Yes  No  Date input onto Database:

Case Study turned into a story: Yes  No  File Name:

Category Allocation: Prevention  Personalisation  Plurality & Partnership   
Protection  Productivity  People

Service Areas covered by case study

This page is intentionally left blank

## Provider Evidence Template 2012/13

<b>Provider Name</b>	Get Wise
<b>Contact Name &amp; Details (of person submitting evidence)</b>	Vicki Atherton, SDPP
<b>Date Submitted</b>	Oct 2013

Type of Evidence (please tick one box only)					
Case study	<input type="checkbox"/>	Award / nomination	<input type="checkbox"/>	Provider success story	<input type="checkbox"/>
Press Article	<input type="checkbox"/>	DVD /CD	<input type="checkbox"/>	Other	<input type="checkbox"/>

What was the situation before / what was the nomination or award for?
<p>Couple, the wife was caring for her son and her husband. The husband had retired from the Post Office due to ill health.</p> <p>The husband was receiving no benefits because his ESA claim had been refused due to being awarded less than 15 points</p>

What did you do or change that made a difference / got you a nomination or award? (what was your input into the situation)
<p>I made a late ESA appeal giving the reason that the husband's mental health was the reason for the late appeal.</p> <p>I also completed a DLA claim form for the husband. This was initially refused.</p> <p>We appealed the DLA decision as well.</p> <p>The appeals were heard in July 2013 and I attended with the couple.</p> <p>ESA was awarded in the Support Group. DLA was awarded as Low Rate Mobility and Lower Rate Care. The couple were happy with both outcomes</p> <p>On my first visit I identified the need for advocacy support with regards to furniture and carpets. This resulted in an advocacy referral.</p>

What difference has been made? (what outcomes were achieved as a result of your input)
----------------------------------------------------------------------------------------

The couple now have an additional £140 a week income. They also received lump sum payments for backdated benefits of around £2,000.

These benefit payments have reduced stress and worry about finances, also the financial strain has been made easier by support from the Besom project, which the advocate helped with. They are also currently raising funding for carpets – although they have a large rug in the meantime

**Who did this affect? Eg: an individual, a family, a community, other?**

Service user	<input checked="" type="checkbox"/>	Family	<input type="checkbox"/>	Carers	<input type="checkbox"/>	Community	<input type="checkbox"/>	Other	<input type="checkbox"/>
Professional (Health)	<input type="checkbox"/>	Professional (Social Care)	<input type="checkbox"/>	Professional (Other)	<input type="checkbox"/>	Provider Organisation	<input type="checkbox"/>		

**If Service users, please give client group:**

PSD	<input checked="" type="checkbox"/>	MH	<input type="checkbox"/>	PLD	<input type="checkbox"/>	OP / Frail	<input type="checkbox"/>	Dementia	<input type="checkbox"/>
Drugs / Alcohol	<input type="checkbox"/>	Other	<input type="checkbox"/>						

**Did you get any feedback? If so, what was it?**

**Notable Quote(s) in relation to evidence submitted**

*Information we collect could be used for the purpose of surveys or feedback primarily within the service. Any case studies published will be anonymised.*

**Consent to share information (please obtain this where possible from any individual/representative):**

*I am happy for this information and any quotes to be shared for the purpose of surveys and feedback on my opinions on how Adult Social Care Services has made a difference to me.*

Date consent given:

Name:

I am willing to be contacted for further feedback / Interviews in the future (Please tick ✓): YES  NO

Please email your completed form along with your performance forms to: [scsmonitoring@surreycc.gov.uk](mailto:scsmonitoring@surreycc.gov.uk)

**Office Use Only**

Unique ID (allocated from Case Studies Database):

Input onto Case Studies Database: Yes  No  Date input onto Database:

Case Study turned into a story: Yes  No  File Name:

Category Allocation: Prevention  Personalisation  Plurality & Partnership   
Protection  Productivity  People

Service Areas covered by case study

This page is intentionally left blank

<b>Financial and Value for Money Implications</b>
---------------------------------------------------

Economies in relation to the operation of the service have been achieved in the first year of the service as demonstrated by the table below from Q3 monitoring:

	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Year to Date
<b>No. of new referrals (people)</b>	<b>227</b>	<b>587</b>	<b>634</b>		<b>1,448</b>
<b>No. of individual benefit categories people were supported to access / secure benefits from</b>	<b>590</b>	<b>890</b>	<b>1,378</b>		<b>2,858</b>
<b>Ratio of benefit categories secured per individual</b>	<b>2.6</b>	<b>1.52</b>	<b>2.18</b>		<b>1.98</b>
<b>Value of benefits secured for individuals accessing the service during the qrt</b>	<b>£383,398</b>	<b>£177,764</b>	<b>£379,254</b>		<b>£940,416</b>
<b>Average value of benefits secured</b>	<b>£649.83</b>	<b>£199.73</b>	<b>£3,160.16</b>		<b>£1,335.57</b>
<b>Unit cost to support an individual via this contract (based on new referrals during period)</b>	<b>£550.66</b>	<b>£212.95</b>	<b>£197.16</b>		<b>£258.97</b>

In quarter 3 there were 1,378 issues (i.e.: separate benefit tasks) from 634 new people referred which is a ratio of 2.18 issues per referral. The cost of supporting each individual has dropped from £550.66 in quarter 1 to £212.95 in quarter two and £197.16 in quarter 3.

This page is intentionally left blank



**SURREY COUNTY COUNCIL****CABINET****DATE: 25 FEBRUARY 2014****REPORT OF: MRS MARY ANGELL, CABINET MEMBER FOR CHILDREN AND FAMILIES****LEAD OFFICER: MR NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN SCHOOLS AND FAMILIES****MRS JULIE FISHER, STRATEGIC DIRECTOR FOR BUSINESS SERVICES****SUBJECT: BLOCK CONTRACT WITH HILLCREST CARE FOR 20 INDEPENDENT FOSTERING PLACEMENTS****SUMMARY OF ISSUE:**

The County Council has a statutory duty to provide suitable alternative accommodation for children that become Looked After either under Section 20 or 31 of the Children Act 1989. These placements include approved Foster Placements or with Residential Care. These placements will be provided within the Council's own in-house resources or via the Independent Sector.

As part of this provision Surrey County Council (SCC) has a block contract for 20 placements with Hillcrest Care Services Ltd (Hillcrest). This provider is an Independent Fostering Agency (IFA) providing independent foster carers. Last year Cabinet Member approval was given to extend this Block Contract with Hillcrest for a further year until 31 March 2014.

In 2013 Procurement and Commissioning reviewed the contract with Hillcrest and assessed the options regarding future delivery (beyond March 2014). Thorough review of the contract as well as future commissioning intentions resulted in a recommendation that a new 3-year contract is awarded to Hillcrest. Details of the options analysis are contained in Sections 16 to 20 of this report.

This report details the reasons why Surrey County Council wishes to award a new contract to Hillcrest. An annex containing exempt financial information is contained in Part 2 of the agenda (item no. 19)

**RECOMMENDATIONS:**

It is recommended that a new contract is awarded to Hillcrest for three years from 1 April 2014 until 31 March 2017.

## **REASONS FOR THE RECOMMENDATIONS:**

Surrey County Council commissions its other IFA requirements through a Regional Framework Contract with 11 South East Local Authorities. This requirement was tendered in 2011/12. The Framework Contract started on 1 April 2012 and is due to end on 31 March 2017.

Under the Block Contract with Hillcrest, SCC pays one of the lowest rates for IFA placements in the South East of England. The Council is seeking to continue this best value arrangement until the Regional IFA Framework contract comes to an end. An award of a 3-year contract to Hillcrest will mean that both contractual arrangements for IFA placements will be aligned. This will allow a full option analysis to be carried out with Children's Services and Children's Commissioning and development of the placement strategy for the entire area of Looked After Children services.

## **DETAILS:**

### **Business Case**

1. The current block contract arrangement with Hillcrest offers SCC the best price per placement per week compared with an average placement rate per week with the South Central Regional Contract. Specific details regarding different rates are included in the Part 2 Annex.
2. Recognising the in-house Foster-Care Recruitment Strategy to recruit and retain foster-carers who live in Surrey, this contract will focus on recruiting foster-carers who live on or just over the county border within our neighbouring areas. This will support our ambition to generate more family-based foster-care placements as close as possible to the homes of looked after children and young people.
3. A new three-year contract will provide continuity of existing placements and prevent disruption. It will also, in line with proposed government legislation, enable those young people who are coming up to the age of 18 to continue in their current placements until they are 21.
4. If a placement on the Block Contract is to finish, the potential void is covered by a placement that is currently spot purchased from Hillcrest Care Ltd.
5. Hillcrest have worked with SCC for many years and have built up a mutually positive relationship. The children and young people have benefited from the consistency of care over this period.
6. The quality of Hillcrest and the placements they deliver are monitored on both quarterly and annual basis in relation to achieving specific KPIs. This is done on-line via the Regional Framework Contract. This system allows performance of suppliers to be easily compared across the south east region.
7. An annual review is also undertaken on the past performance including the quality of each individual placement. In addition, for the new contract, a new jointly designed framework for performance management and reporting will be put in place by Procurement and Commissioning. This will be monitored through

a series of agreed Key Performance Indicators (KPIs) detailed in the contract and reviewed on a quarterly basis.

8. Performance monitoring of Hillcrest demonstrates that the provider delivers a quality service, meeting the needs of the children and young people placed.

**Background and options considered.**

9. SCC have had a Block Contract with Hillcrest Care Services Ltd for a number of years. The number of placements on the Block Contract has varied between 20 and 30 placements. The agreement as to the required number of placements is closely monitored by Procurement and Care Services Team within Children’s Services.
10. Consideration was given to spot purchasing from Hillcrest either under the rates within the Regional Framework or the current spot purchase rates that Hillcrest charge SCC for placements outside of the Block Contract. These options were rejected on the grounds of value for money. Further details are included in the Part 2 Annex.
11. Another option explored was to go out to tender for 20 placements. This option had been considered when the requirements for the regional framework had been tendered in 2011/12, but the local authorities (LAs) decided that the cost/benefit ratio was not good enough for this option to be taken up.
12. A larger Block Contract with Hillcrest Care Ltd was also considered but rejected. The current service requirement is for 20 placements and formal commitment to more placements would increase a risk of incurring voids.
13. Therefore a block contract arrangement for 20 placements with Hillcrest was chosen. This will ensure a stable provision of placements at the lowest rates SCC can currently obtain.

**Key Implications**

**RISK MANAGEMENT AND IMPLICATIONS:**

<b>Risk Description</b>	<b>Mitigation Activity</b>
14. Small risk of placements not being made and voids could arise.	Constant dialogue with the provider and monitoring to date has ensured that voids have not arisen. Also, young people placed with foster carers will be entitled to stay with them until they are aged 21. This means that a number of young people who were expected leave within the next 18 months will stay for a longer period.

**Financial and Value for Money Implications**

15. Further details regarding the total cost of the Block Contract can be found in Part 2 Annex – Exempt information. (item 19)

### **Section 151 Officer Commentary**

16. The Section 151 Officer acknowledges that the revised block contract will be at existing rates. These block contracted rates compare favourably with the spot purchased rates for the same Provider and against the regional framework.

### **Equalities and Diversity**

17. The legislation within the Children's Act is quite clear on the reasons why a child or young person may live away from their families.
18. Any placement that we use will have met all the legal requirements under the relevant legislation and be registered with Ofsted and thereby meeting the National Minimum Standards. There are areas within this legislation that specifically cover Equalities and Diversity.
19. A detailed Equality Impact Assessment was undertaken and is attached as an Annex to this report.

### **Legal Implications – Monitoring Officer**

20. The new contract for the proposed three year period will support the Council's statutory duty to provide suitable alternative accommodation for children that become Looked After either under Section 20 or 31 of the Children Act 1989.
21. The Public Contracts Regulations 2006 define this type of Service as a Part B service which means a full procurement exercise does not need to be undertaken to procure the Services, provided that the exercise followed complies with the open and transparent requirements as outlined in the Treaty principles.

### **Other Implications**

22. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
23. Corporate Parenting/Looked After Children	<p>There will be instances whereby some children and young people will be placed with carers outside of Surrey to meet their assessed care needs which may include safeguarding or proximity to extended family.</p> <p>Within the scope of this contract we will look to minimise these occurrences by encouraging Hillcrest Care Ltd to provide local services closer to Surrey.</p>
24. Safeguarding responsibilities for	Looked After Children need to be

vulnerable children and adults	cared for within appropriate placements that are able to meet their assessed needs. All the placements that are provided by Hillcrest Care Ltd are approved in line with the statutory legislation and the services are inspected by Ofsted.
25. Public Health	No significant implications arising from this report
26. Climate change	No significant implications arising from this report
27. Carbon emissions	No significant implications arising from this report

#### **WHAT HAPPENS NEXT?**

<b>Action</b>	<b>Date</b>
Cabinet decision to award	25/02/2014
Standstill Period	2 weeks
Contract Signature	March 2014
Contract Commencement date	01/04/2014

#### **Contact Officer:**

Ian Banner – Head of Children’s Commissioning, 07917 590657  
Anna Tobiasz – Senior Category Specialist, 020 8541 7351  
Nick Woodward – Category Specialist, 01483 518861

#### **Consulted:**

Ian Banner – Head of Children’s Commissioning  
Louise Simpson – Senior Principal Accountant, Finance  
Carmel McLoughlin – Principal Lawyer, Legal Services  
Laura Langstaff – Head of Procurement and Commissioning  
Paul Davies - Category Manager Children and Young People  
Anna Tobiasz – Senior Category Specialist

#### **Annexes:**

Part 2 Annex (item 19) – Exempt Information  
Equality Impact Assessment - Annex

#### **Sources/background papers:**

none.

This page is intentionally left blank

# EQUALITY IMPACT ASSESSMENT BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

## 1. Topic of assessment

<b>EIA title:</b>	<b>Block contract for independent fostering agency placements - Hillcrest</b>
-------------------	-------------------------------------------------------------------------------

<b>EIA author:</b>	Elaine Malloy, Commissioner, Children's Commissioning Team
--------------------	------------------------------------------------------------

## 2. Approval

	<b>Name</b>	<b>Date approved</b>
<b>Approved by<sup>1</sup></b>	Ian Banner	04.02.2014

## 3. Quality control

<b>Version number</b>	2	<b>EIA completed</b>	
<b>Date saved</b>	04/02/2014	<b>EIA published</b>	

## 4. EIA team

<b>Name</b>	<b>Job title (if applicable)</b>	<b>Organisation</b>	<b>Role</b>
Angela Whitrick	Care Services Manager	SCC, CSF	Children's Services Placements Group
Anne Dickinson	Assistant Team Manager, Placements Team	SCC, CSF	Children's Services Placements Group
Nick Woodward	Category Specialist - Procurement	SCC,CSF	Children's Services Placements Group
Elaine Malloy	Commissioner	SCC, CSF	Children's Services Placements Group
Anna Tobiasz	Senior Category Specialist - Procurement	SCC,CSF	Procurement Specialist

# EQUALITY IMPACT ASSESSMENT

## BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

### 5. Explaining the matter being assessed

<p><b>What policy, function or service is being introduced or reviewed?</b></p>	<p>The County Council has a statutory duty to provide suitable alternative accommodation for children that become Looked After either under Section 20 or 31 of the Children Act. These placements will be approved Foster Placements or with Residential Care. These placements will be provided within the Council's own in-house resources or via the Independent Sector.</p> <p>In November 2013, there were 841 looked after children in Surrey. 533 of these children were placed in general foster care. The Council has our own fostering-carers and it is our policy to try to place those children and young people who would benefit most from a family-based placement, with a Surrey Foster-carer. Where this is not possible (either because of supply or for specialist needs), we will try to source an independent foster agency (IFA) placement. In November 2013, there were 192 IFA placements of Surrey looked-after children. The yearly budget for IFA placements is £6.5 million per annum. Statistics indicate that children are tending to remain in foster care for longer than previously, and for some, fostering becomes a permanent arrangement.</p> <p>As part of this IFA provision and building on an 8-year positive historical relationship, Surrey County Council (SCC) has a block contract for 20 placements with Hillcrest Care Services Ltd (Hillcrest). Last year Cabinet Member approval was given to extend this Block Contract with Hillcrest for a further year until 31 March 2014.</p> <p>The Council commissions the rest of its Independent Fostering placements requirements through a regional Framework Contract with 11 other Local Authorities. This Contract runs until 31 March 2017.</p> <p>The intention is to negotiate a new Block Contract with Hillcrest building on our positive working relationship, to align the contract with the Regional Framework Contract.</p> <p>Recognising the in-house Foster-Care Recruitment Strategy to recruit and retain foster-carers who live in Surrey, this contract will focus on recruiting foster-carers who live on or just over the county border within our neighbouring areas. This will support our ambition to generate more family-based foster-care placements as close as possible to the homes of looked after children and young people.</p>
<p><b>What proposals are you assessing?</b></p>	<p>The Block Contract with Hillcrest has previously been extended on an annual basis. However in 2013, the Council reviewed the contract with Hillcrest and assessed the options regarding future delivery (post March 2014).</p> <p>The recommendation is to award a new 3-year contract. This will allow us to continue to build a stronger working relationship with the Provider to generate more placement opportunities to meet the needs of our looked after children.</p>

13



# EQUALITY IMPACT ASSESSMENT

## BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

	<p>Extending the block contract from 1 to 3 years will also align with the regional framework enabling us to plan more effectively as linked to the intentions of the Surrey Looked After Children Commissioning Strategy (2013 – 2015) and the Surrey Placements Strategy for Looked After Children (in draft).</p>
<p><b>Who is affected by the proposals outlined above?</b></p>	<ul style="list-style-type: none"> <li>• Looked after children, young people and their families to whom family based placements are considered most suitable</li> <li>• Foster-carers in Surrey</li> <li>• Providers who currently deliver these services both in and out of County</li> </ul>

# EQUALITY IMPACT ASSESSMENT BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

## 6. Sources of information

Engagement carried out
Stakeholder engagement events working with the Regional IFA Collaborative Group - (including Providers and Local Authorities) Cabinet Member engagement Surrey Placements team
Data used
<ul style="list-style-type: none"><li>• Children's Services Performance Report (December, 2013)</li><li>• South Central Regional IFA Performance Monitoring</li><li>• Surrey Central Placements team placements data</li></ul>

13

## 7. Impact of the new/amended policy, service or function

# EQUALITY IMPACT ASSESSMENT

## BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

### 7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic <sup>2</sup>	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	Increase in potential family based placements for looked after children and young people – specifically those with more complex needs and or are harder to place.	No identified impact	For children aged 0-9, an average of 95% are either in foster care or placed for adoption. This falls to 81% for those aged 10 – 15 years and 60% for those aged 16+. For those aged 10 – 17 an average of 18% of LAC are living in a residential placement and for those aged 16+, 16% are in independent living.
<b>Disability</b>	Increase in potential family based placements for looked after children and young people – specifically those with more complex needs and or are harder to place.	No identified impact	Traditionally, we have had a shortage of foster-carers to care for teenagers and those with complex needs. This shortage is now across the board for all ages and needs. Within some Surrey localities, such as the North East and North West area, the shortage of foster-carers is even greater.
<b>Gender reassignment</b>	No identified impact	No identified impact	None
<b>Pregnancy and maternity</b>	Increase in potential parent and child-based family placements as part of the Enhanced fostering service.	No identified impact	None
<b>Race</b>	Increase in potential family based placements for looked after children and young people from a specific racial background	No identified impact	There is a need to identify more foster-carers from different racial groups to meet the needs of looked after children from the same racial group.
<b>Religion and belief</b>	Increase in potential family based placements for looked after children and young people from a specific racial	No identified impact	There is a need to identify more foster-carers from different religious groups to meet the needs of looked after children from the same religious group.

<sup>2</sup> More information on the definitions of these groups can be found [here](#).

# EQUALITY IMPACT ASSESSMENT BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

	background		
<b>Sex</b>	Increase in potential family based placements for all looked after children and young people.	No identified impact	
<b>Sexual orientation</b>	No identified impact	No identified impact	None
<b>Marriage and civil partnerships</b>	No identified impact	No identified impact	None

Page 388

## 7b. Impact of the proposals on staff with protected characteristics

<b>Protected characteristic</b>	<b>Potential positive impacts</b>	<b>Potential negative impacts</b>	<b>Evidence</b>
<b>Age</b>	No identified impact	No identified impact	None
<b>Disability</b>	No identified impact	No identified impact	None
<b>Gender reassignment</b>	No identified impact	No identified impact	None
<b>Pregnancy and maternity</b>	No identified impact	No identified impact	None
<b>Race</b>	No identified impact	No identified impact	None

# EQUALITY IMPACT ASSESSMENT

## BLOCK CONTRACT FOR INDEPENDENT FOSTERING AGENCY PLACEMENTS - HILLCREST

<b>Religion and belief</b>	No identified impact	No identified impact	None
<b>Sex</b>	No identified impact	No identified impact	None
<b>Sexual orientation</b>	No identified impact	No identified impact	None
<b>Marriage and civil partnerships</b>	No identified impact	No identified impact	None

## 8. Amendments to the proposals

Change	Reason for change
Key performance Indicators	<p>We currently meet with Hillcrest to monitor the block contract on a quarterly basis as well as any placements made through the IFA contract.</p> <p>The performance management framework must be reviewed to ensure that we monitor progress against outcomes and key performance indicators to continue to improve the quality and provision of service available complementing the Surrey in-house foster service.</p>

## 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Key Performance Indicators	Providers to sign off on the performance requirements and to be reported on a quarterly basis	14 March 2014	Angela Whitrick and Elaine Malloy
Agree dates for quarterly performance monitoring meetings	Strengthen partnership arrangements via the Supplier Relationship Management programme	14 March 2014	Angela Whitrick and Elaine Malloy

## 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
None Identified	None Identified

## 11. Summary of key impacts and actions

Information and	Discussions and papers to:
-----------------	----------------------------

**EQUALITY IMPACT ASSESSMENT - JOINT EMOTIONAL WELLBEING AND MENTAL HEALTH COMMISSIONING STRATEGY FOR CHILDREN AND YOUNG PEOPLE 2013 – 2016**

<p><b>engagement underpinning equalities analysis</b></p>	<p>Corporate Parenting Board and Placement Stability Group: Performance monitoring reports</p> <p>Looked After Children Placements Group: Performance monitoring</p> <p>South Central Regional IFA Group: Bi-annual Provider Event</p>
<p><b>Key impacts (positive and/or negative) on people with protected characteristics</b></p>	<p>The proposal is renegotiate a three-year block contract with an existing provider. This will not impact negatively on children, young people and their families currently receiving these services however, the block contract will enable us to have more choice and opportunities for family-based placements to meet the needs of looked after children as effectively as possible from April 2014.</p>
<p><b>Changes you have made to the proposal as a result of the EIA</b></p>	<p>Changes to key performance indicators and performance management framework.</p>
<p><b>Key mitigating actions planned to address any outstanding negative impacts</b></p>	<p>N/A</p>
<p><b>Potential negative impacts that cannot be mitigated</b></p>	<p>N/A</p>

This page is intentionally left blank



**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 25 FEBRUARY 2014**

**REPORT OF: MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES**

**LEAD OFFICER: SHEILA LITTLE, CHIEF FINANCE OFFICER AND DEPUTY DIRECTOR FOR BUSINESS SERVICES**

**SUBJECT: ICELANDIC BANK DEPOSIT**



**SUMMARY OF ISSUE:**

This report concerns the outcome of the sale of the priority claim of the Council as a Landsbanki depositor/creditor. The Local Government Association (LGA) has successfully negotiated an offer on behalf of all interested authorities (totalling 86), resulting in a minimum 70 authorities selling at the same time with the remaining 16 having considered the offer with their outcomes currently unknown. This report relates to the £10m Landsbanki deposit. It does not relate to Glitnir depositor claims as those claims have been paid in full, albeit with £1.6m still held in Iceland due to the current imposition of capital controls.

In its meeting of 22 October 2013, Cabinet authorised, on the Council's behalf, the Local Government Association (LGA) and its legal representatives to arrange an auction of the council's claim for its deposit with Landsbanki (now known as LBI hf) managed by Deutsche Bank. It authorised the Leader or Cabinet Member for Business Services, in consultation Chief Finance Officer and the Monitoring Officer, to make a final decision on the sale price and to report back to the council with an update on the outcome of the auction

**RECOMMENDATIONS:**

It is recommended that the Cabinet:

- (1) Note the overall position.
- (2) Note the successful outcome with regard to the sale of the £10m Landesbanki investment.

**REASON FOR RECOMMENDATIONS:**

Given recent developments within Iceland and the LGA collective negotiation offer, as well as the underlying uncertainty that existed with regard to full repayment of its claim, the Council needed to fully consider the available offers by interested third parties to buy out its claim in Landsbanki. To enable this, the Council authorised the LGA to negotiate on its behalf and concluded a successful outcome.

**DETAILS:****Background**

1. The Council originally placed £20m of deposits with two Icelandic banks: Landsbanki and Glitnir. Of the original £20m, the Council's exposure is £18.5m with £1.5m attributable to the Office of the Police and Crime Commissioner for Surrey. On 28 October 2011, the Supreme Court of Iceland upheld the District Court judgment in favour of local authority depositors, deciding by a 6-1 majority that local authorities' claims are deposits that qualify in full for priority in the bank administrations.
2. Prior to the auction, the position was 55.2% of Landsbanki and over 83.9% of Glitnir deposits had been repaid, with expected recovery rates at 100% for both banks (subject to exchange rate fluctuations).

<b>Counterparty</b>	<b>Period</b>	<b>Principal £000</b>	<b>Rate</b>	<b>Principal Repaid £000</b>	<b>Principal Outstanding £000</b>
Glitnir	364	5,000	6.25%	4,192	808
Glitnir	366	5,000	6.20%	4,193	807
Landsbanki	732	10,000	5.90%	5,520	4,480
		20,000		13,905	6,095

3. Following recognition of UK local authority wholesale deposits in Landsbanki by the Supreme Court of Iceland as priority claims, the Icelandic Winding Up Board (WUB) has consistently reported that the UK local authorities could expect to receive 100% of their deposits from the Landsbanki estate in Icelandic Krona (ISK) terms.

**Transfer of Claim**

4. An active market in the transfer of claims belonging to priority creditors of Landsbanki subsequently developed. Given a number of issues and risks in Iceland that made future final distributions to UK local authorities less absolute than previously envisaged, Cabinet decided at its meetings on 23 July 2013 and 22 October 2013 to proceed with investigating such a transfer. A minimum price level was decided at the 22 October 2013 meeting and this was set at 91p in the pound.
5. It was felt that the option to negotiate individually with regard to these offers was not feasible, given the lack of specialist expertise in this area, and the Council likely to receive a stronger offer within the pool of local authorities, and represented by the LGA's legal representatives.
6. The Local Government Association and its legal representatives commenced negotiations with interested third parties on the Council's behalf in order to achieve the best possible price. On 30 January 2014, this was confirmed at a level that satisfied the minimum required stipulated by Cabinet. This is regarded as a good outcome for the Council
7. Proceeds from the sale in the amount of £4,123,006.05 were received into the Council's bank account from Deutsche Bank on 4 February 2014. This includes an amount of interest due on the investment.

- 8 It should be noted that £1.6m relating to the Glitnir Bank remains in an escrow account, awaiting repayment, and subject to the final processes of the Icelandic Winding Up Board.

#### **CONSULTATION:**

- 9 Consultation throughout the sale process took place with senior management, the Leader, the Chairman of the County Council and the Cabinet Member for Business Services.
- 10 Consultation has also taken place with the Office of the Police and Crime Commissioner, given their ownership of 7.5% of this deposit.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

- 11 Associated risks were set out in the reports of 23 July 2013 and 22 October 2013. The single major risk is that the purchaser of the deposit could make a substantial return on the investment due to a 100% repayment outcome and currency movements in favour of the investor. However, this could be countered by adverse currency movements, a significant timeline in terms of eventual receipt and continuing legal costs spread over a much smaller client base. The outcome brings certainty and closure to a situation that has existed for many years and could continue for many years to come.

#### **Financial and Value for Money Implications**

- 12 The outcome is regarded as representing value for money.

#### **Section 151 Officer Commentary**

- 13 It is considered that the sale transaction represents the best outcome and lowest risk to the Council. The resultant cost of any write off of monies will be met from the Financial Investments Reserve.

#### **Legal Implications – Monitoring Officer**

- 14 The Council is part of the Local Government Association (LGA) and has received legal advice from solicitors, Bevan Brittan, on the conduct of the litigation and the subsequent auction process. On 22 October 2013, Cabinet delegated authority to the Leader and Cabinet Member for Business Services, in conjunction with the Chief Finance Officer, to negotiate a final settlement, and authorised the LGA and its representatives to arrange an auction (managed by Deutsche bank) of the Council's claim for its deposit with Landsbanki (now known as LBI hf) with a reserve price of not less than 91 pence in the pound, recognising that level as a baseline to achieve value for money. The delegation was properly exercised and the sale was completed on 30 January 2014, achieving the levels required in accordance with the Cabinet's authority.

#### **Equalities and Diversity**

- 15 There are no equality or diversity issues.

**WHAT HAPPENS NEXT:**

Officers to close the accounts with regard to the sale transaction and write off irrecoverable balance to the Financial Investments Reserve.

---

**Contact Officer:**

**Phil Triggs**  
**Strategic Finance Manager**  
**Pension Fund and Treasury**  
**020 8541 9894**

**Annexes:**

None

**Sources/background papers:**

LGA Advice and Solicitor reports

---

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 25 FEBRUARY 2014**

**REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING**

**LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES**

**LAURA LANGSTAFF, HEAD OF PROCUREMENT AND COMMISSIONING**

**SUBJECT: AWARD OF CONTRACTS FOR THE DELIVERY OF THERAPY SERVICES TO SURREY SCHOOLS**



15

#### **SUMMARY OF ISSUE:**

At present, both Surrey County Council (SCC) and the National Health Service (NHS) in Surrey enter into contracts with providers of paediatric therapy services in Surrey to provide services to Surrey children with special educational needs and disabilities who attend Surrey schools.

The provider organisations are Virgin Care Services Limited (VCSL) and Central Surrey Health Limited (CSHL). The county council and the NHS in Surrey have agreed to move as soon as possible to a joint commissioning arrangement.

As the SCC contracts terminate on 31 March 2014 and the NHS contracts also terminate on 31 March 2017, April 2017 is the agreed date to commence joint commissioning.

This report recommends awarding new SCC contracts to cover the period 2014 – 2017 from which time the joint commissioning arrangement will be in place.

An annex containing financial information is contained in Part 2 of the agenda (item 20).

#### **RECOMMENDATIONS:**

It is recommended that:

1. New contracts are awarded until 2017 under newly agreed terms from 2014 with Virgin Care Services Limited (VCSL) and Central Surrey Health Limited (CSHL) a Surrey-based social enterprise, whilst joint commissioning arrangements are agreed with the NHS.
2. Milestones are agreed to enable early action to be taken before 2017 if a joint commissioning framework cannot be agreed with the NHS. These milestones will be measured and will inform the decision on whether this service should be re-tendered earlier than 2017. If a joint commissioning framework cannot be agreed with the NHS by April 2015, the service will be re-tendered and new contracts will

---

be awarded from April 2016.

**REASON FOR RECOMMENDATIONS:**

Although commissioned by two organisations (Surrey County Council and the NHS), as far as the child or young person at Surrey's maintained Special Schools is concerned, they are accessing one service. If Surrey County Council (SCC) were to re-tender this service alone, it could potentially mean that two different providers would be going into the same school. This could cause disruption and dissatisfaction to our vulnerable service users.

Significant progress has been made with the NHS over the last six months, with agreement from the Health and Wellbeing Board to establish joint commissioning arrangements in Surrey for the delivery of paediatric therapies.

For joint commissioning to take place our contract arrangements with providers need to be aligned, therefore the recommendation is that new contracts should be awarded until 2017 in line with termination of NHS block contracts with the same providers.

This will enable SCC and the NHS to jointly commission the delivery of paediatric therapy services in Surrey providing single and equitable outcomes focused services for children and young people.

Tendering at this stage would not support the local authority's aim to agree joint commissioning arrangements with the NHS to deliver the paediatric therapy service in Surrey. The current shared commissioning arrangements for this service means that contracting with new providers may only add confusion and further dissatisfaction to our service users. By using the same providers as the NHS, SCC has been able to secure competitive rates for these services. Running a competitive process would not necessarily remove the existing contractors from the service delivery as it is likely that they would win the tenders or parts of the tenders.

Improving the management of the contract will still go ahead with the existing providers and it avoids the variable performance in services that is sometimes experienced by end-users when a new contractor mobilises at the start of a new contract.

**DETAILS:**

**Background**

1. SCC commissions a paediatric therapies service which comprises Speech and Language Therapy (SLT), Occupational Therapy (OT) and Specialist School Nursing (a small number of physiotherapy sessions are commissioned on an individual basis). SCC holds contracts with VCSL and CSHL to deliver this provision until 31 March 2014. Detailed financial information is set out in the Part 2 paper (item 20)

2. The NHS also commissions the same providers to deliver health-orientated therapies in the same geographical areas. This provision is delivered through the NHS block contracts. Through historical arrangements, the NHS is fully responsible for commissioning SLT in Surrey special schools for children with severe learning difficulties (SLD). There are joint arrangements in place between SCC and the NHS for SLT in the remaining maintained special schools. Each specialist centre attached to a mainstream school has a set amount of SLT funding allocated to it, paid directly to the provider to deliver SLT support to all pupils at the centre.
3. The current arrangements are unwieldy and we have received complaints from families and schools that access to provision is often inconsistent.

### **Progress since April 2012**

4. Last year, Cabinet agreed to issue a new twelve month contract for both providers from April 2013, whilst joint commissioning arrangements with the NHS could be agreed. During this period significant progress has been made in improving the current Paediatric Therapy Service and gaining commitment from the NHS through the Health and Wellbeing Board to establish joint commissioning arrangements.
5. SCC and the NHS have set up a joint therapy forum, commencing in February 2014. Health membership of the forum includes children's leads from the six clinical commissioning groups (CCG's) and the lead Children's Commissioner for Surrey CCG, and NHS England. SCC representation covers the 0-25 years age range and procurement. Health providers and families also sit on the forum. The aim of this forum is to agree joint commissioning intentions by April 2015.
6. The provision of paediatric therapies is now being managed under newly agreed terms and conditions to improve performance to which the current providers are responding positively. The service specifications have been updated since April 2013 to clearly define the service we are commissioning. Monitoring of provision takes place at a local level through the area education teams and providers are required to provide a range of monitoring reports to enable area education teams to monitor quality of provision and measure outcomes for service users. Please see the key performance indicators at Annex 4.
7. A jointly (SCC and NHS) sponsored review took place over the summer which focused on the development of a new service delivery model for Speech and Language. To support this work, a full needs analysis is currently being completed. This will support the work of the joint therapy forum that is being established.
8. Procurement has advised that re-tendering at this stage could add further dissatisfaction and confusion to service users. Contracting with the same providers as the NHS to deliver this service has enabled SCC to secure competitive rates. This is unlikely to be achieved if this service was tendered separately to the NHS commissioned service.
6. Our proposal is to award new contracts for existing services to VCSL and CSHL until 2017. This will enable us to jointly commission the paediatric therapy

service. Milestones have been established with criteria attached to enable early action to be taken if joint commissioning arrangements cannot be agreed. These milestones will be reviewed by the Schools and Learning Management Team on a quarterly basis and by the Procurement Review Group on an annual basis. An update paper will be submitted to Cabinet in April 2015. If key milestones are not met by April 2015, these services will be re-tendered with new contracts in place by April 2016.

#### **CONSULTATION:**

7. Consultation on the service has taken place with stakeholders both internally and externally, including:
- A review in which the core group included family, school, area education and procurement representation.
  - Visits to stakeholder groups including, families, therapists, schools and area teams as part of the RIE
  - Survey Monkey being sent to schools and parents as part of the RIE (see Annex 3)
  - Presentation at Family Voice Conference
  - Workshop held for internal stakeholders including AD for Schools and Learning, Area Education Officers, Finance and Procurement
  - Schools and Learning Management Team
  - Directorate Leadership Team
  - Survey for Speech and Language Communication Needs sent out to Parents/Carers and Practitioners to inform Needs Analysis (see Annex 3)
  - Briefing with Cabinet Member for Schools and Learning

#### **RISK MANAGEMENT AND IMPLICATIONS:**

<b>Risks</b>	<b>Risk Description</b>	<b>Mitigation Action</b>
Legal Risks	Advice sought, and the risk of potential challenge is low	Putting the needs of the children first is the best possible outcome for vulnerable people
Financial Risks	Alternative providers introduce new cost considerations	Transformational redesign of external service provision and in-house options beginning to have a positive effect
Reputational Risks	None	
Commercial Risks	None	



### **Financial and Value for Money Implications**

8. The proposal is to extend contracts for up to three years to provide service continuity while arrangements are put in place to commission jointly with NHS/CCGs. The extension is at current prices, revised terms and conditions have been negotiated to allow the service and outcomes to be managed more effectively
9. For 2014/15 costs are expected to increase from:
  - The full year effect for children who began receiving support from September 2013
  - New demands from children requiring support during the Financial Year 2014/15
  - The current costs of the contracts support children aged 4 -19. From September 2014, the new families bill (Children and Families Bill 2013) gives a statutory entitlement to 19 - 25 year olds with a statement. The new contracts with the providers will reflect this change.
10. There are possible savings to be made by including maternity leave cover in the new contracts, as SCC currently have to fund cost of cover;
11. The transfer of Special School Nursing planned in April 2015 to the NHS;
12. The planned transfer of therapy provision for non-statemented pupils to the NHS in April 2016.
13. Although Schools Forum has approved additional resources in 2014/15, the budget will remain under pressure. The contract award is at the existing price so it will not add to this pressure during the period of service redesign leading to potential joint commissioning with the NHS/CCGs. The financial implications of service redesign proposals will be fully evaluated.

### **Section 151 Officer Commentary**

14. The proposal is to extend existing contracts at current prices to enable longer term service redesign, including joint commissioning with the NHS/CCGs. One of the aims of the service redesign will be to reduce the pressure on the therapy budget in the medium term.

### **Legal Implications – Monitoring Officer**

15. The Authority currently provides for children with special educational needs in accordance with the Education Act 1996 (as amended) and associated regulation. In accordance with that legislation the Authority has a duty to maintain statements of special needs and to provide the special educational provision set out in those statements. That provision can include paediatric therapies. The statutory position will shortly change when the Children's and Families Bill 2013 is enacted. This is likely to be in March 2014. At that point the duty to provide paediatric therapies will be shared with Health and as such the Authority will need to put in place new arrangements to secure the necessary provision.

These Services are classified as Part B Services under the Public Contracts Regulations 2006. Therefore they are not subject to a full tendering regime for procurement. As it is proposed that the existing Contracts are extended for 3 years, there is a risk that the Authority could be challenged for not going through a full tendering process. However, the risk of such a challenge in the circumstances is considered low, and the risk of a successful challenge is even lower.

#### **Equalities and Diversity**

16. The proposal for this contract will be to deliver Therapy Services to children and young people of school age with a statement of Special Educational Needs (4 yrs – 19 yrs).
17. The 12 month contracts currently do not deliver Therapy Services to those in education aged 16-25.. The new Children and Families Bill will introduce new legislation from September 2014, which means 19-25 yr olds with an Education, Care and Health plan will have the same statutory entitlements to educational provision as children and young people, therefore any future contracts will need to reflect this.
18. The proposal is for 36 month contracts, in order for an alternative model of delivery to be developed over the next 18 months. Any new models of delivery will reflect the changes in legislation in the Children and Families Bill 2013.
19. An EIA was approved in advance of being submitted to Cabinet at the appropriate level of management in accordance with equalities processes in the Directorate, and was completed with no adverse findings (Please see Annex 1).
20. In Surrey, there are 5395 (Jan 2013) children and young people with Statements of Special Educational Need (SEN). Where a child has a statement, Surrey County Council has a statutory responsibility to ensure that whatever support is detailed in Part 2/3 of the statement is provided for.

#### **Corporate Parenting/Looked After Children implications**

21. There are currently children and young people who are Looked After under Section 20 of the Children Act 1989 (as amended by the Children and Young Persons Act. 2008) who use the therapy services. Awarding new contracts to the existing providers will continue to support positive outcomes for Looked After children in Surrey.
22. The new service model will be used across Surrey schools and will enable early identification and screening of needs and early access to the services. Children and young people who are looked after will also benefit from the robust evidenced based assessment structure that will be focused on achieving outcomes for the child.

#### **Safeguarding responsibilities for vulnerable children and adults implications**

23. SCC and the NHS jointly commission the specialist school nursing service for Surrey maintained Special Schools for children with SLD. This arrangement is currently being reviewed with the intention that the responsibility for commissioning this service will be the full responsibility of the NHS. If this service were re-tendered before these new arrangements are agreed, there is a risk of

de-stabilising the current service and putting children and young people with complex needs who are currently at the SLD schools at risk.

- 24. If the SLT and OT service were re-tendered in isolation to the NHS, there is an additional safeguarding implication to all children with SEN who may have to be seen by two different providers.

**Public Health implications**

The new contract terms and specification will improve the current service levels and have a positive impact on the population group that currently use public health services.

**WHAT HAPPENS NEXT:**

Please see Annex 2 – key milestones and criteria

---

**Contact Officer:**

Timothy Phillips, Category Specialist, 020 8541 7967.

**Consulted:**

SEN Tribunal officers; Area Education Officers; Area SEN Managers; Area Head of Child Psychology; Heads of Additional and Special Education Needs; Assistant Director for Schools and Learning; Paediatric Services Contract Manager; Head of Procurement; Provision and Partnership Development Manager (SEN).

**Annexes:**

- 1. Equality Impact Assessment
- 2. Milestones and Criteria
- 3. Consultation
- 4. KPIs

**Sources/background papers:** None

---

This page is intentionally left blank

**1. Topic of assessment**

<b>EIA title:</b>	The delivery of Paediatric Therapy Services to Children and Young People with statements of Special Educational Needs
-------------------	-----------------------------------------------------------------------------------------------------------------------

<b>EIA author:</b>	Zarah Lowe, Provision and Partnership Development Manager
--------------------	-----------------------------------------------------------

**2. Approval**

	Name	Date approved
<b>Approved by<sup>1</sup></b>	Jane Barker	

**3. Quality control**

<b>Version number</b>	V2	<b>EIA completed</b>	28/12/2013
<b>Date saved</b>	28/12/2013	<b>EIA published</b>	

**4. EIA team**

Name	Job title (if applicable)	Organisation	Role
Zarah Lowe,	Provision and Partnership Development Manager	Surrey County Council	Responsible for managing current paediatric therapy contracts
Jane Barker	Joint Head of Additional and Special Educational Needs	Surrey County Council	Head of SEN
Tim Phillips	Senior Category Specialist	Surrey County Council	Procurement for Children, Schools and Families

**5. Explaining the matter being assessed**

<b>What policy, function or service is being introduced or reviewed?</b>	<p>In Surrey, there are 5395 (Jan 2013) children and young people with Statements of Special Educational Need (SEN). Where a child has a statement, Surrey County Council has a statutory responsibility to ensure that whatever support is detailed in Part 2/3 of the statement is provided for.</p> <p>Over time Surrey County Council (SCC) has commissioned some of the delivery of paediatric therapy services for children and young people with SEN who are in Surrey maintained Special Schools, mainstream schools or in resource units and who have a need for therapy support under the requirements of their Statements. For the purpose of this paper, paediatric therapy services comprise of Speech and Language Therapy, Occupational Therapy, Physiotherapy and specialist nursing. Referrals to therapy</p>
--------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<sup>1</sup> Refer to earlier guidance for details on getting approval for your EIA.

# EQUALITY IMPACT ASSESSMENT TEMPLATE

15

	<p>services can be made by a range of agencies and services including the school, Educational Psychologist, Health Adviser or GP. The level of need is reviewed through the annual review process.</p> <p>The NHS commissions all Speech and Language provision within Special Schools for children and young people with Severe Learning Difficulties. Commissioning for therapy services within most other special schools is shared between the NHS and SCC.</p>
<p><b>What proposals are you assessing?</b></p>	<p>The contracts for the delivery of paediatric therapy services that the Council currently hold with Virgin Care Services Ltd (VCSL) and Central Surrey Health Limited (CSHL) were set up to supplement NHS commissioned services.</p> <p>They provide an enhanced paediatrics nursing service to special schools and therapy services to support pupils with statements of SEN in Surrey special schools, mainstream schools and centres. An additional contract has been agreed to provide support for work on cases subject to an SEND Tribunal. A new contract has been issued to providers in 2013/14 which includes clear governance arrangements, monitoring and reporting arrangements and clear Key Performance Indicators.</p> <p>The Council's contracts with both VCSL and CSHL end on the 31st March 2014.</p> <p>The proposals SCC are assessing are to issue new contracts with both providers for an additional 36 months to enable Surrey to agree on an appropriate delivery model, preferably through a joint commissioned model to be negotiated and agreed with the newly established Clinical Commissioning Groups (CCGs), now responsible for health commissioning.</p>
<p><b>Who is affected by the proposals outlined above?</b></p>	<ul style="list-style-type: none"> <li>• Children and young people who have statements of Special Educational Needs that detail the need for a level of Paediatric Therapy input</li> <li>• External Providers who currently deliver this service. These providers are Virgin Care Services Limited and Central Surrey Health Limited (a Social Enterprise).</li> <li>• Surrey Schools</li> </ul>

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 6. Sources of information

Engagement carried out
Discussions and papers to:  Area Education Teams Service Providers Special School Heads Current service providers Review of LD Provision South East 7 SEN review
Data used
<ul style="list-style-type: none"><li>• Current contracting information</li><li>• Financial Information</li><li>• Analysis of Tribunal Hearings</li></ul>

15

## 7. Impact of the new/amended policy, service or function

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic <sup>2</sup>	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	The proposal for this contract will be to deliver therapy services to children and young people of school age with a statement of Special Educational Needs (4 yrs -19 yrs)	The 12 month contracts currently do not deliver Therapy Services to young people aged 16-25 years with Learning Difficulty Assessments and in post-16 education. The new Children and Families Bill will introduce new legislation from September 2014, which means 16-25 yr olds with an Education, Care and Health plan will have the same statutory entitlements to educational provision as children and young people, therefore any future contracts will need to reflect this.	Surrey County Council is responsible for ensuring that support identified on Section 2/3 of a Statement of SEN is provided to support the education of a child/young person. These contracts will contribute to ensuring this. The NHS is responsible for commissioning the provision of paediatric therapy services to those children and young people who have an identified health need for paediatric therapy.
<b>Disability</b>	The proposal for this contract will be to deliver therapy Services to children and young people of school age with a statement of Special Educational Needs	The 12 month contracts currently do not deliver Therapy Services to young people aged 16-25 years with Learning Difficulty Assessments and who are in post-16 education. The new Children and Families Bill will introduce new legislation from September 2014, which means 16-25 yr olds with an Education, Care and Health plan will have the same statutory entitlements to educational provision as children and young people, therefore any future contracts will need to reflect this.	Surrey County Council is responsible for ensuring that support identified on Section 2/3 of a Statement of SEN is provided to support the education of a child/young person. These contracts will contribute to ensuring this. The NHS is responsible for commissioning the provision of paediatric therapy services to those children and young people who have an identified health need for paediatric therapy.
<b>Gender reassignment</b>	No identified impact	No identified impact	No identified impact

<sup>2</sup> More information on the definitions of these groups can be found [here](#).



## EQUALITY IMPACT ASSESSMENT TEMPLATE

<b>Pregnancy and maternity</b>	No identified impact	No identified impact	No identified impact
<b>Race</b>	No identified impact	No identified impact	No identified impact
<b>Religion and belief</b>	No identified impact	No identified impact	No identified impact
<b>Sex</b>	No identified impact	No identified impact	No identified impact
<b>Sexual orientation</b>	No identified impact	No identified impact	No identified impact
<b>Marriage and civil partnerships</b>	No identified impact	No identified impact	No identified impact

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	No identified impact	No identified impact	No identified impact
<b>Disability</b>	No identified impact	No identified impact	No identified impact
<b>Gender reassignment</b>	No identified impact	No identified impact	No identified impact
<b>Pregnancy and maternity</b>	No identified impact	No identified impact	No identified impact
<b>Race</b>	No identified impact	No identified impact	No identified impact
<b>Religion and belief</b>	No identified impact	No identified impact	No identified impact
<b>Sex</b>	No identified impact	No identified impact	No identified impact
<b>Sexual orientation</b>	No identified impact	No identified impact	No identified impact
<b>Marriage and civil partnerships</b>	No identified impact	No identified impact	No identified impact

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 8. Amendments to the proposals

Change	Reason for change
Change to the current specification	The new contract specification will focus on quality of provision and does provide a clear overview of what the provider is expected to deliver. The specification will be updated to reflect the changing legislation in the Children's and Families Bill 2013.
Outcome focused Key Performance Indicators	Providers are currently paid on number of hours delivered, with no monitoring of outcomes those children and young people achieve, the new contracts will seek to address this. The specification will be updated to reflect the changing legislation in the Children's and Families Bill 2013.
Change in contract with providers	The new contract specification with providers does support a seamless and outcome focused delivery of service. The terms and conditions of the contract will be updated to ensure this. The specification will be updated to reflect the changing legislation in the Children's and Families Bill 2013.

## 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Specification	Review and update specification for delivery of paediatric therapy Services in line with the Children's and Families Bill.	30 <sup>st</sup> September 2014	Zarah Lowe
Key Performance Indicators	Review and update Key Performance Indicators for delivery of Paediatric Therapy Services	30 <sup>st</sup> September 2014	Zarah Lowe
Contract Terms and Conditions	Reissue new contracts to providers	31 <sup>st</sup> March 2013	Tim Phillips
Joint Commissioning Arrangements	Agree joint commissioning arrangements with the NHS. These arrangements will enable a single equitable service for paediatric therapies across Surrey.	30 <sup>th</sup> April 2015	Jane Barker

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
None Identified	None Identified

## 11. Summary of key impacts and actions

<b>Information and engagement underpinning equalities analysis</b>	Discussions and papers to: Area Education Teams Providers School Heads Current providers Review of LD Provision South East SEN review
<b>Key impacts (positive and/or negative) on people with protected characteristics</b>	The proposal for this contract will be to deliver therapy services to children and young people of school age with a statement of Special Educational Needs (4 yrs – 19 yrs).  The 12 month contracts currently do not deliver therapy services to those in education aged 19-25. The new Children and Families Bill 2013 will introduce new legislation from September 2014, which means 16-25 yr olds who are entitled to an Education, Care and Health plan and are in post-16 education, will have the same statutory entitlements to educational provision as children and young people, therefore any future contracts will need to reflect this.
<b>Changes you have made to the proposal as a result of the EIA</b>	Changes to current specification and key performance indicators. Update to terms and conditions of contract
<b>Key mitigating actions planned to address any outstanding negative impacts</b>	The proposal is for 36 month contracts so that joint commissioning arrangements can be agreed with the NHS and an alternative model of delivery can be developed over the next 18 months. Any new models of delivery will need to reflect the changes in legislation in the Children and Families Bill 2013.
<b>Potential negative impacts that cannot be mitigated</b>	None

## AWARD OF CONTRACTS FOR THE DELIVERY OF THERAPY SERVICES TO SURREY SCHOOLS

### Milestones and Criteria

PRG Approval of case: **17 December 2013**

Cabinet approval of case: **25 February 2014**

Contract award: **1 April 2014**

**April 2015** is the latest date for a joint-commissioning strategy to be in place and operational, otherwise the remaining services will be tendered to source potential new suppliers and test the market. A 12-months notice is required in order to terminate the contracts early and conduct the tender process in time for a contract award in April 2016

#### 1. Redesign of Occupational Therapy services: September 2014

- External support with expertise in Paediatric OT and different delivery models to be used to integrate services into in-house; outsource or transform
- DLT and lead members to decide from options paper
- Outcomes focused commissioning

#### 2. New Service Delivery Model for Speech and Language: April 2015

- Speech and Language and Communication needs analysis which will include national and local data analysis and feedback from stakeholders
- Strategy for Speech, Language and Communication Needs
- Workforce Development Plan for wider workforce (including school teaching staff and parents/carers) Robust assessment, care pathways and care packages
- Pilots of new service delivery through a phased implementation
- Updated contract specifications

#### 3. Responsibility for Special School Nursing Services (SSNS) transferred across to NHS: April 2015

- NHS review of services. March 2014
- Surrey County Council and NHS jointly commissioned review of services: September 2014
- Recommendations agreed with DLT, Lead Members and Health & Wellbeing board

#### 4. Joint-Commissioning Intentions agreed with the NHS: April 2015

- Joint Therapies Forum established: January 2014
- Commissioning Intentions agreed by Health and Wellbeing Board: October 2014
- Joint commissioning Strategy signed off by Health and Wellbeing Board: April 2015
- The commencement and running of the NHS Block-Health Contract Tender to include jointly-commissioned therapies services: **April 2016 – April 2017**

#### 5. The award of jointly-commissioned Therapies Contracts: April 2017

This page is intentionally left blank

## CONSULTATION

### 1.0 Stakeholder Views

Stakeholder views have been elicited via a rapid improvement event and consultation with parents and practitioners.

### 2.0 Rapid Improvement Event

A Rapid Improvement Event (RIE) was carried out in June 2013 to develop a new, outcome focussed model of assessment and delivery for the provision of school-based paediatric therapy services to Surrey children and young people with SEN. An on-line survey was sent out to the following groups of stakeholders; children and young people, parents and carers, schools, area education teams, therapists and commissioners. The survey explored satisfaction with current provision and asked stakeholders to make suggestions about how SLT and OT could be improved in Surrey. Findings were supplemented by face to face meetings with stakeholders which fed into proposals to establish a new model of approach. Some of the main themes that emerged from stakeholder feedback were:

- Service is designed around the system not the child
- Services working in silos
- Things have to go wrong before anything is done
- Children who do not have a statement cannot access help
- No signposting or information

### 3.0 Surrey Says Consultation – practitioner and parent questionnaires

Two questionnaires were designed to facilitate consultation with practitioners and parents of children or young people with SLCN. The questionnaires built on the findings from the RIE to uncover whether or not services are currently meeting need and if not how services could be improved. An email link to the practitioner questionnaire was sent to the following groups: all primary, secondary and special school head teachers; all area education officers and school SENCOs, Virgin Care and Central Surrey Health. An email link to the parents' questionnaire was sent to all special school head teachers, SENCOs and Family Voice with a request to forward the link to parents. Hard copies of the parent questionnaire were made available and 32 were sent out with pre-paid return envelopes to special schools that made the request on behalf of their parents.

215 practitioners responded to the consultation and the key findings were as follows:

- Two out of five practitioners (42%) worked in primary or secondary schools and a further 22% worked in early years or nursery including portage;

- Three out of five practitioners (63%) felt that health and education worked well together 'some of the time' in providing speech, language and communication services. Only a quarter (24%) felt that the two services worked well together 'most of the time';
- Two thirds of practitioners (68%) felt that SLCN resources were used mainly to support children and young people with the severest needs. Over half (56%) felt that children in their early years were the greatest beneficiaries of SLC services. Only 3% felt that resources were used to support young people between the ages of 16 and 19;
- Practitioners were fairly neutral about the SLC services in Surrey with a third (33%) rating services as 'neither good nor bad', 27% as 'good' and 23% as 'poor'.

When asked what worked well seven themes emerged from the open ended responses given by practitioners:

- Professionalism, expertise and knowledge of Speech and Language Therapists
- Good joint working between Speech and Language Therapists and school staff
- Once identified and in the system good support for children from SALT
- Having the same dedicated SALT attached to school
- The required involvement of parents
- Every Child a Talker (ECAT)
- Early identification

When asked what needed addressing seven themes emerged from the open ended responses given by practitioners:

- More SALT
- Staff training and development
- Early intervention
- Threshold for children to see SALT too high
- Consistency of therapist
- Communication
- 'The system'



143 parents responded to the consultation and the key findings were as follows:

- Seven out of ten (71%) indicated that they were the ones who raised initial concerns over the SLCN of their child. A further 10% cited nursery, pre-school or portage and 6% health services;
- Three out of ten (30%) described their overall experience of SLCN as 'good', 22% 'neither good nor poor' and 20% as 'poor';
- More than one in three (37%) described the finding out of information needed to support their child as 'difficult' and a third (34%) as 'neither easy nor difficult';
- A third of respondents (32%) described the quality of information as 'neither good nor poor' and a quarter (24%) as 'good'.

When asked what worked well five themes emerged from the open ended responses given by parents:

- Competence, quality and professionalism of SALT staff
- Early intervention / identification
- In-school service
- Special school provision
- One to one sessions

When asked what could be improved five themes emerged from the open ended responses given by parents:

- More resource/ provision
- Integrated or joined up working
- Better communication with parents
- Consistency of therapist or treatment plan
- Earlier intervention

This page is intentionally left blank

## Paediatric Therapies Services – Key Performance Indicators (KPIs)

### Paediatrics Speech and Language Therapy Service; Paediatric Speech and Language Therapy - Named Children Service; and Paediatric Enhanced Occupational Therapy Service

- 100% of Referrals will be acknowledged within 5 working days.
- 100% of pupils who have been assessed will have a therapy care plan, following assessment, with clear targets.
- Work towards 80% of pupils having provision in place within six weeks of the Statement of special educational need being received by Speech and Language Therapy.
- Annual Parent/carer, pupil satisfaction survey.
- Annual record keeping audit.
- Maximum of 5% Did Not Attend (DNA) rate termly.
- Annual Audit of Two (2) active care plans and one (1) care plan where the child has been discharged.
- 100% Input to or attendance at annual reviews

### Special School Nursing Service

- 98% of children in each school with identified health needs will have an up to date personalised care plan.
- 98% of children in each school with identified health needs will have a completed risk assessment.
- A parent/ pupil satisfaction survey will be completed annually.
- A record keeping audit will be completed annually.
- A hand hygiene audit will be conducted three times per year.

### Performance Reviews

#### Strategic Review                      Annual

- To review annual performance
- To review achievement of Key Performance Indicators and Outcomes.
- To review what has worked well and areas for improvement and action plan.
- To agree future requirements for provision.

#### Executive Review                      Quarterly

- To monitor progress against KPIs and outcomes
- To monitor provision is compliant with contract terms and conditions
- To review quality of provision
- To agree future needs
- To discuss partnership working

#### Area Operational Review x 4                      Quarterly or more frequently if monthly report highlights any concerns

- To monitor provision for individual pupils in mainstream, resource units and special school settings at an area level

This page is intentionally left blank

## SURREY COUNTY COUNCIL

## CABINET

DATE: 25 FEBRUARY 2014

REPORT OF: N/A

LEAD OFFICER: ANN CHARLTON, HEAD OF LEGAL AND DEMOCRATIC SERVICES

SUBJECT: LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING

**SUMMARY OF ISSUE:**

To note the delegated decisions taken by Cabinet Members since the last meeting of the Cabinet.

**RECOMMENDATIONS:**

It is recommended that the Cabinet note the decisions taken by Cabinet Members since the last meeting as set out in Annex 1.

**REASON FOR RECOMMENDATIONS:**

To inform the Cabinet of decisions taken by Cabinet Members under delegated authority.

**DETAILS:**

1. The Leader has delegated responsibility for certain executive functions to the Deputy Leader and individual Cabinet Members, and reserved some functions to himself. These are set out in Table 2 in the Council's Scheme of Delegation.
2. Delegated decisions are scheduled to be taken on a monthly basis and will be reported to the next available Cabinet meeting for information.
3. **Annex 1** lists the details of decisions taken by Cabinet Members since the last Cabinet meeting.

**Contact Officer:**

Anne Gowing, Cabinet Committee Manager, 020 8541 9938

**Annexes:**

Annex 1 – List of Cabinet Member Decisions

**Sources/background papers:**

- Agenda and decision sheets from the Cabinet Member meetings (available on the Council's website)

This page is intentionally left blank

**CABINET MEMBER DECISIONS**

**FEBRUARY 2014**

**(i) PETITION – ‘SAVE REDWOOD CARE HOME’**

**Details of decision**

That the response attached as Appendix 1 be approved.

**Reasons for decision**

To respond to the petition.

(Decision of Cabinet Member for Adult Social Care – 12 February 2014)

**(ii) CONTRACT AWARD FOR THE PROVISION OF MENTAL HEALTH ADVOCACY SERVICES, INDEPENDENT MENTAL HEALTH ADVOCACY (IMHA) AND ADVOCACY FOR PEOPLE IN TREATMENT FOR SUBSTANCE MISUSE PROBLEMS**

**Details of decision**

That following consideration of the results of the procurement process in Part 2 of the meeting, the award of a jointly funded contract be agreed.

**Reasons for decision**

The existing contracts will expire on 31 March 2014. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

The commissioning and procurement process has been completed on a co-design basis and service users have been involved throughout.

The contract will also deliver an improved service with strengthened performance measures and robust contract management. Adult Social Care will be the lead commissioners for the contract with support from Public Health commissioners ensuring a joined up managed process.

(Decision of Cabinet Member for Adult Social Care – 12 February 2014)

**(iii) CONTRACT AWARD FOR THE PROVISION OF MENTAL HEALTH ADVOCACY SERVICES, INDEPENDENT MENTAL HEALTH ADVOCACY (IMHA) AND ADVOCACY FOR PEOPLE IN TREATMENT FOR SUBSTANCE MISUSE PROBLEMS (Part 2 report)**

**Details of decision**

That a contract be awarded to the provider named within the report for the provision of mental health advocacy services, Independent Mental Health Advocacy (IMHA) and advocacy for people in treatment for substance misuse problems to commence on 1 April 2014 for three years plus a potential one year extension be agreed.

That a report be provided to the Adult Social Care leadership team within 18 months of the contract being in operation be agreed.

**Reasons for decision**

The existing contracts will expire on 31 March 2014. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

(Decision of Cabinet Member for Adult Social Care – 12 February 2014)

**(iv) PETITION – TO OPEN A NEW SECONDARY SCHOOL IN THAMES DITTON**

**Details of decision**

That the response attached as Appendix 2 be approved.

**Reasons for decision**

To respond to the petition.

(Decision of Cabinet Member for Schools and Learning – 12 February 2014)

**(v) WEST BYFLEET INFANT AND JUNIOR SCHOOLS: EXPANSION**

**Details of decision**

That, following the period for final representations, the expansion of the infant and junior schools from two to three forms of entry from September 2015, be approved.



### **Reasons for decision**

The Local Authority has a statutory duty to ensure that there are sufficient school places in Surrey. There is a need for more primary places in Woking and this project is essential to meeting that need. Following the decision by the Cabinet Member for Schools and Learning to publish notices a four week period of representations was given for any further comments on the scheme. There have been no representations made so there are no reasons to reject the implementation of the proposal since notices were published.

(Decision of Cabinet Member for Schools and Learning– 12 February 2014)

### **(vi) HURST PARK PRIMARY SCHOOL**

#### **Details of decision**

That Statutory Notices be published to the effect that:

- Hurst Park Primary School be enlarged by 1 form of entry (from 1 FE to 2 FE) on 1 September 2015
- The school be relocated to the former John Nightingale School site on Hurst Road, West Molesey.

That an associated building programme goes ahead to provide a new Hurst Park Primary school.

#### **Reasons for decision**

Based on the most recent forecast of pupil numbers, which projects the requirement for school places up to 2020 and beyond, two additional forms of entry in this planning area would meet the basic need. Expansion of existing schools is the logical and most financially prudent response to this issue.

Hurst Park Primary School is a popular and successful school which delivers a high quality education. It was rated as a good school by OFSTED at its last full inspection (May 2013). The provision of additional places at Hurst Park Primary School meets the Government's policy position to expand successful and popular schools, in order to provide quality places and meet parental preferences.

(Decision of Cabinet Member for Schools and Learning– 12 February 2014)

### **(vii) PETITION – BADGER CULLING**

#### **Details of decision**

- (1) That the response to the petition be agreed as attached as Appendix 3.

- (2) That should any formal proposal which would involve the culling of badgers within Surrey be received, the Cabinet Member for Transport, Highways and Environment would arrange to bring forward a discussion on the matter at a meeting of full Council.

**Reasons for decision**

To respond to the issues raised in the petition and put in place arrangements by which the Council can debate the matter should any proposal be received in future

(Decision of Cabinet Member for Transport, Highways and Environment – 12 February 2014)

**(viii) REQUEST TO ADOPT A NEW ROAD AT BANSTEAD LEISURE CENTRE**

**Details of decision**

That, under the Scheme of Delegation, and in line with the County Council's current policy, the adoption of a new link road between Merland Rise and Cuddington Close to become publicly maintainable highway as set out in Annex 1 of the submitted report, be approved.

**Reasons for decision**

The request fully meets Surrey County Council's current policy on road adoption.

(Decision of Cabinet Member for Transport, Highways and Environment – 12 February 2014)

**(ix) AWARD OF CONTRACTS FOR THE DELIVERY OF REAL TIME PASSENGER INFORMATION**

**Details of decision**

- (1) That the results of the procurement process (as set out in the report submitted as agenda item 6 in Part 2 of the agenda) be noted.
- (2) That the award of a contract to the supplier named and on the basis set out in the report submitted as agenda item 6 in Part 2 of the agenda be approved.

**Reasons for decision**

The existing contract will expire on 31 March 2014. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

(Decision of Cabinet Member for Transport, Highways and Environment – 12 February 2014)

**CABINET MEMBER RESPONSE TO PETITION**

**“Surrey County Council are proposing to close Redwood Care Home, a home for the elderly (most with dementia), based in Merrow with a dedicated care team.**

**At present there are 35 residents who will need to be re-homed which will be somewhere they don't know anyone and their families could find it harder to visit.**

**This is their home so why should they have to leave”**

Presented by Alison Hamilton, Burpham, Guildford (588 signatures).

**RESPONSE**

The service provider Shaw Healthcare is consulting on the proposal to close Redwood Care Centre slightly earlier, at the end of March rather than the scheduled end of the contract in July. The service is provided by Shaw healthcare not Surrey County Council.

Shaw healthcare's actions were taken on the basis that they believed they were unable to provide an ongoing quality service to safeguard residents' welfare, as required in their contract. This arose from, inter alia, their continued inability to attract and retain staff of a suitable calibre; resulting in the Care Quality Commission's Inspection report on Redwood instituting Enforcement Action on Shaw.

Redwood is currently failing to meet some essential standards and remain financially viable, there is a balance of risk between prolonging the process of closure and securing the ongoing welfare and quality of the home as both residents and staff choose to leave. Shaw will need to balance this risk against the ability to sustain a quality service care from remaining experienced staff

We are working with Shaw towards a proposed closure programme that reflects best practice guidelines for home closures. Since 9 January a staff member from Adult Social Care has been on site to meet with residents and their families several times a week including evenings and weekends. ASC now have a member of staff there who is available to meet with residents and relatives after work and at weekends at a mutually convenient time. Shaw have allocated ASC some office space at Redwood and there is a sign on the notice board listing times that ASC staff are on site and contact details of ASC staff.

All residents now have allocated key workers who have also been on site to discuss individual care needs with individuals and their families and review any change in needs. Friendship groups have also been mapped to minimise any distress that may be caused by separating friendships groups.

There has also been regular contact with many family members to answer their individual queries, discuss their options and support them in looking at a new care home and in some cases organising a move to a new provider

At the start of the consultation, there were 38 residents there are now 29 residents. Another six residents expected to move to a new home week commencing 10 February.

The ongoing welfare of the residents at this time is our primary consideration and our staff are supporting residents throughout this process.

**Mr Mel Few**  
**Cabinet Member for Adult Social Care**  
**12 February 2014**

**CABINET MEMBER RESPONSE TO PETITION**

**“We the undersigned petition Surrey County Council to open a new secondary school in Thames Ditton.”**

Presented by Louise McDonagh, Thames Ditton

Further details from petition creator:

With current and projected increases in school-age populations in the Thames Ditton Area, Hinchley Wood School is already struggling to admit children currently in the catchment area. This means we are now in need of a good quality school, within reasonable travel distance to serve our community.

**RESPONSE**

We monitor the demand for school places carefully and have had several meetings with all parties regarding the sufficiency of secondary school places in Elmbridge, particularly in the south part of the Borough. Our present forecast data indicates that there are sufficient places in the borough overall; for 2014 these will be provided by Esher High School, Heathside, Hinchley Wood, RES and The Cobham Free School. We have also planned for additional places to be available from 2015 onwards in line with our forecast data.

Surrey County Council is also concerned that its secondary schools are large enough to provide the breadth of curriculum and subject options required by young people in order to equip them for the future. This means that our secondary schools need to be at least six forms of entry (i.e. 180 students per year group) to be viable and possibly even larger than this in future. Where we only need one or two additional forms we would always look to expand existing successful schools in the first instance.

We are keeping a close eye on the situation in Elmbridge and will adjust our strategy if and when we feel there is a need. However as local authorities can no longer promote new community schools any new secondary school would have to be an academy or Free School.

**Mrs Linda Kemeny  
Cabinet Member for Schools and Learning  
12 February 2014**

**CABINET MEMBER RESPONSE TO PETITION**

**“We the undersigned petition Surrey County Council to agree that it will not allow any future badger cull to take place on any of its land and will do everything within its powers to prevent the culling of badgers within the Surrey area.”**

Signatures: 1,826

Submitted by Mr Jim Sewell.

Further details from petition creator:

The current culling of badgers in Somerset is not only a hit or miss affair, it's leading to farmers taking action in inhumane ways. The scientists have admitted that badger culling will not solve the problem, as badgers are territorial and will move in to other setts, if they are made vacant by the cull. This will effectively serve to spread bovine Tb, not prevent it. Many fit, healthy badgers are being randomly killed, whilst other ill animals are left in situ. There is no logic to this cull... We, the under-signed, want SCC to know that we want no part in this slaughter.

**RESPONSE**

Bovine TB has is a serious problem for farmers with over 28,000 cattle slaughtered in England last year.

Government policy has been to trial the use of culling and vaccination in the worst affected areas to try and prevent further spread and eradicate the disease.

Culling is one part of a wider approach to tackle the disease which already includes tougher movement controls for cattle, better biosecurity on farms and work to develop effective and useable cattle and badger vaccines. The target is to eradicate the disease in England within 25 years.

The Government are currently reviewing the impact of the current Badger Culling Trial in the South West, using an Independent Panel of Experts. The Panel will review the safety, effectiveness and humaneness of controlled shooting.

The findings of the Panel are expected to report to the Minister in the spring 2014. DEFRA are also due to publish responses to the consultation on a draft "Strategy for Achieving Officially bovine TB Status for England" together with the complementary report of the Citizen Dialogue which included stakeholder workshops, public workshops and public online engagement.

These reports will inform any future Government decision on any wider roll out of badger control in those parts of England most severely affected by the disease.

This is extremely unlikely to include Surrey as incidence is thankfully very low in Surrey compared to elsewhere. Surrey has one of the lowest incidence of

this disease nationally and there are no current proposals to carry out any cull of badgers in the county.

In the circumstances the views expressed in the petition are noted and will be taken into account should there be any need for the council to respond to any future culling proposals. However if the Council does need to consider such a response it is important that it considers all the evidence and the views of all interested parties, including residents and businesses affected by any such decision. It would be wrong make such a decision when the evidence is not yet available, and when in any event there are no proposals to extend culling to Surrey in the foreseeable future.

**Mr John Furey**  
**Cabinet Member for Transport, Highways and Environment**  
**12 February 2014**

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank