

# Cabinet



**Date & time**  
Tuesday, 24 May  
2016 at 2.00 pm

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

**Contact**  
Vicky Hibbert or Anne  
Gowing  
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David McNulty

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**Cabinet Members:** Mr David Hodge, Mr Peter Martin, Mrs Helyn Clack, Mrs Clare Curran, Mr Mel Few, Mr John Furey, Mr Mike Goodman, Mrs Linda Kemeny, Ms Denise Le Gal and Mr Richard Walsh

**Cabinet Associates:** Mr Tony Samuels, Mr Tim Evans, Mrs Kay Hammond and Mrs Mary Lewis

**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 [vicky.hibbert@surreycc.gov.uk](mailto:vicky.hibbert@surreycc.gov.uk) or [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 Vicky Hibbert or Anne Gowing on 020 8541 9229 or 020 8541 9938.**

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*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: 26 APRIL 2016**

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**

### **a Members' Questions**

The deadline for Member's questions is 12pm four working days before the meeting (*18 May 2016*).

### **b Public Questions**

The deadline for public questions is seven days before the meeting (*17 May 2016*).

### **c Petitions**

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

### **d 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 SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL**

No reports received to date.

## **6 SURREY COUNTY COUNCIL LOCAL TRANSPORT REVIEW**

(Pages 1  
- 52)

This report outlines the second year of a three year review of local transport services provided by Surrey County Council for its residents. This plan has been designed to maintain as many of the services that residents rely on as possible, and maximise cost savings with minimum changes to the level of service offered. This recognises the important role that bus services play for our residents in supporting the economy and personal wellbeing by providing access to employment, education, medical appointments and essential shopping.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 17.

*[The decision on this item may be called in by the Economic Prosperity, Environment and Highways Scrutiny Board]*

## **7 TRAVEL ASSISTANCE POLICIES FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

(Pages  
53 - 134)

The Children and Families Act 2014 and associated statutory guidance sets out the local authority's responsibilities in respect of travel assistance for those with special educational needs and disabilities (SEND). The existing policies have been reviewed and this report recommends adoption of a revised policy for those who are pre 16 (Annex 1) and a new policy for those who are 16-25 years old (Annex 2). The policies proposed have been through a 12 week period of consultation and were updated in light of feedback. The proposed policies support delivery of our wellbeing and resident experience strategic goals in addition to our SEND 2020 Development Plan.

*[The decision on this item may be called in by the Education and Skills Scrutiny Board]*

## **8 APPOINTMENT OF A NUMBER OF OPERATORS FOR THE PROVISION OF SPECIAL EDUCATION NEEDS HOME-TO-SCHOOL TRANSPORT**

(Pages  
135 -  
140)

The Council is required to provide home-to-school transport services for eligible children with Special Educational Needs (SEN). These services are provided in line with our SEND 2020 Development Plan and Strategy for children and young people.

This report seeks to award fixed price contracts to two transport operators for the provision of these services into the following schools, Manor Mead School (Primary) in Shepperton and Woodfield School (Secondary) in Merstham.

The current contracts which expire on 31 July 2016 have been retendered and if awarded will commence on 5 September 2016 for the above schools.

The report provides details of the procurement process, including the results of the evaluation process and, in conjunction with the Part 2 Report, demonstrates why the recommended contract award delivers best value for money.

Due to the commercial sensitivity involved in the contract award process, the financial details of the potential suppliers have been circulated as a Part 2 Report – item 18 of the agenda.

*[The decision on this item may be called in by either the Education and Skills Scrutiny Board or the Council Overview Board]*

**9 SHORT BREAKS FOR DISABLED CHILDREN** (Pages

141 -  
156)

This paper sets out a proposed earlier re-commissioning of short breaks for disabled children and their families in Surrey, which will support the Council's strategic goal of promoting wellbeing. The paper addresses Cabinet's report on 27 October 2015 for an assessment of need and capacity to inform future commissioning, including provision at Beeches. This report highlights some unmet need, variation in cost and degree of focus on outcomes with a recommendation for an integrated approach to the re-commissioning of the wider short breaks offer county-wide. The re-commissioning will be integrated with SEND 2020 and the Early Help offer, enabling more disabled children's needs to be met earlier in future. This will enable the Council's restricted resources to go further, reaching a wider range of children rather than a few, and supporting more disabled children to achieve improved outcomes.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 19.

*[The decision on this item may be called in by the Education and Skills Scrutiny Board]*

**10 PROPOSED NEW LIBRARY FOR HORLEY** (Pages

157 -  
182)

To consider an opportunity to acquire new premises for Horley Library, providing a modern and flexible high profile environment in a town centre in a part of Surrey experiencing rapid population growth and ongoing regeneration.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 20.

*[The decision on this item may be called in by either the Council Overview Board or the Resident Experience Scrutiny Board]*

**11 ASHLEY C OF E PRIMARY SCHOOL, WALTON ON THAMES** (Pages

183 -  
188)

To approve the Business Case for the expansion of Ashley C of E Primary School from a two form of entry school (420 places) to a three form of entry primary school (630 places) creating 210 additional places in Walton on Thames to help meet the basic need requirements in the planning area from September 2017.

This will be a phased building project which involves demolition and rebuilding of part of the school. The Council has received a Community Infrastructure Levy (CIL) contribution from Elmbridge Borough Council to mitigate some of the cost of this project.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 21.

*[The decision on this item may be called in by either the Council Overview Board or the Education and Skills Scrutiny Board]*

**12 WEST HILL SPECIAL SCHOOL, LEATHERHEAD** (Pages 189 - 194)

To approve the Business Case for the alteration of the age range of West Hill School, from a 100 place 11 - 16 mixed special secondary school to a 112 place 5 - 11 mixed primary school, with an additional nursery providing seven full time equivalent places for those who present with Learning and Additional Needs.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 22.

*[The decision on this item may be called in by either the Council Overview Board or the Education and Skills Scrutiny Board]*

**13 DELIVERING THE SURREY WASTE STRATEGY** (Pages 195 - 206)

This report seeks approval from Cabinet to support the principle of a single co-ownership approach to waste management in Surrey, tasks officers to work with colleagues in District and Borough Councils to develop a detailed proposal by autumn 2016, and take the necessary steps, as the Waste Disposal Authority, to centralise the management of recyclables in anticipation of the new partnership arrangement. This approach is consistent with SCC's corporate strategy vision of one place, one budget and one team for Surrey.

*[The decision on this item may be called in by the Economic Prosperity, Environment and Highways Scrutiny Board]*

**14 APPROVAL TO ENTER INTO ENTERPRISE AGREEMENT FOR MICROSOFT LICENCES** (Pages 207 - 212)

To deliver easy to use, responsive public services to residents, the Council needs to provide easy to use, modern and efficient digital technology tools to its staff. Surrey has chosen to adopt a Microsoft-based software approach, in line with many partnering authorities.

This report seeks Cabinet approval to enter into a three year Microsoft Enterprise Agreement commencing on 1 July 2016 for the supply of Microsoft licencing and associated support services under the recently awarded Microsoft Licence Solution Partner contract with Phoenix Software Limited.

The Enterprise agreement will enable delivery of up-to-date software, including cloud-based Office 365, which will allow staff to work more flexibly, enabling them to improve the service delivery to residents.

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

**15 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING** (Pages 213 - 222)

To note any delegated decisions taken by the Leader, Deputy Leader and

Cabinet Members since the last meeting of the Cabinet.

**16 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**

**17 SURREY COUNTY COUNCIL LOCAL TRANSPORT REVIEW 2016/17** (Pages

223 -  
226)

This is a part 2 annex relating to item 6.

**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 decision on this item may be called in by the Economic Prosperity, Environment and Highways Scrutiny Board]*

**18 APPOINTMENT OF A NUMBER OF OPERATORS FOR THE PROVISION OF SPECIAL EDUCATION NEEDS HOME TO SCHOOL TRANSPORT** (Pages  
227 -  
230)

This is a part 2 annex relating to item 8.

**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 decision on this item may be called in by either the Education and Skills Scrutiny Board or the Council Overview Board]*

**19 SHORT BREAKS FOR DISABLED CHILDREN** (Pages

231 -  
234)

This is a part 2 annex relating to item 9.

**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 decision on this item may be called in by the Education and Skills Scrutiny Board]*

**20 PROPOSED NEW LIBRARY FOR HORLEY** (Pages

235 -  
244)

This is a part 2 annex relating to item 10.

**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 decision on this item may be called in by either the Council Overview Board or the Resident Experience Scrutiny Board]*

- 21 ASHLEY C OF E PRIMARY SCHOOL, WALTON ON THAMES - BASIC NEED EXPANSION PROJECT** (Pages 245 - 252)

This is a part 2 annex 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 decision on this item may be called in by either the Council Overview Board or the Education and Skills Scrutiny Board]*

- 22 WEST HILL SPECIAL SCHOOL, LEATHERHEAD** (Pages 253 - 260)

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)

*[The decision on this item may be called in by either the Council Overview Board or the Education and Skills Scrutiny Board]*

- 23 PROPERTY TRANSACTIONS - DISPOSAL OF LAND** (Pages 261 - 274)

**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 decision on this item may be called in by the Council Overview Board]*

- 24 PROPERTY TRANSACTIONS - PROVISION OF FUNDING TO HGP FOR AN INVESTMENT ACQUISITION** (Pages 275 - 304)

**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 decision on this item may be called in by the Council Overview Board]*

- 25 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**

Published: Monday, 16 May 2016

### **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. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that 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*