

CABINET

The following decisions were taken by the Cabinet on Tuesday, 24 May 2016 and will take effect on 03/06/2016 unless the call-in procedure has been triggered. **CALL-IN DEADLINE: 02/06/2016.**

The following represents a summary of the decisions taken by the Cabinet. It is not intended to represent the formal record of the meeting but to facilitate the call-in process. The formal minutes will be published in due course to replace this decision sheet.

County Members wishing to request a call-in on any of these matters, should contact the Senior Manager for Scrutiny or relevant Democratic Services Officer.

The Cabinet at its meeting on Tuesday, 24 May 2016 considered the following matters and resolved:

- **PUBLIC QUESTIONS** (Item 4b)

A question was received from Mr Ollie Purkiss and a response is attached as Appendix 1.

- **SURREY COUNTY COUNCIL LOCAL TRANSPORT REVIEW** (Item 6)

1. That the proposed changes to local bus services in Surrey, as detailed in Annex 2 of the submitted report be approved, and that delegated authority be given to the Cabinet Member for Environment and Planning and the Strategic Director for Environment and Infrastructure to agree any adjustments before these changes take effect from the start of the 2016/17 academic year.
2. That the award of the nine local bus tenders, as detailed in the Part 2 report (item 17) be approved.

Reasons for Decisions:

These recommendations will enable Surrey County Council to achieve the required savings needed from the review and are based on:

- Responses to the public consultation on proposed changes.
- Full understanding of the impact on the recommended changes to the public (including those with protected characteristics) and the environment.
- Maintaining as many of the services that residents rely on as possible that get them to employment, healthcare, school and essential shopping.
- Funding arrangement with service operators that is sustainable in the long term.
- Ensuring the Council complies with Procurement Standing Orders, requiring Cabinet approval for those contracts that reach a specified value.

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

- **TRAVEL ASSISTANCE POLICIES FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES** (Item 7)

1. That the updated policy for Travel Assistance for Children and Young People with an Education, Health and Care plan/statement of special educational needs (pre 16) from 1 September 2016 be adopted.
2. That the updated policy for Travel Assistance for Children and Young People with an Education, Health and Care Plan/statement of special educational needs (16-25 years) from 1 September 2016 be adopted.
3. That the proposed charge per day to all post 16 students with an Education, Health and Care Plan starting in year 12 from September 2016 onwards be approved.
4. That the charge to post 16 students be adjusted annually from 1 September, by the March Retail Price Index or Consumer Price Index whichever is the lower rate.
5. That the County Council mileage rates be set in line with the Her Majesty's Revenue and Customs (HMRC) rates that are designed to cover fuel and running costs for each mile of travel.

Reasons for Decisions:

The Local Authority is required to have robust, equitable, coherent and transparent policies in line with Department for Education (DfE) Home to School Transport Statutory Guidance (July 2014) and the Special Educational Needs and Disabilities (SEND) Code of Practice 2014. The policies will also ensure there is an equitable approach to Post 16 travel for learners with an Education, Health and Care Plan (EHCP) and a more flexible approach for families choosing to use the parent mileage scheme.

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

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

1. That the award of a sole provider contract for home-to-school transport, commencing on 5 September 2016 to Supreme Freedom to Travel Ltd, for all 24 routes into Manor Mead School be approved.
2. That the award of a bundle of individual route contracts for home-to-school transport, commencing on 5 September 2016 to East Surrey Rural Transport Partnership be approved. The bundle will be for 7 out of the 13 routes. The remaining routes would continue to be let with the existing operator.
3. That the award of contracts be approved for an initial three year period plus the option to extend for four periods of 1 year if deemed necessary.

Reasons for Decisions:

We currently have 19 operators servicing home-to-school transport into the two schools; the routes they operate were originally awarded on an individual route basis. From previous tenders we know that by putting Sole Provider contracts / minimising the number of operators in place we can make this service more efficient.

Pupils with special educational needs often want consistency from their operator – the same driver, same escort and same vehicle, on time, each day. Parents want

to know the driver will show compassion, patience and care towards their child, and know how to deal with their child's specific needs (anything from autism and severe learning or behavioural difficulties, to physical disabilities). These benefits have been reported as a result of Sole Provider contracts we currently have in place at other schools.

The existing contracts will expire on 31 July 2016. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders, through Lot 2 of the Client Service Dynamic Purchasing System (DPS) has been completed, and the recommendations ensure the continuation of valued services for the children, their families and the Schools as well as delivering increased value for money to the Council.

Other benefits of awarding the contracts include:

- a. Consistency of service delivery and operator accountability
- b. Strong relationship between the School and its transport provider
- c. Quality of service provision, as performance monitoring will be made easier with fewer operators
- d. Ensuring value for money for the residents.

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

- **SHORT BREAKS FOR DISABLED CHILDREN** (Item 9)

1. That the re-commissioning of the wider short breaks offer be brought forward and the Council work closely with children and families to co-produce a new local offer for short breaks so that new contracts start on 4 September 2017 and existing contracts are terminated on 3 September 2017.
2. That the Council work with current and potential new providers to develop the market for short breaks to improve range of services, value for money, focus on outcomes and address the current gaps highlighted in the report.
3. That a contract with Surrey and Borders Partnership (SABP) for specialist short breaks at Beeches to 3 September 2017 be approved.

Reasons for Decisions:

Having conducted a thorough assessment of need, it is clear that disabled children and families would benefit from a greater range of short breaks provision, and there is a need to address the gaps that exist in provision. This will require work to develop the market, working with families and current and potential new providers. The next commissioning cycle is currently planned for contracts to commence on 1 April 2018. This commissioning cycle should be completed earlier in order to improve the offer for children and families and increase value for money. However, there needs to be sufficient time to co-design the new offer with families and to develop the market. It is therefore recommended that the wider short breaks offer is re-commissioned from 4 September 2017, with current contracts, grants and service level agreements ending on 3 September 2017.

In the meantime, it is recommended that provision at Beeches be retained during this process and then included in the re-commissioning cycle with the wider short breaks provision as set out above.

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

- **PROPOSED NEW LIBRARY FOR HORLEY (Item 10)**

1. That the purchase of a retail unit in Russell Square, Horley for the purchase price, as stated in the 'Part 2' report (item 20) on a 998 year long lease (a 'virtual freehold') from Reigate and Banstead Borough Council (RBBC), as premises for a modern library for Horley be approved.
2. That authority be delegated to the Chief Property Officer, in consultation with the Director of Finance, the Director of Legal, Democratic and Cultural Services, the Cabinet Member for Localities and the Cabinet Member for Business Services and Resident Experience to award a contract for the refurbishment and fit out of the new library, subject to formal tender, at a cost not to exceed that stated in the 'Part 2' report (item 20).

Reasons for Decisions:

To stimulate and maintain high levels of library use in Horley. The existing Horley library building is no longer in the centre of the town, does not provide a suitable environment for a modern library service and incurs high maintenance and running costs. Acquiring a recently constructed retail unit in Russell Square will provide premises fit for a modern library where a growing community will benefit from the more convenient location and a comprehensive range of services available to local residents.

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

- **ASHLEY C OF E PRIMARY SCHOOL, WALTON ON THAMES (Item 11)**

That, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 21 in Part 2 of this agenda, the business case for the provision of an additional form of entry (210 places) primary places in the Walton and Hersham primary planning area be approved.

Reasons for Decisions:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Walton and Hersham area.

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

- **WEST HILL SPECIAL SCHOOL, LEATHERHEAD (Item 12)**

That, subject to the agreement of the detailed financial information for the alteration set out in item 22 in Part 2 of this agenda, the business case for the provision of a new primary special school for pupils with Learning and Additional Needs be approved.

Reasons for Decisions:

The proposal supports the Authority's statutory obligation to provide appropriate facilities for all SEND children who attend the special school. A need has been identified for a countywide primary school and nursery for children with complex Learning and Additional Needs. The town of Leatherhead is a county central

location for such a provision, allowing reasonable access for all.

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

- **DELIVERING THE SURREY WASTE STRATEGY** (Item 13)

1. That the consultation and discussions that have taken place through the Surrey Waste Partnership and the key messages arising from it be noted.
2. That it be agreed that combining the function of the Waste Disposal Authority with that of Surrey's Waste Collection Authorities to deliver waste services via a new co-ownership partnership is essential to deliver public value for Surrey's residents, and officers be tasked to work with District and Borough Councils to develop detailed proposals which will be implemented from 2017/18, and to report back to Cabinet in autumn 2016.
3. That it be agreed to work with District and Borough Councils to manage kerbside collected recyclables centrally through a new partnership arrangement and to replace the current recycling credit scheme with a system more suited to the achievement of public value for Surrey residents.

Reasons for Decisions:

The delivery of the Surrey waste strategy through a single co-ownership approach will deliver significant cost savings for Surrey district and borough councils, and the County Council, which are essential in delivering public value to the Surrey taxpayer. The distribution of costs and savings between SCC and individual Waste Collection Authorities will need to be determined through development of detailed proposals which are essential to the delivery of the Council's financial strategy.

The approvals will provide a mandate for officers to develop proposals and allows for changes to the role of SCC as the Waste Disposal Authority to centralise management of recyclables through new partnership arrangements.

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

- **APPROVAL TO ENTER INTO ENTERPRISE AGREEMENT FOR MICROSOFT LICENCES** (Item 14)

1. That a three year Microsoft Enterprise Subscription Agreement be entered into to provide a compliant, flexible and cost effective Microsoft licensing solution with an initial value of £1.5m per annum, which is fixed throughout the term if there are no licence volume changes but will increase or decrease in cost with any changes in licence volumes.
2. That the Council remains compliant under Microsoft licensing terms, and authority be delegated to the Chief Information Officer and Head of Procurement to purchase any additional licences required within the term of the Microsoft Agreement Subscription via the same route, where this provides the most cost effective solution and can be funded.

Reasons for Decisions:

The existing five year Microsoft Enterprise Agreement Subscription expires on 30

June 2016 after which time the Council will no longer be compliantly licenced for the Microsoft applications currently in use including the Microsoft Office suite and associated Microsoft services.

Microsoft only resells the licensing for its products through a network of approved Partners. Purchase of a Microsoft Agreement therefore needs to be completed via the Microsoft Licence Solution Partner contract recently awarded by the Council to Phoenix Software Limited. This 'nil value' contract was the result of a further competition under a Government procurement framework, in compliance with the requirements of the Public Contracts Regulations and Procurement Standing Orders.

Following a thorough evaluation process, this further competition demonstrated that the selection of Phoenix Software Limited will provide best value for money for the Council.

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

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

That the decisions taken by Cabinet Members since the last meeting, as set out in Annex 1 of the submitted report, be noted.

Reasons for Decisions:

To inform the Cabinet of decisions taken by Cabinet Members under delegated authority.

- **EXCLUSION OF THE PUBLIC** (Item 16)

RESOLVED 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 paragraph 3 of Part 1 of Schedule 12A of the Act.

- **SURREY COUNTY COUNCIL LOCAL TRANSPORT REVIEW 2016/17** (Item 17)

That the award of the nine local bus tenders, as detailed in table 2 of this Part 2 report, be approved.

Reasons for Decisions:

To enable SCC to achieve the required savings needed from the Local Transport Review and ensure the Council complies with Procurement Standing Orders, requiring Cabinet approval for those contracts that reach a specified value.

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

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

1. That the award of a sole provider contract for home-to-school transport, commencing on 5 September 2016 to Supreme Freedom to Travel Ltd, for all 24 routes into Manor Mead School at an annual value set out in the

submitted report, be approved.

2. That the award of a bundle of individual route contracts for home-to-school transport, commencing on 5 September 2016 to East Surrey Rural Transport Partnership for all routes into Woodfield School be approved. The bundle will be for 7 out of the 13 routes at a cost, detailed in the submitted report. The remaining routes would continue to be let with the existing operator.
3. That the award of contracts for an initial three year period plus the option to extend for four periods of 1 year if deemed necessary, be approved.

Reasons for Decisions:

Set out in the part 1 report (item 8)

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

● **SHORT BREAKS FOR DISABLED CHILDREN (Item 19)**

1. That the re-commissioning of the wider short breaks offer be brought forward and the Council work closely with children and families to co-produce a new local offer for short breaks, so that new contracts and care packages, as detailed in the report, start on 4 September 2017 and existing contracts are terminated on 3 September 2017.
2. That the Council work with current and potential new providers to develop the market for short breaks to improve range of services, value for money, focus on outcomes and address the current gaps highlighted in this report.
3. That a contract with Surrey and Borders Partnership (SABP) for specialist short breaks at Beeches to 3 September 2017, at a cost as detailed in the report, be approved.

Reasons for Decisions:

Surrey County Council would benefit from a greater range of short breaks provision, particularly addressing the gaps highlighted in this report. This will require work to develop the market, working with families and current and potential new providers. The next commissioning cycle is currently planned for contracts to commence on 1 April 2018. This commissioning cycle should be completed earlier in order to improve the offer for children and families and increase value for money. However, there needs to be sufficient time to co-design the new offer with families and to develop the market. It is therefore recommended that the wider short breaks offer is re-commissioned from 4 September 2017, with current contracts, grants and service level agreements ending on 3 September 2017.

In the meanwhile, it is recommended that provision at Beeches be retained and then this provision be de-commissioned at the same time as all short breaks provision in readiness of the re-commissioning of short breaks.

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

- **PROPOSED NEW LIBRARY FOR HORLEY (Item 20)**

1. That the purchase of a retail unit in Russell Square Horley, for the sum set out in the submitted report, plus fees and stamp duty land tax on a 998 year long lease (a 'virtual freehold) from Reigate and Banstead Borough Council (RBBC), as premises for a modern library for Horley, be approved.
2. That authority be delegated to the Chief Property Officer, in consultation with the Director of Finance, the Director of Legal, Democratic and Cultural Services, the Cabinet Member for Localities and Wellbeing and the Cabinet Member for Business Services and Resident Experience to award a contract for the refurbishment and fit out of the new library, subject to formal tender, at a cost not exceeding the figure set out in the submitted report.

Reasons for Decisions:

To stimulate and maintain high levels of library use in Horley, this paper recommends that Cabinet approve the purchase of a recently constructed retail unit in Russell Square, Horley, from Reigate and Banstead Borough Council (RBBC). The unit will be used as premises for a modern library where residents will benefit from the more convenient location and a comprehensive range of services available to the local community.

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

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

1. That the business case for the project to expand Ashley C of E Primary School by 210 places, at a total cost, as set out in the submitted report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Deputy Chief Executive, in consultation with the Cabinet Member for Schools, Skills and Educational Achievement, the Cabinet Member for Business Services and Resident Experience and the Leader of the Council.

Reasons for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Walton on Thames area.

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

- **WEST HILL SPECIAL SCHOOL, LEATHERHEAD (Item 22)**

1. That the business case for the project 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 special primary school, with an additional nursery providing seven full time equivalent places for those who present with Learning and Additional Needs, at a total cost as set out in the

submitted report, be approved.

2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Deputy Chief Executive, in consultation with the Cabinet Member for Schools, Skills and Educational Achievement, the Cabinet Member for Business Services and Resident Experience and the Leader of the Council.

Reasons for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide appropriate facilities for all vulnerable children who attend the school.

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

● **PROPERTY TRANSACTIONS - DISPOSAL OF LAND (Item 23)**

That the completion of the sale of land hatched on the attached plan in Annex 1, of the submitted report, extending to 0.3256 hectares to Cala Homes at the increased price, as set out in the report.

Reasons for Decisions:

Exchange of Contracts on a subject to planning basis took place in 2014, following which the developer secured detailed planning consent.

As a result of agreed provisions in the contract, the consideration to be paid by the developer for the element of the site owned by Surrey County Council has increased.

As this was in excess of the 10% tolerance figure that was delegated to officers in the original April 2014 Cabinet report. Further approval is therefore required from Cabinet to accept this uplift in consideration received by the Council before completion can take place.

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

● **PROPERTY TRANSACTIONS - PROVISION OF FUNDING TO HGP FOR AN INVESTMENT ACQUISITION (Item 24)**

1. That Surrey County Council provides equity investment and a long-term loan of up to figures detailed in the submitted report, to its wholly owned property company, Halsey Garton Property Ltd (HGP), as outlined in paragraphs 10 to 12 of the report.
2. That Legal Services be authorised to agree appropriate contractual arrangements for the provision of financing on behalf of the Council with funds to be released upon the completion of appropriate due-diligence in relation to the property acquisition.
3. That HGP be authorised to acquire the freehold interest in the property for a purchase cost of up to the figures detailed in the submitted report, including associated costs of purchase.

Reasons for Decisions:

The provision of financing to the Council's property company to facilitate the proposed investment acquisition is in accordance with the Council's Investment Strategy and provides an asset that will contribute to the creation of a diversified portfolio over time to spread risk.

The investment will deliver an ongoing income to the Council, enhancing financial resilience in the longer term.

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

Question from Mr Ollie Purkiss:

As demonstrated by the consultation and the numerous petitions received, for some residents bus services are a vital part of their day-to-day lives. Positive outcomes for the elderly, the young and job seekers particularly are documented and understood in various reports across government. So I am sure the Council are well aware of their duty to ensure comprehensive, reliable and regular bus services throughout the County. I am pleased to see concessions being made to the consultation and petitions, with services being preserved; however, in many cases these services are still proposed to be reduced to run only once an hour during the day. This reduction in frequency makes many journeys difficult and some journeys can become impossible within a reasonable time period especially where two buses are needed in each direction. The proposals brought before the Council appear to ignore the problems and disruption associated with reducing the frequency of services to one an hour, for example on the "Annex 2 - Proposed changes to local bus services from September 2016 V3" document it lists the 70/71/72 bus services has having 424,600 journeys annually, but states that the proposal to change to hourly buses in the day will impact 0 people. Clearly this is incorrect. My question to the Cabinet is what process has been followed to test or understand the impact of reducing the frequency of buses to one an hour, and how can we be sure that the service will still meet residents' travel needs if these proposed changes to bus frequencies are put into action?

Reply:

The Council is faced with difficult choices due to funding pressures, including significant reductions in funding from central government. Our Medium Term Financial Plan includes a range of savings and efficiencies to help us balance the budget, including a reduction of £2m per annum in public transport expenditure by 2017/18. To help us deliver this, a Local Transport Review is being carried out enabling residents to have their say on bus services, noting that the saving cannot be achieved without reducing the amount of bus service subsidy. Inevitably, reduced funding must mean compromises, including fewer buses on certain services; although steps have been taken to avoid leaving some areas with no access to public transport at all where services cannot be maintained commercially. Overall, future levels of our investment in bus services must be affordable within agreed budgets.

In considering compromises to bus service frequency from, say, every 30 minutes, to every hour, many current bus users are likely to still be able to travel for whatever journey purpose, albeit with a lesser choice of departure time. Therefore, our focus is on those who may have more difficulty, for example, in time-critical work related journeys during peak hours or a new need to change buses to reach the required destination, based on average patronage data supplied by bus operators. The rationale for the given estimate of impact shown in Annex 2 is explained in paragraphs 13 and 14 of the Local Transport Review Cabinet report.

The data in Annex 2 consolidates the three Stagecoach services on the Guildford-Godalming-Aarons Hill-Haslemere corridor. Services 70 and 71 are effectively unaltered and together will provide two buses per hour from Portsmouth Road at the bottom of Eashing Lane, to Godalming, Guildford, etc. It is the view of the Council and the bus operator that maintaining a half-hourly service on route 72 specifically from Ockford Ridge/Aarons Hill is unsustainable based on current

unique patronage data, without a significant increase in subsidy.

Stagecoach surveyed the number of people boarding service 72 at all stops between Ockford Ridge/Aarons Hill and Inn on the Lake, on an average weekday, using 20 days between mid September and mid October 2015 as the sample. The total number was 72, of which 52 boarded before 12.30pm (an average of 6.5 people per trip) and only 20 after 12.30pm (an average of 2.2 people per trip).

The proposed diversion of service 72 to stop outside an important health care facility in Catteshall Road is seen as beneficial. The proposals recommended for approval by Cabinet will of course not preclude a future review of provision if increased customer demand from the Ockford Ridge/Aarons Hill area was found to be sufficient to allow this to be commercially viable.

Mr Mike Goodman
Cabinet Member for Environment and Planning
24 May 2016

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