

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 24 MAY 2016 AT 2.00 PM  
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,  
SURREY KT1 2DN.**

These minutes are subject to confirmation by the Cabinet at its next meeting.

Members:

*Mr David Hodge (Chairman)	*Mr John Furey
*Mr Peter Martin (Vice-Chairman)	* Mr Mike Goodman
* Mrs Helyn Clack	*Mrs Linda Kemeny
*Mrs Clare Curran	Ms Denise Le Gal
*Mr Mel Few	*Mr Richard Walsh

Cabinet Associates:

*Mr Tim Evans	*Mrs Kay Hammond
Mrs Mary Lewis	*Mr Tony Samuels

\* = Present

**PART ONE**  
**IN PUBLIC**

**90/16 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Ms Le Gal and Mrs Lewis.

**91/16 MINUTES OF PREVIOUS MEETING: 26 APRIL 2016 [Item 2]**

The minutes of the meeting held on 26 April 2016 were confirmed and signed by the Chairman.

**92/16 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**93/16 PROCEDURAL MATTERS [Item 4]**

**1 MEMBERS' QUESTIONS [Item 4a]**

No Member questions were received.

**94/16 PUBLIC QUESTIONS [Item 4b]**

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

Mr Purkiss asked a supplementary question. He requested that, rather than cutting bus services, the Cabinet considered options to try and increase bus usage.

The Cabinet Member for Environment and Planning stressed the importance of residents 'using it or losing it' and said that, a year ago, the Council had

started looking at this option. He informed him that the Council had established the Knowledge Transfer Partnership with the University of Surrey, with the aim to stimulate patronage on bus services and he anticipated that the first pilot would be implemented in the Autumn.

**95/16 PETITIONS [Item 4c]**

No petitions were received.

**96/16 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

**97/16 REPORTS FROM SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

No reports from Scrutiny Boards, Local Committees and other committees of the Council were received.

[**Note:** Short Breaks for Disabled Children (Item 9) was moved up the agenda and taken next]

**98/16 SHORT BREAKS FOR DISABLED CHILDREN [Item 9]**

The Cabinet Member for Children and Families Wellbeing was pleased to bring this report to Cabinet. She said that this report set out a proposed earlier re-commissioning of short breaks for disabled children and their families in Surrey, which would support the Council's strategic goal of promoting wellbeing.

She said it addressed the recommendations agreed by Cabinet on 27 October 2015 for an assessment of need and capacity to inform future commissioning, including provision at Beeches and officers had worked together with families to produce this over-arching review and that the report was a 'co-production' with Family Voice.

This report highlighted 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. She informed Cabinet that the re-commissioning would be integrated with SEND 2020 and the Early Help offer, enabling more disabled children's needs to be met earlier in future, which would 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. She also drew attention to the needs analysis, the highlights of which were set out in the report, and included equality and value for money implications.

Finally, she said that she, and the Cabinet Member for Schools, Skills and Educational Achievement had met representatives from Family Voice last Friday and she read out their statement. She also publically thanked the officer team who had worked on this review.

The Cabinet Member for Schools, Skills and Educational Achievement confirmed her support for the recommendations and the work undertaken by

the service. She said that this Council was a high spending Local Authority in this area and stressed the importance of effective use of resources.

Other Members of the Cabinet considered that the Council had listened to parental concerns and that this strategic approach was the right way forward. The SEND 2020 programme for change, attached as Annex 1 to the submitted report, was highlighted and confirmation was also given that an Equality Impact Assessment had been completed on the proposed options.

**RESOLVED:**

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 the 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.

[Note: Mrs Curran left the meeting after this item because of a family emergency]

**99/16 SURREY COUNTY COUNCIL LOCAL TRANSPORT REVIEW [Item 6]**

The Cabinet Member for Environment and Planning said that this was the second year in a three year programme to review bus provision in Surrey. He said that the County Council currently spent £7.3m on supporting local bus services.

During the first year of the review savings of £1.043m over a full year were made and this year, if Cabinet agreed to the recommended changes, full annual savings of £723k would be achieved. However, 72 bus users will potentially be affected by the changes but this was set against over 40,000 passenger journeys per day.

He thanked officers for their excellent work saying that, negotiating with suppliers to improve contracts had led to a third of the savings coming from reduced contract costs.

He accepted that providing bus services, particularly in the rural areas was important, together with services to schools, medical appointments, shopping and meeting friends and said that the changes proposed would maintain these links.

The consultation had received over 2,600 responses from residents and stakeholders and four petitions had also been received and responded to. He said that presenters on Surrey Radio considered that the County Council had conducted a good review and had listened to the public. He highlighted the questions and results which were compiled in the Public Consultation Summary Report, (Annex A to the submitted report) and said that the key findings were set out in paragraph 6 of the main report.

He was pleased to report that, after considering the views of residents, plus discussions with suppliers, a number of routes that were at risk have been saved, including routes 46, 72, several 500 routes in Guildford and others.

There was a list of ten commercial services that suppliers were considering changing and he was reported that none of these had been amended, including Metrobus 281. There would also be improved links to Dorking and Crawley from Mole Valley, including a service to Gatwick. Details of each of the original routes proposed and the subsequent changes were set out in Annex 2 to the submitted report.

He stressed the importance of encouraging more people to use bus services and said that the Council had established the Knowledge Transfer Partnership with the University of Surrey with the aim of stimulating patronage on bus services, with the first pilot anticipated in the Autumn 2016.

Finally, he drew Cabinet's attention to Annex 3, to the submitted report – the Equality Impact Assessment, which had been completed for Year 1 of the Bus Review and updated this year.

The Chairman of the Economic Prosperity, Environment and Highways Board was invited to address Cabinet and confirmed that the Local Transport Review, year 2, had been discussed in detail at his Scrutiny Board. He praised the public consultation process and said that the Board had supported the recommendations. However, he did stress the importance of accurate timetable information, if the Council wished to increase bus usage.

Cabinet Members highlighted particular routes in their areas, which they were pleased to report had been retained, in particular the new connectivity in Mole Valley and the reinstatement of a bus link from the Charlwood area to Gatwick airport.

Finally, the Leader of the Council thanked the Group Manager Travel and Transport and his team for their excellent work.

**RESOLVED:**

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.

**100/16 TRAVEL ASSISTANCE POLICIES FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES [Item 7]**

The Children and Families Act 2014 and associated statutory guidance set out the local authority's responsibilities in respect of travel assistance for those with special educational needs and disabilities (SEND).

The Cabinet Member for Schools, Skills and Educational Achievement advised Cabinet that the existing policies had been reviewed and this report recommended adoption of a revised policy for those who were pre-16, Annex 1 to the submitted report and a new policy for those who are 16-25 years old, Annex 2 to the submitted report.

She said that there was a new statutory requirement to have a travel assistance policy for young people with SEND, who were between 16 – 25 years old, to be published by 31 May 2016. The policies proposed had been through a 12 week period of consultation and had been updated in light of feedback. The proposed policies supported delivery of the Council's wellbeing and resident experience strategic goals in addition to the Council's SEND 2020 Development Plan.

She gave details of the SEND Travel Group and said that the Group had developed and proposed the amended policies which had then been subject to 12 weeks consultation. The themes raised by the consultation feedback had been addressed and included within the report. She also read out a statement from Family Voice.

She informed Cabinet of the high cost of SEND transport but said that these proposals would be largely cost neutral, however, they may provide better value for money and generate savings in the long term.

She drew attention to the detailed Equality Impact Assessments, for both pre and post 16 age groups. These were attached to the report and she confirmed that both had been fully approved and neither was a draft report. She also amended Annex 2 (Travel Assistance for Young People with an Education, Health and Care Plan / statement of SEN aged 16-25 years), stating that within Section 6.3 -Journey Times, it should read: 'the journey time will be under 75 minutes...'

She also deleted the last two paragraphs of Section 8: Review of this Policy.

Finally, she confirmed that the policies would be adopted, published by 31 May 2016 and communicated widely. Also, that the Parents Guide would be co-produced, with families by 31 July 2016.

**RESOLVED:**

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.

**101/16 APPOINTMENT OF A NUMBER OF OPERATORS FOR THE PROVISION OF SPECIAL EDUCATION NEEDS HOME-TO-SCHOOL TRANSPORT [Item 8]**

The Cabinet Member Schools, Skills and Educational Achievement said that this report sought to award fixed price contracts to two transport operators for the provision of home-to-school transport services for eligible children with Special Educational Needs (SEN) into the following schools, Manor Mead School (Primary) in Shepperton and Woodfield School (Secondary) in Merstham. The current contracts would expire on 31 July 2016 had been retendered and if awarded would commence on 5 September 2016.

Whilst informing Cabinet that the service was looking at different ways of working, she stressed the importance of continuity for parents and pupils.

She said that this report provided details of the procurement process, including the results of the evaluation process and, in conjunction with the Part 2 Report, demonstrated why the recommended contract award delivered best value for money. She informed Cabinet that the Council was proposing two contracts: (i) a sole provider contract for Manor Mead School, and (ii) the award of a bundle of individual route contracts.

The Leader asked whether all drivers had undergone DBS checks and was assured that this was the case because this was written into the contracts.

**RESOLVED:**

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.

### **102/16 PROPOSED NEW LIBRARY FOR HORLEY [Item 10]**

The Cabinet Member for Localities and Community Wellbeing said that this was an exciting opportunity to acquire new premises for the library in Horley, which would provide a modern and flexible high profile environment in the town centre in a part of Surrey that was experiencing rapid population growth and ongoing regeneration.

He said that it would be accessible by car and public transport and compared the move to other library moves in Surrey, such as in Dorking where the new library had resulted in increased footfall.

He considered that libraries were the 'front door' of the County Council and a place where residents could receive or be signposted to advice and guidance. He tabled a revised site map, which enabled better comparison between the current and proposed site of the library and said that there would be no loss or reduction in library facilities at its new location because the service would be able to make more effective use of space.

He drew Cabinet's attention to two emails received from local residents and also to the concerns of Horley's local history group and said that if the recommendations were agreed today that he would continue to work with them to address their needs in the new library. Finally, he confirmed that an Equality Impact Assessment had been undertaken and this set out mitigating action to identified issues of concern.

As the Local Member, the Cabinet Associate for Community Safety Services raised questions of concern from local residents. She said that the library was well used, cited the increased population in the area and the need for a good quality library in the town. She was pleased that there would be ongoing dialogue with the history group; referred to the 'not fit for purpose' building of the current library; addressed the parking concerns but hoped that disabled parking would be retained, and; the issue of apparent lack of consultation.

On a more general point, she also requested that future Equality Impact Assessments were made relevant to their local groups, stating that this one referred to Dorking and Working but not Horley.



The Cabinet Member for Wellbeing and Health confirmed her support for the proposals, which she thought would be a great success and welcomed the investment in the service.

Finally, the Leader of the Council said that the Council was pleased that no libraries in Surrey had closed and confirmed his support for libraries in Surrey.

**RESOLVED( as amended):**

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 Community 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 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.

**103/16 ASHLEY C OF E PRIMARY SCHOOL, WALTON ON THAMES [Item 11]**

The Cabinet Member for Schools, Skills and Educational Achievement requested the approval of 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), which would create 210 additional places in Walton on Thames to help meet the basic need requirements in the planning area from September 2017.

She said that it would be a phased building project which involved demolition and rebuilding of part of the school and she was pleased to report that the Council had received a Community Infrastructure Levy (CIL) contribution from Elmbridge Borough Council to mitigate some of the cost of this project.

She said that school rolls had been rising steadily across Elmbridge since 2003 – over this period the birth rate had risen by nearly 25% and in this area was not expected to peak until 2017. She said that the report set out options considered to meet the need, plus the reasons for discounting each one and why expansion at Ashley CofE Primary School was the best option.

She said that the school was on a very restricted site and that the proposal consisted of the demolition of the caretaker's house, to be replaced by a new two storey building of four classrooms and group rooms. A small flat in the roof space would be incorporated for the resident caretaker plus there would be two other new classrooms and adaptations to the hall.

She confirmed that the consultation process had been undertaken and the results had been summarised in a report to the Governing Body on 14 January 2016 and that this was a popular and successful school.

**RESOLVED:**

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.

**104/16 WEST HILL SPECIAL SCHOOL, LEATHERHEAD [Item 12]**

Presenting this report to Cabinet, the Cabinet Member for Schools, Skills and Educational Achievement requested Cabinet approval for 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 had Learning and Additional Needs.

She said that she had approved the decision to alter the age range at this school in November 2014 at her individual decision making meeting and that these proposals would create much-needed primary places for children with SEN and reduce the numbers of these children being placed in schools within the Non-Maintained and Independent (NMI) sector.

She also referred to the consultation process, as detailed in the report, and also confirmed that the secondary aged pupils currently at West Hill School would remain there until their education at the school ended in Year 11.

Finally, she said that a full Equality Impact Assessment had been completed as part of the Learning Difficulties Review in 2012 and that no significant changes were required because the information was still relevant.

**RESOLVED:**

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.

### **105/16 DELIVERING THE SURREY WASTE STRATEGY [Item 13]**

Introducing this report, the Cabinet Member for Environment and Planning said that it built on the Cabinet report of November 2014. He said that the Surrey Waste Partnership had commenced in 2009, when recycling rates were only 40.9% compared to 53.2% now. However, recycling rates had not continued to improve and had stalled in 2015, with the performances of the Boroughs and Districts ranging from 43% - 63%.

He acknowledged the huge amount of work that has already been done and the savings that had been delivered, but said that, in order to get the next level and make even greater savings, the County Council would need to work more closely with Boroughs and Districts.

He confirmed that all Borough and Districts had been visited to discuss the opportunities and proposals to combine the waste collection authority and the waste disposal authority so that significant savings may be achieved.

Savings opportunities from partnership working were set out in the report and indicated potential savings £8 -12m per year, if authorities adopted a co-ownership approach to delivering waste services.

He provided a number of examples of what happens when the County Council, Boroughs and Districts work together, including a single approach to marketing food waste, green waste collected at kerbside by all Boroughs and Districts was combined with green waste from Community Recycling Centres to get better prices and the textile campaign.

He considered that developing a co-ownership approach was key to the strategy and said that currently there were four authorities Elmbridge, Mole Valley, Surrey Heath, Woking plus the County Council who were tendering for a joint collection contract. However, he encouraged all Boroughs and Districts to consider joining.

He confirmed that the Equalities Impact Assessment for the Joint Municipal Waste Management Strategy had been summarised within the report and contained mitigating actions which would be followed in taking the proposals forward.

Finally, he said that there was a considerable amount of work to be completed by officers before a further report came back to Cabinet in the Autumn but it was important that the current system was replaced by a new model that better reflected the total cost of managing waste in Surrey and delivered a public value solution for residents.

The Chairman of the Economic Prosperity, Environment and Highways (EPEH) Board was invited to speak and said that this report had not yet been considered at his Scrutiny Board so he was speaking for himself. He said that he was a member of the Joint Municipal Waste Management Group and acknowledged the difficulty of bringing the function of the Waste Disposal Authority together with Surrey's Waste Collection Authorities, due to differing contracts and timelines but he supported this approach and hoped that the EPEH Board would support it when it was considered at its next meeting.

Referring to Figure 1 in the report (Recycling rates by Boroughs / District Councils for 2014/15), the Cabinet Member for Adult Social Care, Wellbeing and Independence requested that this data be provided for previous years so that the rates could be compared.

**RESOLVED:**

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.

## **106/16 APPROVAL TO ENTER INTO ENTERPRISE AGREEMENT FOR MICROSOFT LICENCES [Item 14]**

In the absence of the Cabinet Member for Business Services and Resident Experience, the Deputy Leader said that this report sought Cabinet approval to enter into a three year Microsoft Enterprise Agreement commencing on 1 July 2016 for the supply of Microsoft licensing and associated support services under the recently awarded Microsoft Licence Solution Partner contract with Phoenix Software Limited.

He said that the Enterprise Agreement would enable delivery of up-to-date software, including cloud-based Office 365, which would allow staff to work more flexibly, enabling them to improve the service delivery to residents.

Finally, he said that the procurement strategy and competitive tendering process was set out in the report.

### **RESOLVED:**

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.

**107/16 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 15]**

**RESOLVED:**

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.

[Note: Mr Samuels left the meeting at 3.30pm]

**108/16 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.

**109/16 SURREY COUNTY COUNCIL LOCAL TRANSPORT REVIEW 2016/17 [Item 17]**

The Cabinet Member for Environment and Planning said that this report contained the financial and value for money information relating to item 6.

**RESOLVED:**

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.

**110/16 APPOINTMENT OF A NUMBER OF OPERATORS FOR THE PROVISION OF SPECIAL EDUCATION NEEDS HOME TO SCHOOL TRANSPORT [Item 18]**

The Cabinet Member for Schools, Skills and Educational Achievement confirmed that this report contained the detailed financial and value for money information relating to item 8. She also informed Members that, in case the Council's approach to delivering SEN Home to School Transport changed in the future, the contracts would include termination clauses.

The Leader of the Council asked for confirmation that all drivers had undertaken DBS checks and that this was written into the contracts.

**RESOLVED:**

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).

**111/16 SHORT BREAKS FOR DISABLED CHILDREN [Item 19]**

**RESOLVED:**

1. That the re-commissioning of the wider short breaks offer be brought forward and the Council works 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 the 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 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.

## **112/16 PROPOSED NEW LIBRARY FOR HORLEY [Item 20]**

The Cabinet Member for Localities and Community Wellbeing said that there was an opportunity to move the library service in Horley into a modern and more efficient property and this report set out commercially sensitive information, relating to item 10, to enable Cabinet to take a fully informed decision.

He confirmed that the overall running cost of the proposed new library in Horley would be less than the current running costs of the existing library. He also drew attention to a revised recommendation (2) tabled at the meeting, namely that the following wording: 'the Director of Legal, Democratic and Cultural Services, the Cabinet Member for Localities and Community Wellbeing and the Cabinet Member for Business Services and Resident Experience' be included after 'Director of Finance'.

The Cabinet Associate for Community Safety Services asked the Cabinet Member to confirm the timing, set out in the Heads of Terms, for the exchange of contracts, which he agreed and said he would respond outside the meeting.

### **RESOLVED (as amended):**

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 Community 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.



**113/16 ASHLEY C OF E PRIMARY SCHOOL, WALTON ON THAMES - BASIC NEED EXPANSION PROJECT [Item 21]**

The Cabinet Member for Schools, Skills and Educational Achievement said that this report contained the financial and value for money information relating to item 11.

She amended recommendation (2), deleting Strategic Director for Business Services and adding in Deputy Chief Executive.

**RESOLVED(as amended):**

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.

**114/16 WEST HILL SPECIAL SCHOOL, LEATHERHEAD [Item 22]**

The Cabinet Member for Schools, Skills and Educational Achievement said that this report contained the financial and value for money information relating to item 12.

She amended recommendation (2), deleting Strategic Director for Business Services and adding in Deputy Chief Executive and also informed Members that there was an urgent need for in-county provision for primary aged LAN pupils.

**RESOLVED (as amended):**

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.

**115/16 PROPERTY TRANSACTIONS - DISPOSAL OF LAND [Item 23]**

In the absence of the Cabinet Member for Business Services and Resident Experience, the Deputy Leader requested that Cabinet authorised the agreement to the planning overage payable at completion in respect of the sale of land at Portesbury Road, Camberley.

**RESOLVED:**

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.

**116/16 PROPERTY TRANSACTIONS - PROVISION OF FUNDING TO HGP FOR AN INVESTMENT ACQUISITION [Item 24]**

In the absence of the Cabinet Member for Business Services and Resident Experience, the Deputy Leader presented the report to Cabinet.

**RESOLVED:**

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.

**117/16 PUBLICITY FOR PART 2 ITEMS [Item 25]**

It was agreed that non-exempt information may be made available to the press and public, where appropriate.

[Meeting closed at 3.55pm]

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**Chairman**

**Public Questions**

Question (1) 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**