

MINUTES OF THE MEETINGS OF CABINET

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Monday 10 October 2011.

**MINUTES OF THE MEETING OF THE CABINET
HELD ON TUESDAY 26 JULY 2011 AT 2.00PM
AT COUNTY HALL**

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

Members:

*Dr Andrew Povey (Chairman)	*Mr Tim Hall
*Mr David Hodge	Mrs Kay Hammond
*Mrs Mary Angell	*Mr Ian Lake
Mr Michael Gosling	Mr Peter Martin
*Dr Lynne Hack	*Mrs Denise Saliagopoulos

* = Present

**PART ONE
IN PUBLIC**

107/11 APOLOGIES FOR ABSENCE (Item 1)

Apologies were received from Mr Michael Gosling, Mrs Kay Hammond and Mr Peter Martin.

108/11 MINUTES OF THE LAST MEETING – 21 June 2011 (Item 2)

The minutes of the meeting held on 21 June 2011 were confirmed and signed by the Chairman.

109/11 DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

110/11 PROCEDURAL MATTERS (Item 4)

(a) Call-in of Local Committee decisions

(i) Proposed On Street ‘Pay and Display’ Parking Charges in Guildford

The Cabinet Member for Transport tabled a response to the call-in of the Local Committee decision, attached as **Appendix 1**.

Mr Mark Brett-Warburton, Chairman of Guildford Local Committee, addressed the Cabinet on the background to the Local Committee’s decision and requested that Guildford Borough Council be allowed to keep 100% of any surplus money raised locally via parking charges. The Cabinet Member for Transport advised that no decision had been made about the allocation of additional money raised between the boroughs and the County. A task group would be considering the 65%-35% split that operated at present and it was hoped that any proposals would incentivise the efficient management of parking at a local level.

Cllr Jenny Wicks, Guildford Borough Council Portfolio Holder with responsibility for parking, addressed the Cabinet on the background to

the Local Committee's decision and its resolution not to advertise the proposals. The following points were made:

- Guildford Borough Council operated a successful parking scheme that produced both a good turnover of spaces and around £500k a year in profit.
- The local parking team was excellent and used local knowledge to carry out thorough reviews based on careful consultation with residents.
- The Local Committee viewed the different approach presented by the on-street parking proposals as being based on a flawed business case and having the potential to upset the local consensus which had been established.
- The County Council should not attempt to 'micro-manage' the process and should instead leave decisions to the local expertise of the Local Committees.

The Cabinet Member for Transport advised that consultation was important and that it would be better if the scheme could show that it had agreement. Meetings would take place with officers and it was hoped that this would assist in the producing an agreed scheme.

RESOLVED:

That the decision be referred back to the Guildford Local Committee for further consideration and decision, to be made in accordance with Cabinet framework.

Reason for decision

The Cabinet fully supports Local Committees and recognises that they have detailed knowledge of their areas and are best placed to consider all local issues while implementing approved policy. The report presented to the Guildford Local Committee clearly explained how the Environment and Transport Select Committee and officers had assessed locations, with supporting financial information. Guildford Borough Council operates a comprehensive system of charging for their off-street car parks. It was acknowledged that on-street charging is successful, but due consideration had not been given to the proposed additional sites.

(b) Questions from Members of the Public

Questions were received from Ms Kivi and Mr Screwvala. The questions and agreed responses are attached as **Appendix 2**.

In addition to the questions of which written notice had been given, Mr Screwvala asked a supplementary question asking for further consideration of his proposal for the library service. The Cabinet Member for Community Services and the 2012 Games replied that the written response provided details of how Surrey's policy would enable libraries to benefit from community expertise, including the involvement of more young people and the adoption of more flexible hours. Surrey was not prepared to close libraries as had been done elsewhere in the country. The Chairman and Deputy Leader of the Council both stated their support for the approach that had been adopted in Surrey which would prevent closures and looked forward to further information on the work which was taking place with communities over the coming months.

[Note: A petition titled "An accident waiting to happen – outside Auriol Junior School" containing 479 signatures was handed in by Ms Taylor and Cllr

Dale, Epsom & Ewell Borough Council. It was noted that the petition would be forwarded to the Local Committee for consideration of the issues raised.]

111/11 REPORTS FROM SELECT COMMITTEES, LOCAL COMMITTEES AND ANY OTHER COMMITTEES OF THE COUNCIL (Item 5)

**(a) WINTER PERFORMANCE TASK GROUP REPORT
Report of the Environment and Transport Select Committee**

The Cabinet Member for Transport tabled a response to the Winter Maintenance Report, attached as **Appendix 3**. It was noted that the Council had managed to produce a financial saving of £700,000 and still maintain the level of service. This saving had given the Council the opportunity to further enhance the services provided to residents, including increasing the P1 precautionary salting network, increasing salt stocks, establishing a new grit bin supply and increasing the pool of farmers willing to provide help during harsh winters.

Mr John Orrick, Councillor for Caterham Hill, addressed the Cabinet and requested that the Winter Task Group's recommendations relating to the removal of grit bins be amended to include local consultation (recommendation 7) and a reference to removal being considered rather than an automatic step (recommendation 8). Mr Mark Brett-Warburton, Councillor for Guildford SE, raised the issue of farmers' equipment and the need to provide a mechanism for ensuring that due consideration was given to grit bins that were owned by parishes and those that had been placed near steep roads.

The Cabinet Member for Transport noted that the placement of grit bins was a sensitive issue and the Council would therefore take a considered view. He advised that he did not support recommendation 7, the removal of grit bins which had been assessed and scored under 100, and had recommended that this not be adopted. It was noted that recommendation 8 referred to removals relating to safety and liability issues and so should be agreed as proposed.

The Deputy Leader advised Cabinet that he was not comfortable voting on proposals which he hadn't had the chance to examine in detail and assess how these affected the overall winter maintenance programme for Surrey and so would be abstaining from the vote on this item. He noted that information had been requested from the service at the beginning of the year regarding the need for new procedures and that a response was overdue. It was important that Members were kept informed and were absolutely clear about what was happening in their areas and the detail of the new arrangements were not clear from the report nor available prior to the meeting. The Deputy Leader was not satisfied that sufficient opportunity had been given to input his observations into the process.

The Chairman and Cabinet Member for Transport welcomed the report of the Task Group and thanked Mr Steve Renshaw and the other members of the Task Group for their work. It was noted that whilst other local authorities had reduced their coverage, Surrey had maintained a considerable percentage of its road network. Whilst further improvements could always be found in areas like communications, significant improvements had been made and there had been much greater participation over the previous year. Nine out of the eleven local authorities had taken up the County Council's offer to provide double supplies of salt, helping people to get out and about during the bad

weather.

RESOLVED

1. That the response of the Cabinet Member for Transport set out in **Appendix 3** be agreed.
2. That the recommendations of the Task Group, with the exception of recommendation 7 relating to the removal of grit bins scoring less than 100, be agreed.

Reasons for decision:

To respond to the Task Group's recommendations and further enhance winter performance and the services provided to residents.

[Note: The Deputy Leader requested that his abstention from the vote on this item be recorded]

(b) SERVICE BUSINESS CONTINUITY ARRANGEMENTS Report of the Education Select Committee

At its meeting on 8 July 2011 the Select Committee considered the business continuity arrangements for both the Schools and Learning Service and Services for Young People, as well as the recent internal audit report of Business Continuity Planning.

The Committee agreed a number of comments to be formally shared with the Cabinet. These concerned the format and contents of the plans, the possibility of software being used to keep the plans up to date, whether accreditation to the national standard for business continuity should be sought for the Children's, Schools and Families Directorate, the annual testing of plans and a proposal for a Member seminar.

Cabinet Members noted the comments of the Select Committee and agreed that services should be encouraged to address the areas for improvement listed in the business continuity internal audit as soon as possible. The proposal for a Member's seminar was not supported.

RESOLVED

1. That the comments of the Select Committee as set out in the report be noted.
2. That services be encouraged to address the areas for improvement listed in the business continuity internal audit as soon as possible.

Reason for decision:

To respond to the Select Committee and ensure that areas for improvement are addressed.

(c) SOCIAL CARE DEBT Report of the Adult Social Care Select Committee

At its meeting on 21 July 2011 the Select Committee considered a report on social care debt. The Committee had been receiving regular updates on outstanding social care debt for over eighteen months. Whilst the good work that had been completed to date was recognised, the Committee remained concerned about the amount of unsecured outstanding debt. The Committee believed that dedicated support in the

area of recovering social care debt would be beneficial to reducing the outstanding amount.

A response was tabled on behalf of the Cabinet Member for Adult Social Care indicating his support for the proposal. Cabinet Members expressed their broad support for the proposal in principle but noted that the detail would need to be developed further by officers (for example, whether the post would be from within the existing budget, whether it should be on the basis of a permanent role or a renewable contract and whether the role should be self-financing). It was noted that debts should not be carried for more than three months. The view was also expressed that the existing credit period of 30 days was too long and should be reduced to seven.

RESOLVED

1. That the proposal for a dedicated officer to reduce the amount of social care debt be supported in principle.
2. That officers be instructed to put forward a proposal for how this will be achieved during August.

Reason for decision:

To respond to the Select Committee and explore the possibility of introducing dedicated support to aid in the recovery of social care debt.

112/11 BUDGET MONITORING REPORT FOR JUNE 2011 (PERIOD 3) (Item 6)

The June 2011 projection for the 2011/12 service revenue budget outturn showed a total underspend across the directorates of £2.2 million. The main reasons for the change from the forecast of a balanced budget made in May 2011 was a greater than anticipated saving being achieved on the award of local bus contracts and a higher return on the Council's short-term investments.

Efficiencies and savings of £58.8m were forecast to be achieved by the year-end against a target of £59.3m required in the Medium Term Financial Plan 2011/15 (MTFP). £5.3m of efficiencies had already been achieved, £29.1m were considered a 'green' risk (£17.2m in the MTFP); £23.9m were 'amber' (£42.1m in the MTFP) and £0.5m had been identified as a 'red' risk.

With service budgets forecast to underspend, the Risk Contingency budget of £12m was not expected to be spent however it would remain available for additional pressures arising from changes in legislation or government policy. A change to government grant funding for June 2011 was reported in relation to increases to the Standards Fund reflecting the unspent 2010/11 grant totalling £913,000 within Children's Schools and Families. The conditions of the grant allowed the money to be used up to 31 August 2011.

The Deputy Leader highlighted a concern over the overspending and costs involved with children transitioning into adult services. He noted a recent court ruling which meant that the County would still be required to pay for care carried out in another county after a move. The Cabinet Member for Children and Families noted that work was taking place on agreed pathways to improve transition services in terms of both the experiences of young people (improving choice and personalisation for clients) and reducing costs. She also noted that the Welfare Reform Bill would have two significant impacts on children in transition. The abolition of the Severe Disability Premium and 50% cut to the Disabled Family Credit and

replacement with the Universal Plan Credit would mean that all but the most disabled children would lose out. In addition, the loss of the Young Persons' Employment Support Allowance would also lead to an increase in residents coming to the Council requesting more support. This would be a very challenging situation.

In addition, the unprecedented increase in the number of referrals was an indication of the huge pressures that were being placed on the service. The Cabinet Member noted that the service had been doing its best and continued to aim for efficiencies, however this area was a potential budget pressure that would have to be monitored for the remainder of the financial year. It was noted that there was a cost for good quality care and there were demographic factors affecting demand and therefore the budget.

RESOLVED:

1. That the budget monitoring position and projected year end variances be noted.
2. That the quarter 1 balance sheet, reserves and balances, and debt be noted.
3. That grant changes to the Standards Fund of £0.9m be reflected in the Children, Schools and Families directorate budgets.

Reasons for decisions:

To comply with the agreed strategy of reporting budget monitoring figures monthly to Cabinet for approval and action as necessary.

113/11 2011/12 QUARTERLY BUSINESS REPORT – APRIL/MAY 2011 (Item 7)

The Cabinet noted the Council-wide results for April and May 2011 on customer feedback, finance, workforce and performance together with the June Leadership Risk Register. In particular, Cabinet Members noted:

- the performance and leadership of Human Resources in helping staff back to work;
- the 97% customer satisfaction rate and national recognition received by the Contact Centre Training Team;
- the achievement of a recycling rate of over 50%, more than ten years ahead of the government target;
- Surrey Heath's national award as the country's best recyclers; and
- the inclusion of Carbon Dioxide rates and the fact that charges would be levied on the Council in future based on the volume produced .

It was noted that minor amendments had been made to the report in the late material tabled at the meeting. In addition, the Cabinet Member for Transport advised that the remedial action commentary for the percentage of high priority road defects made safe within 24 hours (as set out on the Environment and Infrastructure page of Annex 2) should be deleted and replaced with "To support successful mobilization of the new highway contract during the first six months performance data is not publicly reported".

RESOLVED:

1. That the Council wide outturn on customer feedback, finance, workforce and performance be noted.

2. That the introduction of public reporting against key Directorate indicators and commitments be welcomed.
3. That the Leadership Risk Register be noted.

Reasons for decisions:

To ensure effective business management of the County Council to deliver improved outcomes and value for money for Surrey residents and to support delivery of the Corporate Strategy.

114/11 APPROVAL OF SURREY PRELIMINARY FLOOD RISK ASSESSMENT (Item 8)

As part of the Flood Risk Regulations 2009, all Unitary Authorities and County Councils had been designated as Lead Local Flood Authorities and tasked with producing a Preliminary Flood Risk Assessment for their area. The Preliminary Flood Risk Assessment for Surrey will be submitted to the Environment Agency for inclusion in its River Catchment Basin Area Reports to the European Commission

The Preliminary Flood Risk Assessment applies only to flooding from surface water, groundwater, ordinary watercourses and canals and does not include flooding from main rivers. The responsibility for managing and reducing river flooding remains with the Environment Agency. The Environment Agency is responsible for building flood defence schemes where funding is available, and works with Lead Local Flood Authorities (of which Surrey County Council is one) and local communities to identify local priorities and shape schemes accordingly.

The Flood Risk Assessment, which had been based on a set specification from Defra and the Environment Agency, had not identified any areas of indicative flood risk within Surrey. It was, however, noted that it was not possible to model flooding caused by factors unrelated to the geography of the area, such as sudden localised cloudbursts. Responsibility for potential flooding factors at a local level rested with the boroughs and districts. Co-ordinating work with the County Council, including an officer working group and encouraging links to the County's GIS database, was noted to be ongoing.

The Chairman expressed his concern that, although the County Council had met its flooding obligations, flooding from rivers was the responsibility of the Environment Agency. It was important that there was appropriate linkage between the two systems and so the Council would look to enter into discussions with the appropriate agencies to ensure that the different responsibilities tie up and there is a clear understanding in place.

RESOLVED:

That the Preliminary Flood Risk Assessment be agreed and confirmed to the Environment Agency by 19 August 2011 for inclusion in their River Catchment Basin Area Reports to the European Commission.

Reasons for decisions:

To comply with the statutory duty to produce a Preliminary Flood Risk Assessment Report.

**115/11 SOLAR PHOTOVOLTAIC PANELS INVESTMENT BUSINESS CASE
(Item 9)**

The Cabinet considered a proposal from the Energy Task Group to install solar photovoltaic panels (PV) on 27 County Council buildings, funded through the Investment Renewal Reserve. The installation of PV panels would generate an income stream for the County Council over 25 years, reduce the County Council's running costs and reduce the County Council's exposure to the rising cost of energy. The business case for the proposed sites had been approved by the Investment Panel at its meeting on 20 July 2011.

Planned and potential changes to the Government's Feed in Tariff regime, which encouraged the small scale adoption of panels, from April 2012 could have an impact on the viability of the project. It was therefore advantageous to progress the assessed sites as soon as possible in order to take advantage of the higher rate.

Mr Mel Few, Vice-Chairman of the Council Overview and Scrutiny Committee, addressed the Cabinet with his concerns about the information presented in the business case for the individual installations, the assumptions relating to costs and the proposed completion date. The Cabinet Member for Change and Efficiency advised that allowances had been made for ongoing maintenance costs and that further economies of scale could be achieved by working together with Hampshire County Council.

It was agreed that a final assessment of the figures in the business case should be made by the Deputy Leader and the Assistant Director of Finance prior to implementation.

RESOLVED:

The case for investment in solar PV installations on corporate buildings (list of proposed sites attached as **Appendix 4**), funded via the Investment Renewal Reserve be approved subject to a final assessment and scrutiny by the Deputy Leader and the Assistant Director of Finance.

Reasons for decisions:

By implementing a capital purchase program, the Council stands to benefit financially over 25 years and demonstrate leadership and commitment in the area of low carbon development.

[Note: Part of the discussion on this item took place in private, the press and public having been excluded under Section 100(A) of the Local Government Act 1972 on the grounds that it involved the likely disclosure of exempt information under paragraph 3 of Part 1 of Schedule 12A of the Act.]

116/11 CHANGE & EFFICIENCY PUBLIC VALUE REVIEW: HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT AND FINANCIAL MANAGEMENT (Item 10)

The Cabinet discussed the recommendations and action plans arising from the Public Value Reviews (PVRs) of Human Resources and Organisational Development and Financial Management. These formed two of seven programmes undertaken as part of the Change & Efficiency PVR. The overall objectives of the PVR include reducing costs, achieving best value for money through the procurement & contract management process, improving performance, streamlining processes and ensuring that the

directorate is fit for partnership working in the future.

The Deputy Leader praised the work of the Head of Human Resources and Organisational Development and the work that had taken place within the department such as the STARS staff training programme. In respect to the Financial Management PVR, it was noted that this had been viewed as the best PVR exercise so far and had examined financial processes throughout the entire Council. The Deputy Leader advised that the work that had taken place would leave the Council's ability to monitor and control its budget much stronger within the next 18 months. The long-term ambition was to see Surrey's Finance department recognised nationally.

RESOLVED:

1. That the approach adopted for the Change and Efficiency PVRs be noted.
2. That the recommendations and action plan for the Human Resources and Organisational Development PVR (attached as **Appendix 5**) be approved and implementation start immediately, led by the Head of Human Resources and Organisational Development.
3. That the recommendations and action plan for the Financial Management PVR (attached as **Appendix 6**), including Recommendation 10 on investment and the technology tender exercise, be approved and implementation start immediately, led by the Acting Assistant Director for Finance and Strategic Assets.
4. That the Investment Plan as set out in the part 2 report on the agenda be approved.
5. That progress on both action plans be reported quarterly to the PVR Steering Board and the Member Reference Group and the Financial Management action plan also be reported on a quarterly basis to the Overview & Scrutiny Committee.

Reasons for decisions:

To implement the action plans from the HR&OD and Financial Management PVR and deliver savings and service improvements.

[Note: Part of the discussion on this item took place in private, the press and public having been excluded under Section 100(A) of the Local Government Act 1972 on the grounds that it involved the likely disclosure of exempt information under paragraph 3 of Part 1 of Schedule 12A of the Act.]

117/11 LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING (Item 11)

RESOLVED:

That the decisions taken by Cabinet Members since the last meeting of the Cabinet, as set out in **Appendix 7**, be noted.

Reasons for decision:

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

118/11 EXCLUSION OF THE PRESS AND PUBLIC (Item 12)

RESOLVED: That, under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for 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.

THE FOLLOWING ITEMS OF BUSINESS WERE CONSIDERED IN PRIVATE BY THE CABINET. HOWEVER THE INFORMATION SET OUT BELOW IS NOT CONFIDENTIAL.

119/11 CHANGE & EFFICIENCY PUBLIC VALUE REVIEW: HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT AND FINANCIAL MANAGEMENT (Item 13)

The decision on this item was taken in Part 1 of the meeting and is set out in Minute Item 116/11 above.

120/11 SOLAR PHOTOVOLTAIC PANELS INVESTMENT BUSINESS CASE (Item 14)

The decision on this item was taken in Part 1 of the meeting and is set out in Minute Item 115/11 above.

121/11 APPROVAL TO AWARD FRAMEWORK FOR RESPONSIVE MAINTENANCE OF SURREY GYPSY SITES (Item 15)

The Cabinet considered the award of a framework contract for the provision of responsive maintenance services on Gypsy Sites.

RESOLVED:

That a framework agreement for the provision of responsive maintenance services on Gypsy Sites be entered with the recommended tenderers as set out in the report to Cabinet, at a total value not exceeding £410,000 per annum, to commence on 5 September 2011. Any additional financial commitment required above this amount to be subject to agreement by the Cabinet Member for Change and Efficiency in consultation with the Deputy Leader.

Reasons for decision:

The contract award delivers best value for money for Surrey County Council.

122/11 NHS CAMPUS REPROVISION PROJECT: PROPERTY ACQUISITIONS (Item 16)

The Cabinet considered the purchase of property by Surrey County Council for use as supported living accommodation units.

RESOLVED:

That authority be delegated to the Cabinet Member for Adult Social Care, in conjunction with the Deputy Leader, and the Strategic Director for Adult Social Care to proceed with the purchase of property for use as supported living accommodation units for the current Ethel Bailey/Oak Glade NHS campus residents. In the event of leave or unavailability, the Cabinet Member for Change and Efficiency and the Strategic Director for Change

and Efficiency be authorised to substitute for the Cabinet Member for Adult Social Care and the Strategic Director for Adult Social Care respectively.

Reasons for decisions:

To enable the Directorate to start the policy review and consultation over services to children, schools and families.

123/11 SURREY FIRST DATA CENTRE (Item 17)

The Cabinet considered revised arrangements for the provision of the Surrey First Data Centre including the lease of properties, expenditure for the provision of high voltage electrical power and the upgrade of network infrastructure.

RESOLVED:

1. That the acquisition of the lease of the properties set out in the Part 2 report be approved.
2. That the capital budget for the Surrey First Data Centre be approved at £4.3m.
3. That the project proceeds on the basis of total project costs of £5.1m (£4.3m capital and £0.8m revenue).

Reasons for decisions:

To agree the acquisition of a property lease and revised capital budget for fit-out to enable the provision of the Surrey First Data Centre.

124/11 PROPERTY TRANSACTIONS (Item 18)

(a) PROPOSED OPTION AGREEMENT IN RESPECT OF THE PURCHASE OF IVYDENE COTTAGE, CHARLTON LANE, SHEPPERTON (ADJACENT TO PROPOSED ECO PARK).

The Cabinet considered an Option Agreement for this property.

RESOLVED:

1. That Surrey County Council enter into an Option Agreement with the owner of Ivydene, Charlton Lane, Shepperton on the terms outlined in the Part 2 report, and at an agreed maximum consideration of the figure specified in the report.
2. That the Cabinet Member for Environment and Cabinet Member for Change & Efficiency, in consultation with the Deputy Leader, be requested to approve the final terms and conditions of the Option Agreement to ensure that they are satisfactory to Surrey County Council in all respects.

Reasons for decisions:

To ensure that Surrey County Council's ability to construct and operate an Eco Park at the current Charlton Lane Waste transfer station are not fettered and compromised by undue consideration to any future resident of Ivydene Cottage. That the ownership & security of the adjoining land and access roads is placed within the Council's control and, subject to planning, permitting the property to be utilised for ancillary uses in connection with the adjacent Eco Park.

(b) LINTONS LANE YOUTH CENTRE, EPSOM

The Cabinet considered the terms for the completion of a Joint Sale Agreement

RESOLVED:

1. That the completion of a Joint Sale Agreement with the freeholder be approved on the terms reported.
2. That a tripartite agreement with the freeholder and preferred purchaser be approved on the terms reported.
3. That a report on the business case for reprovision be brought to a future meeting of the Cabinet for a final decision.

Reasons for decisions:

The proposed Agreement and transactions with the freeholder and purchaser offer the County Council the option of either realising a significant capital receipt or provision of a new replacement youth centre on a long lease out of the proceeds of sale at no additional cost, and one which is better suited to meet the future needs of the service.

[The meeting closed at 4.58pm]

Chairman

CABINET 26 JULY 2011

RESPONSE TO CALL-IN OF LOCAL COMMITTEE DECISION

Proposed on street “pay and display” parking charges in Guildford

1. Subsequent to the Cabinet meeting held on the 24 May 2011, the Deputy Leader clarified the criteria within which Local Committees are to consider on-street charging for their District. The reasons for the policy are contained within the 24 May 2011 Cabinet report and I would refer Members to this document should they seek clarification.
2. Cabinet fully supports Local Committees and recognises they have detailed knowledge of their areas and are best placed to consider all local issues while implementing approved policy.
3. The report presented to the Guildford Local Committee clearly explained how the Environment and Transport Select Committee and Officers had assessed locations, with supporting financial information.
4. Guildford Borough Council operates a comprehensive system of charging for their off-street car parks. It is acknowledged that on-street charging is successful, but due consideration has not been given to the proposed additional sites.
5. On the basis of the above I recommend to Cabinet that the decision is referred back to the Guildford Local Committee for Members to reconsider details of locations to formally advertise on-street charges. The Local Committee will have a further opportunity to comment once the traffic regulation order has been advertised if any objections are received.
6. If the Local Committee feels unable to progress this matter, it can be referred back to the Cabinet for all decisions.

Recommendation

That the decision is referred back to the Guildford Local Committee for further consideration and decision to be made in accordance with Cabinet framework.

Ian Lake
Cabinet Member for Transport
26 July 2011

CABINET – 26 JULY 2011

ITEM 4 - PROCEDURAL MATTERS

(b) Public Questions

Question (1) from Ms Diane Kivi:

"If a Surrey library is handed over to volunteers to run, what systems will be in place to protect Learning Disabled users from abuse and or attack?"

Response

The status of public libraries as universal public services will remain embedded in the management principles of community partnered libraries. Free and open access to all will be stipulated as part of the local partnership agreement. Training for Equalities and Safeguarding would be included in the training plans and the voluntary Steering Groups would be given clear guidance for requirements for providing a service to, and looking after, a diverse population. The Library Service professional teams would be able to provide advice and support as requested, especially at the beginning of the process. The voluntary Steering Groups of the Community partnered libraries would need to make a commitment to providing fair and equal access to all and support for those who need it.

The safety of all members of the public using the library would also be the responsibility of the voluntary Steering Groups but training and support in Health and Safety will also be provided as part of the initial set up and the Group would have access to professional support from Surrey County Council.

Denise Saliagopoulos

Cabinet Member for Community Services and the 2012 Games

26 July 2011

Public Questions

Question (2) from Mr Adi Screwvala:

"Can the County Council reconsider the proposal to close 11 Surrey libraries, or have them fully managed by Volunteer groups, given, the potential errors in the PVR study and the disruption and the practical difficulty in finding volunteer groups to professionally manage the libraries. Instead, could the council please consider adopting an alternative proposal to allocate the required savings across the whole library network to be achieved by volunteer groups assisting professional library staff who could operate at a reduced level. This will truly be a win win situation as all savings can be achieved in a fairer way without the need to close any libraries and also promote the concept of community involvement and the "big society" across the whole county?"

Response

The recent Public Value Review of the library service looked for ways to make better use of existing resources and to increase income across the service. Spreading volunteers across libraries could deliver savings but would not give local communities the strong role in shaping and influencing what takes place in local libraries. Through the Future Libraries Programme the government has been working with 36 library authorities to explore new ways of delivering library services more efficiently.

Nine council areas in England have community libraries and the number of libraries being community partnered is set to grow. Some of these libraries have been in place for some years and others are more recent and part of a response to financial pressures. The Museum and Libraries and Archives (MLA) have recently (June 2011) reported on community libraries. They have found successful models in both deprived and affluent areas, rural and urban.

Some community partnered models elsewhere required the community partnered libraries to make a contribution continuing arrangements with the library service. The Surrey model will provide both premises and stock and therefore any new income streams generated by Surrey's community partnered libraries will not a basic necessity to secure the core service offer but will be an additional resource for the community-partnered library to invest back in the library.

In a recent report the MLA identified benefits for Community Partnering – but it did not to underestimate the effort needed to achieve them.

- community partnered libraries can be used to maintain or increase library provision.
- The majority of community partnered libraries would have been closed unless they had become community partnered..
- They can promote better access to some services. The MLA report shows that community models have generally increased users, issues, and opening hours.
- Community partnered libraries have offered new activities and social events, and are part of their local community.
- There are examples of successful community libraries in urban and deprived areas. In urban areas involvement with community libraries has provided training, skills and led to paid employment.

- Most community libraries are able to generate income. Very few are able to operate with out public funding.

The Surrey model will continue to ensure that all 52 libraries will remain part of Surrey's network, have access to WIFI, professional stock selection, training and support for volunteers, costs of maintaining and providing a building, access to the entire library stock and public access computer terminals.

Early evidence from the MLA shows that to be successful community partnered libraries need councils to continue to support community libraries with a core service – and not to simply hand over Library services and turn their back. That means access to book stock, equipment, training, and specialist support - the model that Surrey has developed and is putting in place is one of the most comprehensive.

Despite the budget pressures the county council aspires to the challenge of keeping the full network of 52 branch libraries open and we seek to avoid closing libraries by engaging the energy and commitment of the local community to ensure the survival of these local libraries within the surrey network. Contrary to Mr Screwvala's concerns about a difficulty in finding volunteer groups to professionally manage the libraries we are in discussions with potential partners and the SCC offer has been positively received, and groups are coming forward with ideas.

Denise Saliagopoulos
Cabinet Member for Community Services and the 2012 Games
26 July 2011

CABINET 26 JULY 2011

ITEM 5a: WINTER PERFORMANCE TASK GROUP REPORT

Cabinet Member response to Winter Service Development for 2011/12 report

I want to personally thank Steve Renshaw, the task group and the highways team for this extensive report.

The additional £1M provided by the county council for the winter service was critical when we were again faced with unusually severe periods of ice and snow in November and December last year. I was very pleased to see how well the county services ran and the significant improvements in terms of communications. I found the regular flow of information and twitter updates invaluable in keeping my local residents and businesses informed. It was also good to see so many residents and businesses out helping each other to get out and about during the bad weather.

Turning to more recent events, the hard work of May Gurney and the Highways team mean that we've been able to achieve real financial savings of £700,000 and still maintain the level of service. The savings give us an opportunity to further enhance the services we provide to our residents such as:

- Extend the P1 precautionary salting network by 172 kms (107 miles), helping to reach some of our more isolated communities
- Further increase our salt stocks, helping us cope with even the toughest winter
- Provide 40 tonnes of salt to our district and borough colleagues, helping to keep some key pavements and town centres clear
- Establish a new grit bin supply, enabling residents and local community groups to buy a grit bin for four years at a cost of just £1,000.
- Further increase our pool of farmers willing to help out in the toughest of weather conditions to 50

Overall, I strongly support all the recommendations bar one, recommendation g – to remove grit bins scoring less than 100. This is a very emotive subject, so instead I propose that bins scoring less than 100 remain in situ, until they come to the end of their serviceable life and then they are removed. The local member will be informed and they, or their community may choose to fund a replacement.

So, I would like all councillors to familiarise themselves with the gritting routes and to make sure their local committees know which roads will be gritted and to help their residents prepare for bad weather. In September all county councillors will be provided with a hard copy of the gritting routes for their borough or district, which will also be published on the Internet. I urge county councilors to share this information with their residents, district, borough and parish colleagues.

Once again. I would like to thank Councillor Renshaw, his task group, officers and May Gurney for their sterling work.

Ian Lake
Cabinet Member for Transport

Short list of sites

Corporate buildings
Addlestone Youth Centre
Ash Office and Library
Ash Youth Centre
Ashford Library
Ashford Youth Ctr
Camberley Fire Station
Chertsey Library
Cranstock Day Centre
Dorking Fire Station
Egham Library
Farnham Fire Station
Frimley Green Library
Frimley Green Youth Centre
Horley Library
Leacroft Youth Centre
Mertsham Youth Centre
Mulberry Youth Centre
Oxted Library
Phoenix Youth Centre
Reigate Library
Shepperton Youth Centre
Sunbury Library
The Bridge Youth Centre Leatherhead
The Old Dean Youth Centre Camberley
Walton Fire Station
Weybridge Library
Henrietta Parker Centre

Public Value Review - Action Plan

TITLE: HR&OD PVR	Overall accountable individual: Carmel Millar
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Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
1	Implementation of an effective and efficient customer focused service model with greater strategic capacity.	1-5	Reconfigure the HR&OD Service into the following areas to improve service and achieve phased saving targets by Apr 2014:						
			- Strategic Centre of Expertise	Matthew Baker	Aug 2011	April 2014	HR&OD	£215k	
			- Organisational Development	Kym Wood	Aug 2011	April 2014	HR&OD	£310k	
			- Strategic HR&OD Relationship Management Teams (Amy Bailey to co-ordinate)	Amy Bailey, Emily Boynton, Jane Amos-Davidson, Ken Akers & Tim Cowley	Aug 2011	April 2014	HR&OD		
			- Operation Delivery (HR Shared Services)	Mark Irons	Aug 2011	April 2014	HR&OD	£225k	
2	Maximise HR&OD's strategic impact and insight to help Surrey become world class.	1-5	Developing a fair, modern and affordable reward system.	Matthew Baker	Aug 2011	Apr 2014	HR&OD	Organisational savings & performance improvements	
			Integrating strategic workforce planning with corporate and financial planning.	Mark Irons	Aug 2011	April 2012	HR&OD & Finance		

¹ This column is for future use to report on progress in delivering the recommendations

² The themes from the Corporate Strategy 2010-14 that each recommendation contributes to are listed using the following key: Our Core Responsibility (1); Personal Responsibility (2); Deciding and Delivering Locally (3); Prevention (4); and Working Together (5).

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
			Help Services critically review and reshape service delivery models and organisational structures.	HR&OD Strategic Relationship Managers	Aug 2011	April 2014	HR & OD		
3	Simplification of policies and processes using lean methodology to increase efficiency and improve the customer experience.	1-5	Review and moving HR customer information to the new intranet.	Abid Dar	July 2011	Apr 2012	HR&OD & Web Ops	Efficiency savings included in reference 1 & 6 and performance improvement	
			Phased implementation of more e-enabled learning	Jude Watts	Aug 2011	April 2014	HR&OD		
			Review and streamline casework policies and process.	Amy Bailey	Aug 2011	Apr 2012	HR&OD		
4	Develop career pathways to help HR&OD staff reach their full potential and empower staff to take on greater responsibility and increased accountability.	1-5	Introduce career design and succession planning for HR&OD staff.	Jane Amos-Davidson	Aug 2011	April 2014	HR&OD	Efficiency savings included in Reference 1 and performance improvement	
			Introduce HR&OD Boards and the HR&OD senior leadership network.	Amy Bailey	July 2011	Aug 2011	HR&OD		
5	Rebalance HR&OD's direction towards early intervention and prevention; people issues to be dealt with at the earliest possible opportunity before they become a matter for formal procedures.	1-5	Build HR&OD's coaching and OD capacity to shift towards early intervention and reduce number of formal procedures.	Kym Wood	Aug 2011	Apr 2014	HR&OD	Efficiency savings included in Reference 1 and performance improvement	
			Introducing HR co-ordinator roles to take on routine casework and other HR&OD activity.	Jane Amos-Davidson	Aug 2011	Apr 2014	HR&OD		
6	Help the workforce reach their full potential and performance for the benefit of Surrey's residents.		Continuing to develop STARS program so that staff have the right skills and tools to be world class.	Jude Watts	Aug 2011	Apr 2014	HR&OD	Performance improvement	
			Training PVR: Nov 2011	Jude Watts	Mar 2011	Nov 2011	HR&OD & C&E PVR Team		
			• Staffing		Mar 2011	Apr 2014		£380k	
			• Training Budget					£600k	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
7	Improve diversity and equality of opportunity to ensure the SCC's workforce reflects the richness in diversity of Surrey.	1-5	Embedding considerations for 'equality', 'inclusion', 'fairness' and 'respect' in all policy and practice.	Abid Dar	Aug 2011	Apr 2014	HR&OD	Performance improvement	
			Developing clear insight into the local workforce profile to enable 'fit for purpose' targets and supporting action plans.	Abid Dar	Aug 2011	Apr 2014	HR&OD		
			Developing culture change strategies to enable zero tolerance, positive and inclusive workplace cultures, based on fairness and respect.	Abid Dar	Aug 2011	Apr 2014	HR&OD		
8	Improve strategic partnering	1-5	Review HR&OD activity/processes to identify potential areas for partnering.	Mark Irons	Aug 2011	Apr 2014	Commercial Team input	£125 income	
9	Reviewing all areas of external spend to generate savings.	1-5	Review all areas of external spend.	Mark Irons	Aug 2011	Apr 2014	HR&OD	£75k	
10	Improve key performance indicators		<p>Introduction of the 'Human Resources (HR) value for money indicators:</p> <ul style="list-style-type: none"> • <i>Total cost of the HR function as a percentage of organisational running cost.</i> • <i>Cost of the HR function per FTE employee.</i> • <i>Ratio of employees (full-time equivalents) to HR staff.</i> • <i>Average days per full-time equivalent employee per year invested in learning and development.</i> • <i>Leavers in the last year as a percentage of the average total staff.</i> 	Neil Bradley	Aug 2011	Apr 2012	HR&OD	Performance improvement	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
11	Improve quality assurance mechanisms	1-5	Review the case tracking system to allow better analysis, and encourage better knowledge transfer and development.	Amy Bailey	Aug 2011	Apr 2012	HR&OD	Performance improvement	
			Improve the quality of HR management information to better equip managers to manager their teams.	Mark Irons	Aug 2011	Apr 2014	Invest in SAP MI dashboard.	Performance improvement	
			Improve staff surveying to ensure SCC is better informed about organization issues and emerging trends.	Kym Wood	Aug 2011	Apr 2014	HR&OD	Performance improvement	

Monitoring & reporting arrangements

The action plan will be delivered and managed jointly by Amy Bailey, Strategic Change and Efficiency Manager and Mark Irons, HR Shared Services Manager. Carmel Millar, the Head of HR&OD, will monitor delivery of the attached action plan.

There will be quarterly progress reports to the Public Value Steering Board. The Member Reference Group will also scrutinise delivery.

Communications arrangements

The outcome of the PVR and subsequent implementation will be communicated to all HR&OD staff and relevant stakeholder groups.

Progress against delivery will be communicated to HR&OD staff by Carmel Millar, the Head of HR&OD

Public Value Review – Draft Implementation Action Plan

Financial Management	Overall accountable individual: Sheila Little
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Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
1	Implement new financial management vision throughout the Council	2,5	1. Financial Management <ul style="list-style-type: none"> • Develop the implementation plan by Aug 2011 • Implement throughout the Council • Financial management strategy developed and implemented 	Sheila Little	Mar 2011	Apr 2012	To be delivered by the core implementation team and Finance / Shared Services (SS) teams with support from HR team.	This will lead to a clear direction, improved ownership, accountability and excellent financial decision-making.	
2	Support organisational development leading to cultural shift with clear ownership of financial responsibilities	1, 2, 5	2. Clear roles and financial responsibilities <ul style="list-style-type: none"> • Re-define and clarify roles and responsibilities • Introduce financial management questions into the recruitment process • Design, develop and implement financial management induction programme 	Sheila Little	Aug 2011	Apr 2012	To be delivered by the core implementation team and Finance / SSC teams with support from HR team.	Financial management community will be able to take ownership, and will be better equipped to deliver financial responsibilities.	

¹ This column is for future use to report on progress in delivering the recommendations 23

² The themes from the Corporate Strategy 2010-14 that each recommendation contributes to are listed using the following key: Our Core Responsibility (1); Personal Responsibility (2); Deciding and Delivering Locally (3); Prevention (4); and Working Together (5).

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
		1, 2, 5	3. Organisational transformation <ul style="list-style-type: none"> Phase 1 Communications and engagement plan to be developed. Phase 2 Road shows, workshops and One-to-One support 	Sheila Little	Aug 2011	Apr 2012	As above.	As above.	
3	Develop new Financial Management training and development pathways programme	1, 2, 5	4. Finance Training Pathways <ul style="list-style-type: none"> Phase 1: <u>Core Finance team staff</u>. A programme of training and development, coaching and support in the areas of IT, professional and behavioural to be designed, developed and delivered for all Finance staff as appropriate Phase 2: <u>For Financial Management community</u> A programme of training and development, coaching and support in the areas of IT, processes financial competency to be designed, developed and delivered to allow self-serve and take on ownership and accountability for their financial responsibilities 	Sheila Little	Jul 2011	Sept 2012	As above plus one-off investment of £80,000.	This will lead to increased financial awareness and skills developed throughout the Financial Management Community, and enables more effective use of financial management system.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
4	Continue to use lean methodology to review financial management processes establishing clear ownership and measurable Key Performance Indicators (KPIs)	1, 2, 5	5. Budget Setting: <ul style="list-style-type: none"> Deliver improvements to the Budget Setting Process in line with the Business Planning and Budget Setting RIE Action Plan (June 2011). 	Nick Carroll / Dan Shurlock	Jun 2011	Feb 2012	To be delivered through the Finance and Policy and Performance teams.	As outlined in the RIE action plan.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
		1, 2, 5	<p>6. Budget Monitoring:</p> <ul style="list-style-type: none"> • Deliver improvements to the Budget Monitoring Process in line with the RIE Action Plan (Feb 2011), applying lean thinking principles • Phase 1: Using current systems and technology implement risk based approach by Sept 2011 • Phase 2: Implement other improvements identified in the Rapid Improvement Event by Dec 2011 • Phase 3: Implement new technology, Business Intelligence and new Reporting Dashboard - Sept 2012 onwards • Phase 4: Integrate activity, financial and performance information – Sept 2012 onwards 	Sian Ferrison	Feb 2011	Sept 2012	To be delivered by the core implementation team and Finance team.	<p>Reduction in time spent on Budget Monitoring in both the Finance Team and Services.</p> <p>Finance team and Service savings, dependant on Cabinet's decision on options following tendering exercise.</p> <p>AND significant process improvements that will lead to improved ownership, accountability, high level of customer satisfaction and excellent financial decision- making.</p>	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
		1, 2, 5	7. Closing of Accounts <ul style="list-style-type: none"> • Re-engineer closing as an activity taking place between March and June to place Surrey County Council as a leading authority for a fast, quality annual accounts process • Phase 1 - Perform a 'hard-close' on a quarterly basis Sept 11. • Phase 2: Systems improvements by April 12 • Phase 3 – Reduction in final reporting in 3 months by June 13. 	Kevin Kilburn	May 2011	Jun 2013	To be delivered by the core implementation team and Finance team.	Savings amalgamated with budget monitoring and journals figures. Enables fast and good quality accounts closure.	
		1, 2, 5	8. Capital budget setting and monitoring <ul style="list-style-type: none"> • Put into effect Project Systems and Investment Manager SAP modules already owned by the Council • More accurate cash flow information for Treasury Management. 	Kevin Kilburn	May 2011	Apr 2012	To be delivered by the core implementation team and Finance team.	More accurate cash flow information will lead to savings in net interest charges.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
		1, 2, 5	9. Journal Transfers <ul style="list-style-type: none"> To transform the current journal process into a risk based leaner and more effective way of resolving financial reporting issues e.g. Applying a threshold limit (ensure a more risk based approach), using SAP tools to automate or reduce the time spent, and working with internal partners to address the root causes of errors 	Darren Kerbey	Mar 2011	Apr 2012	To be delivered by the core implementation team and Finance team.	Improved journal processes will lead to savings in Finance team.	
		1, 2, 5	10. Accounts Receivable <ul style="list-style-type: none"> Implement action plan from RIE Further reduction of Care Debt Further reduction of Non Care Debt Use Activity Analysis to review Financial Assessments and Benefits teams 	Paul Osborne	Oct 2011	Apr 2012	To be delivered within existing budget and resources through SS team.	This is included in a separate Shared Services business case.	
		1, 2, 5	11. Banking <ul style="list-style-type: none"> Take actions to reduce the bank charges incurred. 	Paul Osborne	Mar 2011	Apr 2012	To be delivered within existing budget and resources through SS team.	Savings in bank charges as a result of extended BACS use in schools and renegotiated charge on internet transactions.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
		1, 2, 5	12.Accounts Payable <ul style="list-style-type: none"> Implement scanning and Optical Character Recognition (OCR) solution for paper invoices received by Shared Services (150,000 p/a). Eradicate manual input of invoices into SAP and ensure 100% e-invoicing (The separate business case for this project now also includes a solution for personnel records, procurement contracts and income management papers.) 	Adrian Stockbridge	May 2011	Jan 2012	To be delivered by the core implementation team and Finance / SS/ IMT teams plus one additional external resource.	Saving through reduced staffing costs.	
			13.Other Finance Processes <ul style="list-style-type: none"> Develop a plan (inc RIEs) of applying lean methodology and continuous improvement to other processes within Finance. 	Implementation team	Aug 2011	On-going	To be delivered by the core implementation team and Finance / RIE / SS teams.	Further efficiencies to be identified, which may not be cashable but will free up staff time to work on value added activities and allows for continuous improvement and great customer satisfaction.	
		1, 2, 5	14.Cross cutting processes <ul style="list-style-type: none"> Develop a plan of work in line with the Change and Efficiency (CAE) PVR 	Bryan Smith	Apr 2011	Apr 2012	As above.	As above.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
5	Further invest to exploit financial systems and technology	2,5	15. Agree and implement The Financial Information Systems strategy	Kevin Kilburn	Feb 2011	Sep 2011	To be delivered by the core implementation team and Finance / SS/ IMT teams.	This will provide clear direction and ensure there is a robust interface strategy between the main ledger system and other systems.	
		2,5	16. Use standard SAP transactions that form part of the existing license costs e.g. recurring journals. This will require communications and training to encourage staff use.	Kevin Kilburn	Aug 2011	Nov 2011	As above.	As per recommendation 4 action 9.	
		2,5	17. Configure standard functionality already bought as part of the last upgrade of SAP. e.g. implement Project System and other SAP functionality for capital reporting	Kevin Kilburn	Aug 2011	Apr 2012	As above.	As per recommendation 4 action 8.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
		2,5	18. Purchase and implement new functionality <ul style="list-style-type: none"> Tender exercise to purchase software and appoint a partner to implement requirements of specification. (7 months) Implement agreed solution e.g. user friendly “dashboard” style reporting to help present financial information (6 – 12 months) 	Kevin Kilburn	Aug 2011	Feb 2012	As above.	As per recommendation 4 action 6.	
		2,5	19. Data Quality Action plan <ul style="list-style-type: none"> Develop a Data Quality Action Plan by evaluating each connecting system to ascertain: <ul style="list-style-type: none"> Quality of data. Completeness of data. Maintenance and ownership. Ability to extract the data in the correct format. Plan for cleansing data that may be required. 	Kevin Kilburn	Aug 2011	Apr 2012	To be delivered by the core implementation team and Finance / IMT/ Service teams.	This will ensure data is implemented right first time and with one “version of the truth”.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
6	Implement new financial reporting technology – “dashboard” style reporting	2,5	20.Included in recommendation 3 and 4 Phase 3: Purchase and implement new technology, Business Intelligence and new reporting technology “dashboard” style	Kevin Kilburn	Aug 2011	Sept 2012 onwards	As above.	Separate savings are expected through implementation of HR dashboard for managing sickness absence.	
7	The Finance team structure should align with the improved processes and new ways of working	1, 2, 5	21.Finance Team Structure to be restructured in line with the split of Strategic and Shared Service functions within Change & Efficiency.	Sheila Little / Sergio Sgambellone	Mar 2012	Jul 2012	To be delivered by the core implementation team and the Finance / SS Leadership team.	To be identified as part of the implementation phase.	
8	Explore partnership potential of finance activities	3,5	22.Explore opportunities for partnership working	Sheila Little	Mar 2011	Jul 2012	To be delivered by the core implementation team and the Finance team / SS team.	To be identified as part of the implementation phase.	
		3.5	23.Insurance Claims Handling <ul style="list-style-type: none"> Initial report to Acting Assistant Director of Finance and Strategic Assets for the provision of insurance and claims handling services to the County’s 11 Boroughs and Districts and local partners. set up an implementation plan 	Tracey Milner	Jul 2011	Dec 2011	Extra resource may be required and this will be costed as part of the implementation phase of the project.	Expected saving for bulk purchase of insurance, and income from the Boroughs and Districts based on claims averages for provision of insurance administration and claims handling.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
9	Improve quality assurance and performance management	1, 2, 5	24.Develop Key Performance Indicators to monitor the delivery of these recommendations and for each process	Sheila Little	Aug 2011	Oct 2011	To be delivered by the core implementation team, with support from the Finance team.	Enables proactive anticipation of issues.	
		1, 2, 5	25.Develop clear financial management data principles	Sheila Little	Aug 2011	Apr 2012	As per recommendation 5 action 19.	As per recommendation 5 action 19.	
		1, 2, 5	26.Develop strategy for clear financial accountability <ul style="list-style-type: none"> Delegation should be established to ensure managers can self-serve through access to well-structured reports/dashboards. This will improve empowerment and accountability in Service Managers 	Sheila Little	Aug 2011	Apr 2012	To be delivered by the core implementation team, with support from the Finance team.	This will improve empowerment and accountability in Service Managers.	
		1, 2, 5	28.Continue Benchmarking <ul style="list-style-type: none"> Use analysis to continuously improve 	Kevin Kilburn	Sept 2010	July 2012	Part of Business as usual.	Focus on continuous improvements.	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required (detailed figures in Part 2 report)	Expected savings and benefits (detailed figures in Part 2 report)	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
10	Investment to make efficiencies	1,2,3,4,5	29. Investment to make efficiencies <ul style="list-style-type: none"> Benefits tracker developed and reported on a quarterly basis Report back to PVR Steering Board, MRG and Cabinet once the procurement exercise has been completed. 	Sheila Little	Aug 2011 Aug 2011	Sept 2011 Feb 2012	To be delivered by the core implementation team, with support from the Finance team.	As per all of the above recommendations.	

Monitoring & reporting arrangements

The Finance implementation team will implement the Action Plan with support from the Finance Leadership team and led by the Acting Assistant Director of Finance and Strategic Assets. Change and Efficiency Programme Office will track implementation of the Action plan.

Progress will be reported to: -

On a quarterly basis

The PVR Steering Board
Member Reference Group
Tim Hall, Portfolio Holder

As required

Change and Efficiency DLT meeting
Overview & Scrutiny Committee
Audit and Governance Committee

Communications arrangements

The results of the PVR and subsequent implementation will be communicated to all Finance staff and other stakeholders by the implementation team and the Finance and Strategic Leadership team.

CABINET - 26 JULY 2011

LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING

(i) PROCEDURAL MATTERS: PETITION

That the response attached as Appendix 1 be agreed.

Reasons for decision

To respond to the petition.

(Decision of Cabinet Member for Children and Learning – 15 June 2011)

(ii) PROCEDURAL MATTERS: PETITION

That the response attached as Appendix 2 be agreed.

Reasons for decision

To respond to the petition.

(Decision of Cabinet Member for Children and Learning – 15 June 2011)

(iii) PROPOSAL TO REMOVE RESIDENTIAL PROVISION AT WEY HOUSE SCHOOL, BRAMLEY, GUILDFORD

That the proposal to change the status of Wey House School from residential to day provision, as set out in paragraph 2 and 3 of the report and the submitted annex be implemented.

Reasons for decision

There were no objections to this proposal received following the publication of the statutory notice and therefore the recommendation of officers is to proceed to implement the proposal.

(Decision of Cabinet Member for Children and Learning – 15 June 2011)

(iv) PROPOSED AMALGAMATION OF THREE PRIMARY SCHOOLS IN CAMBERLEY

That the publication of statutory notices such that Bristow Infant School, Camberley Infant School and The Watchetts Junior School, will amalgamate to become a new split site primary school from September 2012 be agreed. The process will be:

- Camberley Infant and Nursery School will close as a separate school on 31 August 2012 and become part of the amalgamated community primary school
all children attending Camberley Infant will then be on roll at the new amalgamated community primary school
- The Watchetts Junior School will close as a separate school on 31 August 2012 and become part of the amalgamated community primary school
all children attending Watchetts children will then be on roll at the new amalgamated community primary school

- Bristow Infant and Nursery School will expand on 1 September 2012 to become a split site community primary school that will include the existing Camberley Infant and Nursery School and The Watchetts Junior School
- The Infant Published Admission Number (PAN) of the new school will be 110, with
 - 50 pupils at the Bristow site
 - 60 pupils at the Camberley Infant site
- The normal Surrey admissions policy will operate, with the tie-breaker for allocation to each site will be the straight line distance from the child's home to the site:
 - up to 50 nearest children to the Bristow site will attend there
 - up to 60 nearest children to the Camberley Infant site will attend there
- the new primary school will have no separate junior PAN
 - infant pupils attending the Bristow site and the Camberley Infant site will automatically move on to junior places in the new primary school unless parents/carers choose to apply for a place at another school (transfer forms will not be automatically sent out to them)

The Children's Centre would continue to operate on the Bristow Site, which would become one of the sites of the newly amalgamated Primary School.

All three current sites will remain in use, catering for the same age groups as they do now.

Reasons for decision

Provision of sustainable, viable primary education will be of benefit to the children and young people in the area served by the schools, leading to certainty of progression through school and improved performance.

(Decision of Cabinet Member for Children and Learning – 15 June 2011)

(v) FAIR ACCESS PROTOCOL 2011 - 2012

That the proposed Fair Access Protocol for 2011/12, as set out in annex 1 of the submitted report, be agreed.

Reasons for decision

- The County Council is required to have a protocol in place that all schools participate in.
- The proposed protocol meets the requirements of the School Admissions Code.
- Schools have been involved in the development of the protocol and are broadly happy with what has been proposed.
- The protocol will ensure that children who are out of school can be placed in school quickly.
- The protocol will ensure that no school is expected to admit more than their fair share of children with challenging behaviour or children previously excluded from other schools.

(Decision of Cabinet Member for Children and Learning – 15 June 2011)

(vi) BUDGET VIREMENT FROM HR TRAINING BUDGET TO SERVICES

That the in-year budget virement of £946,000 from HR and OD to Services be approved.

Reasons for decision

To ensure that budget accountability reflects the process for delivering service specific training.

(Decision of Deputy Leader – 15 June 2011)

(vii) PROCEDURAL MATTERS: PETITION

That the response attached as Appendix 3 be agreed.

Reasons for decision

To respond to the petition.

(Decision of Cabinet Member for Environment – 15 June 2011)

(viii) PROCEDURAL MATTERS: MEMBER'S QUESTION

That the response attached as Appendix 4 be agreed.

Reasons for decision

To respond to the question.

(Decision of Cabinet Member for Change and Efficiency – 15 June 2011)

(ix) SPECIAL NEEDS SUPPORT CENTRES (SNSC) – SEN CAPITAL STRATEGY

- (1) That the release of capital funding as set out in paragraph 16 of the submitted report be approved, subject to costs being within the original funding envelope of £2.785m approved by Cabinet in January 2011.
- (2) That officers be authorised to extend the commissions to consultants to develop full specifications and drawings in order to undertake tender exercises to achieve actual tender costs.
- (3) That officers be authorised to arrange for the appointment and award of contracts to contractors to complete the works.

Reasons for decision

The proposals deliver value for money and are fundamental to the SEN strategy approved by the Cabinet in January 2010 and by Investment Panel in Jan 2011.

(Decision of Cabinet Member for Change and Efficiency – 15 June 2011)

(x) ORCHARD INFANT SCHOOL, EAST MOLESEY – SCHOOLS BASIC NEED PROGRAMME

- (1) That the business case and the release of capital funding be approved, subject to costs being contained within the budget of £1,323,000.
- (2) That approval be given to extend the commission to the consultant and award the full construction contract to the preferred contractor.

Reasons for decision

The proposal delivers value for money and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in their area.

(Decision of Cabinet Member for Change and Efficiency – 15 June 2011)

(xi) MAYBURY INFANT SCHOOL, WOKING – SCHOOLS BASIC NEED PROGRAMME

- (1) That the business case and the release of capital funding be approved, subject to costs being contained within the budget of £1.319m.
- (2) That approval be given to extend the commission to the consultant and award the full construction contract to the preferred contractor.

Reasons for decision

The proposal delivers value for money and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in their area.

That the supplier as detailed in the submitted report be approved to supply pay and display ticket machines for on street parking in Surrey at a maximum unit cost, as set out in the report.

(Decision of Cabinet Member for Change and Efficiency – 15 June 2011)

(xii) PROCEDURAL MATTERS: PETITION

That the response attached at Appendix 5 be agreed.

Reasons for decision

To respond to the petition.

(Decision of Cabinet Member for Transport – 21 June 2011)

(xiii) REQUEST TO ADOPT NEW ROADS

That, under the Scheme of Delegation and in line with Surrey County Council's previous road adoption policy, the adoption of those roads set out in Annex 1 of the submitted report be authorised.

Reasons for decision

The requests set out in Annex 1 of the submitted report fully meet Surrey County Council's previous policy on road adoption.

(Decision of Cabinet Member for Transport – 21 June 2011)

(xiv) REVIEW OF STUDENT FARE CARD SCHEME

- (1) That the Student Fare Card (Bus) scheme be retained

- (2) That option 2 Student Fare Card (Rail) scheme be implemented for the start of the 2011/12 academic year, which will reduce the purchase price of each pass to Surrey County Council from £128 to £35, and will offer a one third discount to students
- (3) That charges to students remain at £25 per card for both the bus and rail schemes
- (4) That the revised pass discount criteria be applied to both Student Fare Card Bus and Rail schemes
- (5) That the Group Manager, Travel and Transport monitors the viability, performance and administration of the schemes during 2011/12 with a view to implementing future changes with the agreement of the Cabinet Member for Transport.

Reasons for decision

In light of the financial pressures facing Surrey County Council and the cost savings identified in the report, the County Council are able to retain these schemes whilst reducing the financial burden on the taxpayers.

(Decision of Cabinet Member for Transport – 21 June 2011)

(xv) APPROVAL TO AWARD CONTRACT FOR THE SUPPLY OF MICROSOFT LICENCES.

That a contract to commence on 1 July 2011, expiring on 30 June 2014 at an initial value as detailed in the submitted report, be approved. The purchase of other Microsoft licences via this contract be authorised, up to the amount of additional funding identified by IMT and Procurement and specified in the submitted report, in order to benefit from the discounts available.

Reasons for decision

The Microsoft Office software suite is a fundamental part of the current IT infrastructure and needs to be compliantly licensed and supported. By purchasing at this time, we will take advantage, not only of reduced pricing but also of significant extra benefits from Microsoft.

(Decision of Cabinet Member for Change and Efficiency – 28 June 2011)

(xvi) PROCEDURAL MATTERS: PETITION

That the response attached at Appendix 6 be agreed.

Reasons for decision

To respond to the petition.

(Decision of Cabinet Member for Environment – 11 July 2011)

(xvii) SPEED LIMIT IN CHRISTCHURCH ROAD, VIRGINIA WATER

- (1) That the introduction of a variable speed limit of 30mph not be endorsed at this time; and

- (2) That the matter be referred back to the Runnymede Local Committee to consider how it wishes to address the issues raised in the petition on the basis of a report from officers, a new speed survey if appropriate (the local Member having indicated his support for this and a potential source of funding) and consultation with the police. The Cabinet Member for Transport will consider any further recommendation for a change in the current speed limit made by the Local Committee based on this evidence in accordance with the current policy.

Reasons for decision

The introduction of a variable 30mph speed limit is not supported by present County Council policy and legal advice suggests that it would not be possible to introduce a variable limit without Secretary of State approval. In addition, neither the Police nor appropriate County Council Officers have been consulted over this proposal, and no consideration has been given to the cost of, or funding source for, these proposed works.

(Decision of Cabinet Member for Transport – 12 July 2011)

(xviii) REQUEST TO ADOPT NEW ROADS

That, under the Scheme of Delegation and in line with Surrey County Council's previous road adoption policy, the adoption of the road set out in Annex 1 of the submitted report be authorised.

Reasons for decision

The request set out in Annex 1 of the submitted report fully meet Surrey County Council's previous policy on road adoption.

(Decision of Cabinet Member for Transport – 12 July 2011)

(xix) APPROVAL OF SCHOOL DEFICITS 2011/12

- (1) That the level of school balances be noted.
- (2) That the three licensed deficit requests as set out in Annex 1 to the submitted report be approved.

Reasons for decision

Approval of schools' deficits will ensure that schools are operating within the County's Scheme for Financing Schools and set the parameters in which recovery plans can be developed.

(Decision of Cabinet Member for Children and Learning – 13 July 2011)

(xx) PROCEDURAL MATTERS: PETITION

That the response attached at Appendix 7 be agreed.

Reasons for decisions

To respond to the petition.

(Decision of Cabinet Member for Community Services and the 2012 Games – 13 July 2011)

(xxi) BASINGSTOKE CANAL TERM CONTRACT

That a joint contract with Hampshire County Council for the Basingstoke Canal term service contract to the company named in the submitted report for a 2-year period ending 31 March 2013 be approved.

Reasons for decision

The contract is necessary to ensure a high and consistent standard of repair work along the whole length of the Basingstoke Canal.

(Decision of Cabinet Member for Change and Efficiency – 13 July 2011)

(xxii) SURREY FIRE AND RESCUE – PROPOSAL TO COMBINE VEHICLE AND EQUIPMENT REPLACEMENT RESERVES

That the merging of the Equipment Replacement Reserve and Vehicle Replacement Reserve into a combined Fire Vehicle and Equipment Replacement Reserve be approved.

Reasons for decision

To address short term funding issues within the Equipment Replacement Reserve and provide longer term flexibility.

(Decision of Deputy Leader – 13 July 2011)

(xxiii) CHIEF EXECUTIVE'S OFFICE – PROPOSAL TO TRANSFER STRATEGIC DIRECTORS BUDGETS/COSTS TO SERVICE DIRECTORATES

That the permanent transfer of the costs and associated budgets of the Strategic Directors from Chief Executives Office to the relevant Directorates be approved.

Reasons for decision

To improve openness and make the budget more transparent.

(Decision of Deputy Leader – 13 July 2011)

CABINET MEMBER FOR CHILDREN AND LEARNING

RESPONSE TO AN E-PETITION CONCERNING THE PROPOSED INCREASED CAPACITY AT BYFLEET PRIMARY SCHOOL

The Petition

'We, the undersigned, appeal to Surrey County Council to halt all proposals to increase capacity at Byfleet Primary School in Byfleet. Whilst we recognise the statutory duty to provide school places, the proposed site is entirely unsuitable. We urge the Council to find alternatives, including looking for a site for a new school or indeed re-opening the Manor.'

The council has proposed that Byfleet Primary School take an additional 30 children in 2011 and an addition 30 in 2012 to compensate for their lack of forward planning in terms of school places needed for children within our ever growing community. The council is aware each year of the birthrates for the county and have had 4 years to put in plans to accommodate the increased demand for school places, yet they have not, infact they closed a school knowing that demand would be increasing. They approached the school 2 weeks ago to advise them they would be putting in portacabins to accommodate the children. These portacabins will be under an electricity pylon & next to the fence for the M25. The school is currently full to capacity at the moment and does not have the facilities for accommodate another 60 children for the next 7 years. The access road is not coping with current traffic levels let alone the increased levels that would be experienced. The site is just not a suitable option for their plans.

The Response

The decision to admit an additional Reception class to Byfleet Primary School in September 2011 was taken in response to the high number of applications received for schools in the area, which was considerably greater than our projection. For the majority of those pupils who we then anticipated as not otherwise obtaining a place, the nearest school was Byfleet Primary School.

The suggestion that we could find a new school or re-open the Manor School in order to provide places in September 2011 is not realistic. The Manor School was closed in 2006. Whilst the buildings are still in place, it would not have been possible to bring this site into use for September 2011 and the issue of how the class would be managed would be equally problematic in the timescale.

Byfleet Primary School has some capacity for growth and is not unsuitable. Whilst initially the proposal was for the school also to admit a further 30 pupils in 2012, we have agreed with the school that they should admit an additional 30 pupils in 2011 only. The school will be provided with a two-classroom demountable building which will allow them to organise more resource space for the school as a whole. The building will not be near to the M25 under pylons but on the opposite side of the playground. As for many schools, access at arrival and pick up times can be difficult but the additional numbers involved are not very significant in comparison to other proposals we are pursuing.

**Peter Martin, Cabinet Member for Children and Learning,
15 June 2011**

CABINET MEMBER FOR CHILDREN AND LEARNING

RESPONSE TO A-PETITION REGARDING THE BOURNE INFANT SCHOOL

The Petition

'We the undersigned petition Surrey County Council to increase the number of children to be admitted to reception classes in September 2011 at what is currently the Bourne Infant School from 60 to 90.'

Details of petition:

Many children who would normally have got into the Bourne Infant School [BIS] for September 2011 have not. Instead they have been offered places at a school outside the immediate area which is in special measures. BIS has high standards, and extra room should be created there for local children and others. There are risks to the education of children caused by placing them in a school in special measures, and it is unusual to put extra children into a school in this situation. It is also destructive of the Bourne community to move children out in this way. There appears to be a permanent increase in children in the whole Farnham area, and the Council should plan accordingly.

Farnham parents need to defend the rights of their children so that they receive a decent and worthy education within their local community; and their right to an education without excessive risk and uncertainty.

The Response

The Council has been responding to changes in demand patterns in the Farnham Area. As a result of an increased level of parental applications for entry into the reception year in September 2011 the Council has made arrangement for the provision of 3 additional classrooms in Farnham area. Provision is being made at St Peter's Primary School, Potters Gate Primary School and Pilgrims Way Primary School, a school at present placed deemed to be requiring 'Special Measures' to improve performance. It is felt that, at this stage, this increase in provision will account for the demand within the area. We anticipate that all schools in the area will admit up to their published admission number.

It is recognised that a significant number of parents have expressed concern that a decision was made not to expand The Bourne Infant School. This decision was initially taken as the Council was not in a position to secure ongoing Junior places for additional Infant places without significant disruption to the pattern of provision in the area. In addition the Bourne Infant School had, at that stage, not indicated that it would be in a position to expand in the relevant year.

Following the allocation of school places in April the Council has met, and spoken with groups of parents affected by this decision. Following these meetings and an indication from the new leadership of The Bourne Infant School that they would be willing to consider an increase in PAN for 2011, the Council undertook a preliminary investigation of the school site. The advice received as a result of this indicated that there would be significant planning risks in pursuing this option and that it would be unlikely that a solution could be achieved by September 2011. As a result of this the Council has decided not expand this school.

It is acknowledged that this decision causes significant disappointment to a number of families. The Council would state that it is sorry that it has not been able to satisfy

a higher number of first preference applications in this area. The Council would further state that, whilst recognising the genuine concern of parents, we are confident in the ability of The Pilgrim's Way School to recover and prosper and we will continue to support it.

Peter Martin, Cabinet Member for Children and Learning
15 June 2011

**CABINET MEMBER FOR ENVIRONMENT
RESPONSE TO PETITION CONCERNING THE SWANWORTH FARM TENANCY
The Petition**

'We the undersigned petition Surrey County Council to rescind the eviction of Nick Bullen from Swanworth Farm.

The Bullen family have been working on Swanworth and Cowslip Farms since the early 1960's and Nick Bullen has lived there most of his life. The current tenant, Nick Bullen, has run the farm alone since 1998, taking over the lease in 2000 from his parents. At one point his father had a life time agreement.

Nick has been trying to obtain a secure lease for over seven years and has had to struggle on with an annual renewing lease, which has restricted his options for investment and development of the farm.

Now, Surrey Wildlife Trust (who manage farms on behalf of the SCC) have served Nick with an eviction notice so that they can use the land themselves. Many local residents believe this is both unfair and unjustified.

We the undersigned call on the Surrey County Council and Surrey Wildlife Trust to ensure that Nick is treated with justice by revoking the eviction and granting him a secure, long-term tenancy of Swanworth Farm.'

The Response

Thank you for expressing your concerns about the notice to quit issued by Surrey Wildlife Trust to the tenant of Swanworth Farm: Nick Bullen.

Swanworth Farm forms part of Surrey County Council's Countryside Estate, which was leased to Surrey Wildlife Trust in 2002. When Swanworth Farm passed from the County Council to the Trust in May 2002, it was subject to a Farm Business Tenancy, which ended in June 2003 on the death of the tenant. The tenant's son: Nick Bullen, has been occupying the farm on an annual license since then, whilst Surrey Wildlife Trust attempted to negotiate a longer lease.

Surrey Wildlife Trust issued a Notice to Quit on 24 June 2010. The decision to take the farm back in hand was a business decision, driven primarily by the need for the Trust to find additional secure winter grazing for their growing herd of cattle.

It is a founding principle of the agreement between the County Council and Surrey Wildlife Trust that the Trust should be allowed maximum discretion to manage the land as it sees fit and this is reflected in the terms of the lease. Surrey Wildlife Trust is entitled under the terms of its lease to take the land back in hand and there is no legal mechanism for the County Council to intervene.

Surrey Wildlife Trust is working with the tenant to try to find a way for him to continue in farming after his occupation comes to an end and has offered him a 3-month extension to enable his stock to be sold at an appropriate point in the farming cycle.

Dr Lynne Hack
Cabinet Member for Environment

15 June 2011

PROCEDURAL MATTERS

Member's Question

Question from Mr Will Forster (Woking South):

The County Council and Cabinet Member will surely be aware of the current parking problems outside Quadrant Court, Woking, in my division.

There are proposals from Woking Borough Council and the Woking Local Committee to combat this issue by incorporating Quadrant Court within Zone One of Woking's Controlled Parking Zone, therefore restricting parking within the hours of 8.30 am and 6.00 pm and to expand the length of double yellow lines in the nearby roads.

Any proposal to significantly increase the numbers of staff based at Quadrant Court will further exasperate the current appalling situation and cause problems for both local residents and Council Officers.

Please will the Cabinet Member tell me that in the future how many staff will be based at, or required to visit Quadrant Court?

Moreover, please can the Cabinet Member inform me how many car parking spaces are available within the Quadrant Court car park? As well as how many employees that are based at, or required to visit Quadrant Court are classed as contractual users and therefore are entitled to a parking space?

Reply:

As at 10 June 2011, there are 978 staff based at Quadrant Court and 450 car park passes have been issued. These have been issued based on an assessment by managers of their staff against a car parking criteria to support business needs. The criteria is as follows (as set out on Snet):

We will make the decisions based on an essential need to drive more than twice a week, because of:

- transporting vulnerable clients on a regular basis
- transporting heavy/bulky equipment or items on a regular basis
- statutory or other requirement for emergency/rapid response
- regularly visiting two or more sites in addition to contractual base in one day.

Additionally, priority consideration may be given to:

- staff with physical mobility needs
- staff with caring responsibilities for disabled dependents.

There are 195 car parking spaces at the Quadrant building and these break down as follows:

General spaces with no limits	104
Spaces with 3 hour limit	49
Car sharer bays	9
Disabled (Blue badge holders only)	9
Duty Social Workers	5
Fire Service vehicles (with Fire livery)	3
Visitor bays for use by the public only (no staff use)	16
TOTAL	195
Moped and motor cycle space	9
Bicycles on racks	44

A number of measures are therefore being undertaken to assist with the car parking associated with Quadrant, including lessons learnt on car parking arrangements at Omnibus in Reigate, following the increased utilisation of this building.

As can be seen from the table above, to help alleviate pressure on parking bays whilst still ensuring that staff can carry out their business effectively, the bays at Quadrant have been zoned with differing time limits or criteria such as 3 hours only, car sharers only etc. This increases the turnover of the spaces and improves the density of use. Personalised Travel Plans have been offered to staff by colleagues in the Smarter Travel Team and to date 90 staff at Quadrant have taken up this offer. Again, as at Omnibus in Reigate, a review of the above arrangements will be carried out in late summer to ascertain what, if any changes, need to be made to the current arrangements.

There are considerable benefits derived from maximising the use of the County's buildings, and the roll-out of new ways of working and modern technology is gradually reducing dependency on buildings. However, some of the benefits of the new IT kit which will give staff flexibility to work elsewhere are just beginning to be delivered but are not immediately available to the Quadrant staff. As the programme progresses it will impact on how people travel and how they work.

Due to the current pressure, the Making A Difference team is also actively seeking additional interim parking spaces elsewhere in the town, which will be used to support staff who meet the car parking criteria. It should be noted such additional provision is not on a 1 space 1 person basis as this has never been the position at any council office and would not be appropriate or cost effective for the council.

The number of employees who are not based at Quadrant but who visit the building is not formally recorded and we are sorry that we are unable to provide this information.

It should also be noted that staff who are contractual users do not necessarily meet the car parking criteria set out above and therefore are not entitled to access the car parking passes.

Tim Hall
Cabinet Member for Change and Efficiency
15 June 2011

RESPONSE TO PETITION CONCERNING THE PROPOSALS OF SURREY COUNTY COUNCIL TO REPLACE STREET LIGHTING IN LONG DITTON

The Petition

'We the residents of Long Ditton are petitioning against the proposals of Surrey County Council to replace our existing 'Victorian Swan Neck' street lighting with modern standard lighting columns.

The proposed columns would not be in keeping with their surroundings if installed in our village where many 'Victorian' streets and properties feature. Therefore we urge Surrey County Council to reconsider their proposals and to replace our existing Victorian 'Swan Neck' street lighting with a design of a similar nature (Heritage style) that would be more in character to the roads affected by the scheme. Also, in line with the wishes of the residents of Long Ditton, they should be no taller than 4.5m, have the softer orange lamps or shades as existing and not the harsh bright white lights as proposed.

The roads in Long Ditton and bordering roads that would be affected by the proposed street lighting replacement programme are as follows:
Prospect Road, Cholmley Road, (Upper) Windmill Lane, Ferry Road, Thorkhill Road, Southbank, Rushett Road, Rushett Close, King's Road, St Mary's Road, Westville Road and Southville Road.'

The Response

As a result of this petition, the county council has put the roads in question on hold in the replacement programme.

There are a number of issues as follows.

- Columns can only be a minimum of 5 meters (as they currently are) as this would affect the efficiency of the lighting.
- The white light replacement is not something we can negotiate on as this is one of the main benefits of the contract and would effect the dimming process and subsequently raise questions with DFT regarding funding of the project and SCC contractual standing. Also the energy calculations and savings would be affected. The white lighting will improve safety and is more directional there for reducing light pollution delivering a more natural light, clearer illumination and improved facial recognition. The vast majority of feedback to date is positive regarding the new white lights.
- Having looked at the roads in question, the vast majority only have one heritage style light that has not yet been replaced. These type of high level service lights have been replaced with standard columns over the years as we can no longer safely work on this type of equipment resulting in just the odd one or two remaining. Our standard recommendation for these type of roads would be to match the existing standard lighting currently installed with new standard columns maintaining the uniformity as per the project aims.
- Unfortunately this area is not in a conservation area and as such anything other than standard replacements would require funding to be discussed further.

- With a view to manage this situation effectively we are currently making arrangements to hold a public meeting in early July to discuss the options with residents.

Ian Lake
Cabinet Member for Transport
21 June 2011

RESPONSE TO PETITION CONCERNING CEASING TO HOST THREE COUNTRYSIDE MANAGEMENT PROJECTS

The Petition

'We the undersigned petition Surrey County Council to not cease to host the 3 Countryside Management Projects without carrying out proper investigation to prove this move would not negatively impact on the valuable nature conservation work being carried out by the projects and local community volunteers.'

As part of the Public Value Review paper presented to the Surrey Council Cabinet it has been proposed that, from April 2012, SCC should cease to host the 3 Countryside Management Projects, the Lower Mole Project, the Downlands Project and the Heathland Project. This means SCC would no longer employ project staff, provide HR and IT support, payroll services or insurance. An enormous amount of work is done throughout Surrey by volunteers of these projects and it will be a serious loss to Surrey residents and a drain on Partners' budgets should these groups cease to exist. SCC is suggesting the projects are hosted by charitable trusts. These proposals were made without researching the viability of transferring the projects to trusts, identifying any trusts willing and able to host them or establishing a process whereby a new charitable trust might be set up. If a decision to go ahead with the proposal is made there will be no going back, even if it is not possible to find another host for the staff. There are grave concerns that this important decision will be taken by only 2 people, one an elected member and one an officer.

RESPONSE

Thank you for expressing your concerns about the proposal, as part of the Public Value Review of the Countryside Service, that the County Council should cease to host the three Countryside Management Projects: the Lower Mole, the Downlands and the Heathland Projects.

The report on the Countryside Public Value Review was considered by the County Council's Cabinet on 1 March 2011. The Cabinet agreed a number of recommendations including that the review of partnerships should be issued for consultation with partner bodies, prior to a decision on the County Council's involvement by the Cabinet Member for Environment in consultation with the Assistant Director Operations, Highways and Countryside. The consultation was issued on 10 March 2011 and closed on 2 June 2011. The review of partnerships includes a review of the Lower Mole, Downlands and Heathland Projects. The consultation was sent to all partner bodies, including those Members, Officers and others who are on the respective Steering Groups.

The responses to the consultation will be carefully considered prior to a decision on the County Council's involvement being made, which will take full account of responses to the consultation.

Dr Lynne Hack, Cabinet Member for Environment
11 July 2011

**CABINET MEMBER FOR COMMUNITY SERVICES AND 2012 GAMES
RESPONSE TO PETITION CONCERNING MOLESEY LIBRARY**

THE PETITION

'We the undersigned petition Surrey County Council to Keep Molesey Library Open.'

'The news has come that Molesey Library might shut down, and we need the library open for if they shut it down, we will have to travel further to other libraries and waste more co2.'

RESPONSE

As part of the County Council's commitment to improving the way we do business for the residents of Surrey, the Library Service has undergone a Public Value Review (PVR) and the report went to Cabinet on 1 February 2011 with its recommendations confirmed at the meeting in March

The PVR recognised that the Library Service is a high performing service that is popular with residents but Surrey County Council, like all other local authorities, faces budget pressures of over £200 million over the next 4 years and is planning a sustainable service offer...and I'm afraid that even important and much valued front-line services like libraries cannot be protected from this harsh economic reality. In addition to the financial situation, there are a number of other drivers for change within the library sector that the service must address and respond to in order to be a modern and sustainable service fit for future circumstances and, across the country, libraries and the model of delivery are being redesigned.

The County Council is keen to maintain the network of 52 libraries and the report advocated the maintenance of a core network of libraries run by the authority but, in line with the aspirations of the 'Big Society' agenda, it also recommends opportunities for communities to become involved with the sustainability of the network through the model of community partnered libraries. The Cabinet accepted the PVR report recommendation that Molesey library, along with ten other libraries, was to be part of this initiative for their future operations management.

Libraries suitable for community partnering were identified through application of a set of 12 factors covering use, cost and social need. It is inevitable that the smallest also have low levels of use, which will remain so while Surrey County Council can only fund limited opening hours. Community partnering could open the way to extending opening hours, making better use of the resources in the library and increasing access to the benefit of the local community, hence the County Council wish to invite communities to get involved and take on the management of these local libraries through a partnership relationship with the County Council.

I would very much hope that yourself - Miss Sofia Hurtado as the petitioner and your 205 petition supporters will convert their concern for the future of their local library into practical support and involvement and join the many volunteers who have come forward from the community to establish a community based organisation to secure future arrangements for Molesey to be a community partnered library.

The County would continue to provide the building, IT and stock; and management and technical support. The community would take on responsibility for the opening hours. The Government is keen to develop the 'Big Society' ideal through the Localism agenda that it is promoting - the Council supports this ideal and, where there is the desire and capacity for community-based organisations, allow them to run their local library. The County Council believe that its local model for arrangements for community partnered libraries is much more comprehensive than many of the arrangements that you may have heard about in the national press. We believe that we have created an opportunity in Surrey not only to maintain but build on the service, with greater involvement from the community that will enable libraries to be better connected to local community activity and ensure a modern and sustainable library for the future.

The County Council would very much hope that the range of activities that you have mentioned would be able to continue under any future arrangements made for West Molesey to be a community partnered library.

Denise Saliagopoulos
Cabinet Member for Community Services and 2012 Games
13 July 2011