

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 12 December 2011.

**MINUTES OF THE MEETING OF THE CABINET
HELD ON TUESDAY 1 NOVEMBER 2011 AT 2.00PM
AT COUNTY HALL**

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

Members:

*Mr David Hodge (Chairman)	*Mrs Kay Hammond
*Mrs Mary Angell	*Mr Ian Lake
*Mrs Helen Clack	*Mr Peter Martin
*Mr Michael Gosling	*Mrs Denise Saliagopoulos
*Mr Tim Hall	*Mr Tony Samuels

* = Present

**PART ONE
IN PUBLIC**

142/11 APOLOGIES FOR ABSENCE (Item 1)

None.

143/11 MINUTES OF THE LAST MEETING – 27 September 2011 (Item 2)

The minutes of the meeting held on 27 September 2011 were confirmed and signed by the Chairman.

144/11 DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

145/11 PROCEDURAL MATTERS (Item 4)

(a) Questions from Members

A question was received from Mrs Hazel Watson (Dorking Hills). The question and agreed response is attached as **Appendix 1 to these minutes**.

146/11 REPORTS FROM SELECT COMMITTEES, LOCAL COMMITTEES AND ANY OTHER COMMITTEES OF THE COUNCIL (Item 5)

(a)C&E IMT PVR

The recommendations of the Council Overview and Scrutiny Committee on the Change and Efficiency Public Value Review of IMT were discussed under item 149/11. The Cabinet's response is attached as **Appendix 2 to these minutes**.

(b)PUBLIC VALUE REVIEW OF SURREY LIBRARY SERVICE CALL-IN PVR

The Communities Select Committee met on 18 October 2011 to consider a call-in of the Cabinet's decision of 27 September 2011 in relation to the

Public Value Review of the Surrey Library Service. The Select Committee did not decide to refer the matter back to the Cabinet and, in accordance with call-in procedure rules, the decision came into effect from the date of the Select Committee meeting.

**147/11 BUDGET MONITORING REPORT FOR SEPTEMBER 2011 (PERIOD 6)
(Item 6)**

The September 2011 projection for the 2011/12 service revenue budget outturn showed a total underspend of £3.9 million. The Medium Term Financial Plan target of £59.3m of savings in 2011/12 was forecast to be exceeded by £1.5m. These savings were in addition to the £67m saved the previous year. The council's available balances were projected to be £32.5m at the year end.

The five-year Medium Term Financial Plan was being developed and the council was aware of the serious financial challenges faced in the coming years. As a part of improving the multi-year approach to budget planning and to assist in meeting these challenges, the Leader had asked directorates to identify budgets that could be carried forward and added to the 2012/13 budget. These totalled £6.3m for service budgets and a further £8m for the Risk Contingency.

The Chairman noted that the £8m that had been set aside as a contingency had not yet been used and this was an example of the good financial management being displayed. The amount set aside for potential government funding changes affecting Children, Schools and Families had also not been required in the first six months of the year, however it was noted to be correct that this contingency remain to ensure the priority of funding children's services.

A Land Acquisition Reserve would be created to support the Council's capital strategy and £1m would initially be allocated from the revenue budget to enable the flexibility to purchase assets when the opportunity arises.

The Cabinet Member for Adult Social Care and Health advised that, whilst the level of reserves might on initial inspection appear to have jumped, it remained a small amount in relation to the total expenditure of the authority. Looking at the amount that had to be saved and the financial red risks which had been identified, it was right that this approach was being taken. It was also noted that the changes in government grant set out in the report related to schools attaining academy status. Though these changes had decreased the Council's revenue expenditure budget, they did not have an effect on the Council's overall position.

RESOLVED:

- (1) That the budget monitoring position and projected year end variances be noted.
- (2) That the creation of the Land Acquisition Reserve and the transfer of £1m from the Central Income and Expenditure budget be approved.
- (3) That the transfer of £0.5m from the Environment & Infrastructure revenue budget to the capital budget for highways maintenance schemes be approved.

- (4) That the provisional carry forward of £6.3m of service revenue budgets and £8.0m of the risk contingency budget be approved.
- (5) That grant changes be reflected in 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.

148/11 2011/12 QUARTERLY BUSINESS REPORT (Item 7)

The Cabinet noted the latest council-wide results on customer feedback, finance, workforce and performance together with the Leadership Risk Register. In particular, Cabinet Members noted:

- 93% of residents were satisfied with their local area as a place to live and 64% were satisfied with the way the council runs things.
- the work taking place on new ways of engaging with residents, including better use of social media with FutureGov, the Have Your Say campaign and the You Choose budget calculator.
- the council's achievement of reaccreditation as an Investor in People (IiP).
- the ongoing commitment to recruiting apprentices and young people not in employment, education or training (NEETs). A total of 67 apprentices had been placed, ten of whom had gone on to be employed by the council. A campaign had also recently been launched to encourage businesses to create 200 additional apprentice places in Surrey.

Members of the Cabinet discussed particular performance developments in their portfolio areas. During the discussion, it was noted that good progress had been made on the number of road defects repaired within 24 hours and the preparations for winter maintenance. The high quality work, using funding from both local investment and the Government, was noted to have helped enable the county to look the best it had for some time. The progress in this area justified the approach taken by the council and its contractors through effective contract management. The Chairman advised that he would be contacting May Gurney to applaud them on the work that they had carried out, particularly in respect of potholes.

The Chairman congratulated Cabinet Members and staff on the excellent work which had been reported. He advised that his first two priorities as Leader would be Safeguarding Children and Safeguarding Adults.

RESOLVED:

- (1) That the Council wide outturn on customer feedback, finance, workforce and performance be noted.
- (2) That the reporting against key Directorate indicators and commitments be noted.
- (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.

149/11 CHANGE & EFFICIENCY PUBLIC VALUE REVIEW: INFORMATION MANAGEMENT TECHNOLOGY (IMT) (Item 8)

The Cabinet discussed the recommendations and action plan arising from the Public Value Review of the Information Management and Technology (IMT) Service. The overall objectives of the PVR included reducing costs so as to deliver a net saving of £3.4m by 2015/16, improving performance to top quartile by 2014, ensuring that key customer facing processes (such as the IMT first line customer support process) are fit for purpose in order to increase productivity of both the provider and customer and ensuring that the service is fit for partnership working in the future.

The Cabinet Member for Change and Efficiency tabled a response to the recommendations of the Council Overview and Scrutiny Committee (attached as **Appendix 2 to these minutes**).

In discussing the recommendations of the Public Value Review it was noted that reference should be made under recommendation 3 to the provision of Members' IT support and the involvement of Democratic Services. It was agreed that the report and action plan should be amended accordingly.

RESOLVED:

- (1) That recommendations 1-6 be agreed as set out in the report and the Action Plan attached as **Appendix 3 to these minutes**, as amended to include reference under recommendation 3 to Members' IT support being provided in association with Democratic Services .
- (2) That implementation of the action plan start immediately, led by the Head of IMT.
- (3) That progress be reported quarterly to the PVR Steering Board, the Member Reference Group and Portfolio Holder.
- (4) that progress be reported every six months to the Council Overview and Scrutiny Committee.

Reasons for decisions:

To move the Public Value Review of IMT into the implementation phase so that improved outcomes and value for money are delivered for the residents of Surrey. This supports the Council's ambition to be a world-class authority.

150/11 PUBLIC VALUE REVIEW OF TRADING STANDARDS (Item 9)

The Cabinet discussed the recommendations and action plan arising from the Public Value Review of Trading Standards. Surrey's Trading Standards service, which was noted to have a very high reputation nationally, ensures that goods, services and food bought by residents are safe and meet

minimum requirements. The service ensures that descriptions and claims made are not deceptive or misleading. In doing this, the service protects all residents but is focused towards the most vulnerable and provides a range of services for the business community.

The Public Value Review recommendations aim to reduce management costs, create a new structure which facilitates income generation, provide focused front line service delivery maintaining protection for residents, especially the vulnerable and businesses and introduce a range of service enhancements such as providing a response to enquiries to businesses on five days rather than three days.

A revised copy of the action plan was circulated at the meeting reflecting that the expected saving from the restructure of Trading Standards was £355k.

RESOLVED:

- (1) That implementation of the Action Plan, to start immediately and be led by the Community Protection Manager, be agreed.
 - 1.1 TS to lead the development (with TSSE) of a set of performance indicators.
 - 1.2 TS to develop their website including a Business One Stop Shop
 - 1.3 TS to transfer the reception desk and the business advice line to the contact centre
 - 1.4 TS to implement improvements to their reception process
 - 1.5 TS and communications to determine best use of social media
 - 1.6 TS to encourage greater Member involvement with the service
 - 1.7 TS to pursue the planned three-tier approach to business advice
 - 1.8 TS to continue develop partnerships with district and borough councils
 - 1.9 TS to develop Support With Confidence as an enhancement to Buy With Confidence.
 - 1.10 TS to work more closely with the VCFS
 - 1.11 TS to continue preparation work for transfer of public health responsibilities to local government in April 2013.
- (2) That progress be reported quarterly to the PVR Steering Board and the Communities Select Committee.
- (3) That the restructure to reduce staffing costs by £355,000 as set out in the report be noted.

Reasons for decisions:

To move the Public Value Review of Trading Standards into the implementation phase so that improved outcomes and value for money are delivered for the residents of Surrey. This supports the Council's ambition to be a world-class authority.

151/11 LOCAL SUSTAINABLE TRANSPORT FUND (Item 10)

The Local Sustainable Transport Fund (LSTF) is a new fund created by the Coalition Government. It is targeted at promoting packages of transport schemes that support economic recovery and growth and reduce carbon emissions.

Surrey County Council submitted a Large Project Bid (Initial Proposals) in June 2011. The bid looks at major towns in order to promote economic growth and reduce carbon emissions. The Department for Transport has since responded to invite the council to submit a revised business case. Surrey is one of only three successful bidders in the region and one of only three counties to be successful nationally.

The Large Project revised business case will be developed over the autumn with local and national stakeholders. Following completion of the detailed technical work and analysis, the bid will be approved under delegated powers in order to enable its submission by 20 December 2011.

RESOLVED that the development of the Local Sustainable Transport Fund (LSTF) large bid be delegated to the Leader and Cabinet Member for Transport and Environment in conjunction with Assistant Director for Strategy, Transport and Planning.

Reasons for decisions:

To enable the development and submission of the LSTF Large bid by the Department for Transport's deadline.

152/11 PROPOSED CONSTRUCTION OF A NEW GUILDFORD FIRE STATION (Item 11)

The Cabinet considered the submission of a planning application for a new fire station on the site of the current Guildford Fire Station. The construction of a new fire station would improve operational assurance (providing improved training facilities for fire fighters) and operational response times.

RESOLVED:

- (1) That the submission of a planning application for a new fire station on the site be approved.
- (2) That negotiations be entered into with Guildford Borough Council for the planning use of the site.

Reasons for decisions:

A new build fire station will achieve the outcomes desired in the SFRS Public Safety Plan 2011 – 2020 though providing modern, efficient, low cost premises that are DDA compliant and meet equality and diversity targets with training facilities to meet modern fire service duties.

153/11 SURREY FIRE AND RESCUE SERVICE BUSINESS CONTINUITY PLANS (Item 12)

Surrey County Council, acting in its role as the Fire Authority, is required by law to formally approve the Surrey Fire and Rescue Service Business Continuity Plans. The Civil Contingencies Act 2004 places a duty on fire and rescue authorities to put in place business continuity management arrangements to ensure that they can continue to exercise their functions in the event of an emergency so far as reasonably practicable. The Fire &

Rescue Services Act 2004 also places a duty on fire and rescue authorities, to promote fire safety.

RESOLVED that the Surrey Fire and Rescue Service Business Continuity Plans, as set out in Annexes 2 and 3 to the report, be approved.

Reasons for decisions:

To meet the Fire Authority's legal responsibilities.

154/11 APPROVAL TO CONTRACT WITH SURREY'S SOCIAL WORK PRACTICE PILOT, 'FIRSTPOINT' (Item 13)

The Cabinet considered the letting of a contract for the continuation of the Surrey County Council Social Work Practice Pilot with Surrey's Deaf Service. A Social Work Practice is a new way of providing social work services, which is independent from local authorities. In Surrey, this will involve a new social enterprise being created, with Surrey County Council staff seconded to it for the duration of the pilot. The pilot will run until August 2013 and is being overseen by the Department of Health.

RESOLVED that the contract to be made between Surrey County Council and the Social Work Practice be approved.

Reasons for decisions:

It is expected that an improved service will be delivered for deaf, deafened and hard of hearing residents in Surrey. The pilot will provide the Council with valuable learning about the benefits and challenges of new ways of working that can be shared across the local authority and beyond.

155/11 LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING (Item 14)

The Cabinet noted the record of the decisions taken since the last meeting. The Chairman thanked Cabinet Members for their work during the transition period since the previous Cabinet and Council meetings and noted that it had been very important that standards, governance and the safeguarding of children and adults had not been allowed to be affected by the change. The Chairman also thanked the Chief Executive and officers for their help and co-operation in ensuring that everything had been in place for the Cabinet meeting whilst the process of change had been ongoing.

RESOLVED that the decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting, as attached as **Appendix 4 to these minutes**, be noted.

Reasons for decisions:

To note the decisions taken by Members under delegated authority.

156/11 EXCLUSION OF THE PRESS AND PUBLIC (Item 15)

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 paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act.

P A R T T W O - I N P R I V A T E

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

157/11 SURREY FIRE AND RESCUE SERVICE BUSINESS CONTINUITY PLANS AND THE CONTINGENCY PREPARATIONS FOR POSSIBLE INDUSTRIAL ACTION (Item 16)

The Cabinet considered an update on the contingency planning in place by the Surrey Fire and Rescue Service for possible industrial action.

RESOLVED:

- (1) That the plans to mitigate the effects of industrial action be noted
- (2) That Surrey Fire and Rescue Service continue to work with the Strategic Director for Customers and Communities and the Cabinet Member for Community Safety to develop strengthened plans.

Reasons for decisions:

To agree the courses of action being undertaken to mitigate the effects of industrial action.

158/11 APPROVAL TO AWARD A BUILDING CLEANING, WINDOW CLEANING AND PEST CONTROL FRAMEWORK (Item 17)

The Cabinet considered the award of a framework to the recommended tenderers for the provision of building cleaning, window cleaning and pest control services for Surrey County Council property portfolio, to commence on 1 December 2011.

RESOLVED that a framework agreement be entered into with the recommended companies on the basis set out in the report.

Reasons for decisions:

The recommended framework award delivers best value for money for Surrey County Council.

159/11 APPROVAL TO CONTRACT WITH SURREY'S SOCIAL WORK PRACTICE PILOT, 'FIRSTPOINT' (Item 18)

This item contained confidential annexes, circulated with Part 2 of the agenda, related to agenda item 13.

160/11 PUBLICITY FOR PART 2 ITEMS (Item 19)

RESOLVED that non-commercially sensitive information relating to the items on Surrey's Social Work Practice Pilot 'Firstpoint'(159/11) and the Approval to Award a Building Cleaning, Window Cleaning and Pest Control Framework (158/11) considered in Part 2 of the agenda could be made available to the press or public at the appropriate time.

[The meeting closed at 3.12pm]

Chairman

CABINET – 1 NOVEMBER 2011

ITEM 4 - PROCEDURAL MATTERS

Members Questions

Question (1) from Mrs Hazel Watson (Dorking Hills):

What payments have the County Council made and/or committed to make under the contract for the purchase of ticket machines for on-street parking charges and what penalty payments, if any, will become due and payable if no or only a few such machines are ordered?

Reply:

The County Council awarded a 'call off' contract for the supply and installation of pay and display machines in May 2011. So far the County Council has not purchased any machines and is not committed to do so. This contract is still available for any machines that may be required if Local Committees decide to go ahead with on street parking charges in some areas. This contract is also open for use by the 11 district and borough councils in Surrey and some, including Mole Valley, have taken advantage of the competitive prices and purchased replacement machines for their car parks. This contract provides opportunity for greater synergy across the 11 Districts and Boroughs.

Ian Lake
Cabinet Member for Transport and Environment
1 November 2011

**CABINET RESPONSE TO RECOMMENDATIONS FROM COUNCIL OVERVIEW
AND SCRUTINY COMMITTEE REGARDING CHANGE AND EFFICIENCY PUBLIC
VALUE REVIEW: IMT**

The Council Overview and Committee scrutinised the Change and Efficiency PVR Review: IMT at its meeting on 18 October 2011 and made the following recommendations to Cabinet:

1. To ensure accountability that recommendation (c) be amended to state:
'Agree that progress will be reported quarterly to the PVR Steering Board and the Member Reference Group *and the portfolio holder*'.
2. To enable proper scrutiny add a new recommendation (d):
'Agree that progress will be reported every six months to the Council Overview and Scrutiny Committee'.

Response:

Thank you for your recommendations. The final version of the IMT PVR report has been updated to include actions for reporting to the Portfolio Holder and to the Council Overview and Scrutiny Committee. The changes have been added to the recommendations section of the report, and to the section 'What Happens Next' at the end of the report.

Helyn Clack
Cabinet Member for Change and Efficiency
1 November 2011

Public Value Review –Implementation Action Plan

Information Management and Technology (IMT)	Overall accountable individual: Paul Brocklehurst
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Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings and benefits	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
1	Establish and embed an ongoing technology refresh programme throughout the council	1, 4, 5	Complete current technology refresh programme (hardware, software and data centres)	Paul Jennings / Chris Millard	-	May 2012	IMT Projects Team / Infrastructure Teams / External Suppliers	Implementation of modern technology on a supportable platform, reduction of security risks	
			Build regular technology refresh activities into the Council's business planning cycle	Paul Brocklehurst	Nov 2011	Jul 2012	IMT Leadership Team / Procurement & Commissioning	Council's maintains an IT infrastructure that is modern and fit for purpose	
2	Produce longer term IT improvement plan	1,2,5	Complete evaluation of the technical requirements of a modern council employee to support the vision for 2017, partnership working and collaboration	Paul Brocklehurst	-	Nov 2011	IMT Leadership Team / Business Solutions Team / Finance	Implementation of transformational IT that supports the vision for Council working in 2017	
			Produce high level estimate for IT expenditure for the Medium Term Financial Plan (MTFP) up to 2017	Paul Brocklehurst / Barbara Yeung	-	Nov 2011	IMT Leadership Team / Business Solutions Team / Finance	Implementation of transformational IT that supports the vision for Council working in 2017	

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 and benefits	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
			Produce roadmap and implementation plan, with costs, to deliver against the investment for IT improvements and to refresh annually.	Paul Brocklehurst / Barbara Yeung	Dec 2011	Apr 2012	IMT Leadership Team / Business Solutions Team / Finance	Implementation of transformational IT that supports the vision for Council working in 2017	
2	Produce longer term IT improvement plan (continued)	1,2,5	Security Review Council's security policies to remove barriers to new ways of working including use of social media, mobile and collaborative working	Paul Jennings	Nov 2011	Apr 2012	IMT Leadership Team / Domain Lead Network and Security / Legal services	Revised security enables greater use of modern technologies	
3	Developing the organisation's IT skills and competence	2,5	Identify skills need and plan training for Surrey County Council users for the current technology refresh and future improvements <ul style="list-style-type: none"> • Set up an training board jointly with HR • Establish ongoing training plan for council staff • Establish ongoing training plan members 	Paul Brocklehurst	Nov 2011	Dec 2011 onwards	IMT and HR&OD (Learning and Development)	To ensure that Surrey County Council staff and members have the capabilities to use modern technologies	
			Establishing regular analysis of top ten calls to IMT to identify the training needs of Surrey County Council users	Nick Roberts	Nov 2011	Apr 2012	IMT Customer Services and Partnerships Team	Targeted training to reduce staff time lost due to inability to use technology	
4	Implement an effective and efficient customer focused service model that is fit for the future	1, 2, 5	IMT Reorganisation Complete reorganisation of IMT service into the following areas: <ul style="list-style-type: none"> • Business Solutions • Technical Architecture & Delivery • Applications Architecture & Delivery • Customer Services & Partnerships • Business Development & Resources 	Paul Brocklehurst / IMT Leadership Team	Nov 2011	Nov 2012	To be delivered by the IMT Leadership Team with support from the HR team	To ensure IMT operates a best practice structure that meets the needs of the Council to deliver transformational change whilst providing excellent day to day support	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings and benefits	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
			IMT Staff skills Review skills and capabilities of all IMT staff following service reorganisation	IMT Middle Managers	Apr 2012	Sep 2012	To be delivered by the IMT Leadership Team with support from the HR team	To ensure IMT skills match new technologies and new ways of working	
4	Implement an effective and efficient customer focused service model that is fit for the future (continued)	1, 2, 5	Customer facing processes <ul style="list-style-type: none"> Review customer facing 'end to end' processes including requests for help, support and new work Review Service Level Agreements and introduce Operating Level Agreements to improve performance management and responsiveness Review helpdesk training to address consistency issues	Nick Roberts	Jan 2012	Jun 2012	Customer Services and Partnership Team Key IMT Delivery Managers Key Council service representatives and service Technology Boards	To achieve a simpler more consistent customer experience	
			Management of data centre infrastructure In parallel to the technology refresh, update operational process in line with industry best practice	Paul Jennings	Apr 2012	Apr 2013	Technical Architecture and Delivery Team	To ensure the Council's IT is managed to industry best practice standards improving efficiency and consistency	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings and benefits	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
			Risk Management Update risk assessment following implementation of reorganisation of service and completion of technology refresh	IMT Leadership Team	Apr 2012	Oct 2012	IMT Leadership Team	To ensure effective management of the risks that may result from the adoption of new technologies and operational changes	
4	Implement an effective and efficient customer focused service model that is fit for the future (continued)	1, 2, 5	Technology Boards Review operation of Technology Boards: <ul style="list-style-type: none"> ○ To ensure effective engagement with the services ○ To agree overall priorities for IT across the Council ○ To ensure small projects with high benefit are prioritised appropriately ○ Expand remit to review business as usual operations as well as future projects Increase involvement of Senior Management and Middle Management in Technology Boards	Chris Millard	Jan 2012	Jun 2012	Business Solutions Team / Customer Services and Partnerships Team / Key SCC service representatives	To achieve close alignment of business demand with IMT delivery and forward planning	

Recommendation			Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings and benefits	Progress ¹ (RAG & comments)
Ref	Description	Strategic themes ²							
5	Ensure IMT delivers value for money	1,2	Savings plans Review and update IMT cost saving plan to take into account additional savings opportunities arising from changes to contracts, partnership delivery and use of resources	Barbara Yeung	Nov 2011	Apr 2014	IMT Leadership Team / Finance / Procurement	To ensure additional savings are identified and included in budget plans	
			Performance <ul style="list-style-type: none"> Review of Key Performance Indicators (KPIs) – against processes that will be reviewed / put in place Establish clear ownership for KPIs (linked to process ownership)	Barbara Yeung	Jan 2012	Jun 2012	Business Development and Resources Team	Making sure there are the right indicators to monitor performance to inform actions for improvements	
6	Further development of strategic partnering	1, 3 ,5	Fully participate in preparing the joint Surrey Chief IT Officers group (SCITO) strategy	Paul Brocklehurst/ Nick Roberts	Apr 2012	Oct 2012	IMT and Surrey Chief IT Officers group (SCITO)	This will provide better value and more joined up service provision for Surrey's residents	

Cross organisational actions

The following actions require a cross organisational approach:

- Information Management
- Change Management
- Benefits Tracking

Monitoring & reporting arrangements

The action plan will be delivered by the IMT Leadership Team. Paul Brocklehurst, Head of IMT, will lead and monitor the delivery of the attached action plan.

Progress will be reported to: -

As required

Helyn Clack, Portfolio Holder

Change and Efficiency Directorate Leadership Team

On a quarterly basis

The PVR Steering Board

Member Reference Group

Council Overview and Scrutiny Committee

Communications arrangements

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

Progress against delivery will be communicated to IMT staff by Paul Brocklehurst, Head of IMT.

CABINET MEMBER DECISIONS

20 OCTOBER

(i) DOWNS GYPSY SITE, CATERHAM

That Option 1, as set out in the submitted report, be agreed and pursued urgently to bring the project to a conclusion in December 2011 subject to legal agreement.

Reasons for decision

To facilitate the closure of the site based on co-operative relocation.

(Decision of Cabinet Member for Transport and Environment - 20 October 2011)

(ii) OLYMPIC CYCLE RACES PROPOSED VIREMENT FROM ENVIRONMENT & INFRASTRUCTURE TO CUSTOMER & COMMUNITIES

That the revenue budget virement of £500,000 for 2011/12 (£1.5m for 2012/13) from Environment and Infrastructure to Customer and Communities be approved.

Reasons for decision

To align budget responsibility and delivery for the hosted Olympic cycling events.

(Decision of the Leader of the Council – 20 October 2011)

25 OCTOBER 2011

(iii) SPEED LIMIT IN RED ROAD, LIGHTWATER

- (1) That the decision to introduce a 40mph speed limit between The Maultway and Lightwater Road along Red Road not be endorsed.
- (2) That the recommended outcome proposed by officers in the report to the Local Committee be approved as follows:
 - (i) *approve advertising of a Traffic Regulation Order to enable implementation of a 50mph speed limit over the following lengths of road (as shown in Annex 1 attached to the report):*
 - *the complete length of Red Road*
 - *the short length of Lightwater Road between its junction with Red Road and the start of the existing 40mph speed limit;*
 - (ii) *approve the revoking of any existing Traffic Orders necessary to implement the above changes;*
 - (iii) *approve that any objections to the Traffic Regulation Order should be considered and resolved by the Area Team Manager for Highways in consultation with the Divisional Member and Chairman, and that this only returned to Committee if any objections prove insurmountable;*

- (iv) approve that once any objections have been considered and resolved, that the Order be made.*
- (v) that the Local Committee agree and approve funding for this item.*

- (3) The planned introduction of additional road safety measures, including enhancements to signage and road markings in Red Road, having been identified as part of the provisional Safety Engineering programme of works for 2012/13 for delivery through the new £200,000 Countywide Safety Scheme budget, be noted.
- (4) The operation of the scheme be reviewed one year after implementation of the safety engineering programme.

Reasons for decision

A 40mph speed limit is considered to be inappropriate for Red Road for the reasons set out in the report and is not supported by the Police or Officers. Accident data indicates that majority of incidents on the road had not been related to speed and specific road safety measures were planned at accident cluster locations.

(Decision of Cabinet Member for Transport and Environment - 25 October 2011)

(iv) PROPERTY TRANSACTIONS – PIPPBROOK HOUSE, DORKING

That a notional lease with Mole Valley District Council in respect of the County Council's occupation of Pippbrook House be approved until the property is vacated, as part of the previously approved Memorandum of Settlement, on the same terms and conditions as the lease, which expired on 10 January 2010.

Reasons for decision

To ensure the County Council discharges fully its contractual obligation under the terms of the lease and to enable legal completion of the previously approved Memorandum of Settlement.

(Decision of the Cabinet Member for Assets and Regeneration Programmes – 25 October 2011)

(v) PROPERTY TRANSACTIONS – CONQUEST HOUSE, KINGSTON UPON THAMES: DILAPIDATIONS SETTLEMENT

That the terms for settlement of the County Council's liability for dilapidations in respect of its lease of Conquest House Kingston be approved, and the Head of Legal and Democratic Services be authorised to complete the necessary Deed of Variation of the lease to reflect the agreement.

Reasons for decision

To ensure the County Council discharges fully its contractual obligation under the terms of the lease and to enable legal completion of the necessary Deed of Variation.

(Decision of the Cabinet Member for Assets and Regeneration Programmes – 25 October 2011)

(vi) PROPERTY TRANSACTIONS – 5 HANSLER GROVE, EAST MOLESEY

1. That the sale of 5 Hansler Grove, East Molesey, to the person and for the amount as set out in the submitted report, be approved subject to exchange of papers taking place within 21 days, with completion taking place within a further 21 days.
2. Should completion not take place within the required timeframe, the Asset Strategy Manager, in consultation with the Cabinet Member for Assets and Regeneration Programmes, be authorised to pursue completion with the other bidders on the same basis as set out above.

Reasons for decision

To expedite the sale of a property no longer required for service reasons and to reduce the cost of managing an empty property.

(Decision of the Cabinet Member for Assets and Regeneration Programmes – 25 October 2011)

(vii) SPECIAL NEEDS SUPPORT CENTRES (SNSC) – CREATION OF A NEW CENTRE AT CUDDINGTON COMMUNITY PRIMARY SCHOOL

That the publication of a statutory notice indicating the Local Authority's intention to create a new 14 place Special Needs Support Centre at Cuddington Community Primary School from September 2012 be approved.

Reasons for decision

The school is well placed to operate a successful Special Needs Support Centre that is integral to the delivery of the SEN strategy approved by the Cabinet in January 2010 and by Investment Panel in January 2011.

(Decision of the Cabinet Member for Children and Learning – 25 October 2011)