



Supplementary Agenda - Report of the Cabinet &  
Minutes of Cabinet Meetings

for the meeting of

**THE COUNTY COUNCIL**

to be held on

**10 JULY 2018**

**11 REPORT OF THE CABINET**

(Pages 5  
- 8)

To receive the report of the meeting of the Cabinet held on 29 May 2018 and 26 June 2018 and to note reports in respect of:

- Formation of Guildford Joint Committee
- Capital Carry Forward Requests from 2017/18 and Finance Position Statement as at 30 April 2018
- Prudential RideLondon - Surrey Event In 2020
- Surrey Performing Arts Library
- Surrey County Council Public Bus Contract Retendering 2018

**12 MINUTES OF CABINET MEETINGS**

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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 Democratic Services by 12 noon on Monday, 9 July 2018.

*County Council Meeting – 10 July 2018***REPORT OF THE CABINET**

**The Cabinet met on 29 May and 26 June 2018.**

**In accordance with the Constitution, Members can ask questions of the appropriate Cabinet Member, seek clarification or make a statement on any of these issues without giving notice.**

**The minutes containing the individual decisions for 29 May and 26 June meetings are included within the agenda at item 12. Any Cabinet responses to Committee reports are included in or appended to the minutes. If any Member wishes to raise a question or make a statement on any of the matters in the minutes, notice must be given to Democratic Services by 12 noon on the last working day before the County Council meeting (9 July 2018).**

**For members of the public all non-confidential reports are available on the web site ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) or on request from Democratic Services.**

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| <b>REPORTS FOR DECISION</b> |
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**A. FORMATION OF GUILDFORD JOINT COMMITTEE**

Cabinet (and now County Council) approval was sought to establish this Joint Committee. As part of this process, approval was also sought from Guildford Borough Council (GBC). It is intended that the Joint Committee would be in place from 19 September 2018, when it would hold its first meeting.

Discussions between GBC and SCC had revealed a shared aspiration for the councils to create a Joint Committee which would take the place of the current Surrey County Council Local Committee in Guildford.

The Joint Committee would be a true partnership between SCC and GBC enabling more joined-up and cohesive decision making on issues that affect residents. It would operate in place of the current Local Committee which can only take decisions on county council functions that are delegated to it, and which has limitations on the voting rights of the co-opted borough members who are unable to vote on education and youth matters.

The Guildford Joint Committee will help deliver the following aims:

- Increase the involvement of residents, local communities, businesses and partners;
- Improve decision making, speed-up processes and reduce duplication in governance;
- Support councillors in their role as community leaders, game changers and champions;
- Promote greater accountability and local scrutiny;
- Provide an innovative two tier response to central government policy initiatives and a platform on which future joint arrangements can be strengthened.

***The Cabinet RECOMMENDS that the County Council :***

1. agrees to the establishment of the Guildford Joint Committee in place of the current Local Committee arrangements to take effect from 19 September 2018.
2. agrees to the delegation of the non-executive functions to the Guildford Joint Committee.
3. appoints a Chairman of the newly formed Guildford Joint Committee from 19 September 2018, when the Joint Committee would hold its first meeting.
4. appoints Mike Goodman, Cabinet Member for Environment and Transport, as the SCC Cabinet Member on the Guildford Joint Committee for the 2018/19 municipal year, subject to Council approval of the Constitution.
5. agrees that authority be delegated to the Legal Services Manager, in consultation with the Leader of the Council, Cabinet Member and the SCC-appointed Chairman or Vice-Chairman of the Guildford Joint Committee, to agree to any minor amendments to the Constitution, which may be required

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| <b>REPORTS FOR INFORMATION / DISCUSSION</b> |
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**B. CAPITAL CARRY FORWARD REQUESTS FROM 2017/18 AND FINANCE POSITION STATEMENT AS AT 30 APRIL 2018**

Cabinet considered the proposed level of 2017/18 capital programme carry forwards to be considered following deferral of this decision from the April Cabinet meeting.

Cabinet also considered an early summary assessment of the Council's financial position for 2018/19, highlighting initial indications of variations to assumptions since the Medium Term Financial Plan was prepared as well as emerging issues, risks and areas of concern.

**Cabinet approved:**

1. The £32m capital carry forward requests as detailed in Annex 1 to the submitted report.
2. In addition to the £5m invested during 2017/18, a further investment in 2018/19 of £7m and then a further £8m in 2019/20 to improve the condition of the highways network.
3. That the Chief Executive conduct a review of the capital programme to ensure alignment with the council's strategy.

**Cabinet noted:**

4. The Corporate Leadership Team had reviewed the savings areas identified for 2018/19 with particular focus on those where there is the lowest confidence level of achievability.
5. The business cases for the flexible use of capital receipts to support the 2018/19 budget had been reviewed by the Investment Panel.

6. There were continuing indications of significant budget pressures in Special Educational Needs and Disabilities (SEND) greater than the assumptions in the Medium Term Financial Plan, which presented a risk to the overall financial position.

### **C. PRUDENTIAL RIDELONDON-SURREY EVENT IN 2020**

#### **The Cabinet AGREED:**

1. To host the Prudential RideLondon-Surrey event in 2020 using a route similar to the previous years to be delivered by the current delivery company, the London-Surrey Cycle Partnership (LSCP) under a one year extension to the current contract.
2. In principle, to continue to collaborate with the Greater London Authority, Transport for London and their delivery partners, to allow planning for events up to 2026. Approval of hosting events from 2021 to 2026 would be sought from Cabinet, following consultation.

### **D. SURREY PERFORMING ARTS LIBRARY**

Cabinet were asked to consider inviting NewSPAL to prepare a business plan to take on the operational responsibility for SPAL, which Cabinet would consider in Autumn 2018.

Subject to the Cabinet decision in Autumn 2018 regarding the NewSPAL business case, the collections will remain at Ewell. Should the decision be made to keep the collections, a further one off cost (estimated at £20,000) would arise to adapt the infrastructure at Ewell Library.

#### **Cabinet agreed that:**

1. NewSPAL, a new charitable body, is invited and supported to prepare a comprehensive business plan to take on operational responsibility for SPAL,
2. That a report on the NewSPAL business plan be brought to Cabinet for decision in Autumn, 2018.

### **E. SURREY COUNTY COUNCIL PUBLIC BUS CONTRACT RETENDERING 2018**

Cabinet considered a report that explained how there were currently 185 bus services operating in Surrey and the county council gave some financial support to around 75% of them. Cabinet were asked to award 15 contracts to six operators, for the provision of 21 Public Bus Services.

The current contracts, which expire on 1 September 2018, have been retendered and if awarded will commence from 2 September 2018.

Overall, these proposals seek to maintain the existing network of bus provision, with some amendments proposed in certain areas.

**Cabinet agreed:**

That, following consideration of the results of the procurement process in Part 2 of the meeting, the award of contracts to the following six operators be agreed:- BETC, Cardinal Buses, C E Jeatt & Son (White Bus), Edward Thomas, Metrobus and Southdown. The contract length will be three years with the option to extend up to a maximum of eight years as permitted by the 1985 Transport Act (as amended by s.70 Local Transport Act 2008).

**F. QUARTERLY REPORT ON DECISIONS TAKEN UNDER SPECIAL URGENCY ARRANGEMENTS: 1 APRIL – 30 JUNE 2018**

The Cabinet is required under the Constitution to report to Council on a quarterly basis the details of decisions taken by the Cabinet and Cabinet Members under the special urgency arrangements set out in Standing Order 56 of the Constitution. This occurs where a decision is required on a matter that is not contained within the Leader's Forward Plan (Notice of Decisions), nor available 5 clear days before the meeting. Where a decision on such matters could not reasonably be delayed, the agreement of the Chairman of the appropriate Select Committee, or in his/her absence the Chairman of the Council, must be sought to enable the decision to be made.

***The County Council is asked to note that there have been no urgent items in this quarter.***

**Mr David Hodge, Leader of the Council  
June 2018**

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 26 JUNE 2018 AT 2.00 PM  
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,  
SURREY KT1 2DN.**

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

Members:

|                                |                           |
|--------------------------------|---------------------------|
| *Mr David Hodge (Chairman)     | *Mr Mike Goodman          |
| *Mr John Furey (Vice-Chairman) | *Mrs Mary Lewis           |
| Mrs Helyn Clack                | *Mr Colin Kemp            |
| *Mrs Clare Curran              | *Mr Tim Oliver            |
| *Mr Mel Few                    | *Ms Denise Turner-Stewart |

Deputy Cabinet Members:

|                      |                        |
|----------------------|------------------------|
| *Mr Charlotte Morley | *Mr Jeff Harris        |
| *Mr Cameron McIntosh | *Miss Alison Griffiths |

\* = Present

Members in attendance:

Cllr Rachael I Lake, Chairman of previous Communities Select Committee  
Mrs Sinead Mooney, Chairman of Adult and Lifelong Learning Select Committee  
Mrs Hazel Watson, Member for Dorking Hills  
Mr Jonathan Essex, Member for Redhill East

**PART ONE  
IN PUBLIC**

**97/18 APOLOGIES FOR ABSENCE [Item 1]**

An apology for absence was received from Mrs Helyn Clack.

**98/18 MINUTES OF PREVIOUS MEETING: 29 MAY 2018 [Item 2]**

The minutes of the meeting held on 29 May 2018 were agreed as a correct record.

**99/18 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**100/18 PROCEDURAL MATTERS [Item 4]**

**101/18 MEMBERS' QUESTIONS [Item 4a]**

There were four questions received from three Members. The questions and responses were published as a supplement to the agenda.

Responses to supplementary questions were as follows:

Q2. The Leader would need to take advice and get back to Mrs Watson regarding whether the Council would be publishing any details of actions taken or to be taken as a result of the letter from Home Office.

Q3. Mr Essex had asked for net income and how it compared to previous years, and not a cumulative total as was given in the response. A further response would be sent Mr Essex.

Q4. Mr Essex stated that the two elements of his question had not been answered. The Leader would ensure a further response be sent to Mr Essex.

#### **102/18 PUBLIC QUESTIONS [Item 4b]**

There was one question received from members of the public. The question and response was published as a supplement to the agenda.

Mrs Barbara Eifler asked the Cabinet to confirm that as long as meaningful progress was being made that no absolute deadline would be set. The Cabinet Member responded that the Autumn was proposed for a sign over but there would be meetings taking place with NewsPAL and it would be useful for NewsPAL to keep the Council abreast of any issues during those meetings.

#### **103/18 PETITIONS [Item 4c]**

There were no petitions.

#### **104/18 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

#### **105/18 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

A report was deferred for consideration by Cabinet at the April 2018 meeting from the Communities Select Committee relating to the Surrey Performing Arts Library. A response to this was published as a supplement to the agenda.

#### **106/18 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS/ INVESTMENT BOARD TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

The Cabinet Lead Member for Place spoke of his disappointment that there were no public attendees when he considered the petition on street lighting, especially as he had arranged for officers to be on hand to answer any questions.

#### **RESOLVED:**

That the decision taken by the Cabinet Member, under delegated authority, be noted.

**Reason for Decision:**

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

**107/18 SURREY COUNTY COUNCIL PUBLIC BUS CONTRACT RE-TENDERING 2018 [Item 7]**

The Cabinet Member for Environment and Transport introduced this report which explained that Surrey County Council was responsible for sourcing sustainable, safe, secure and reliable local bus services as defined by the Transport Acts 1985 and 2000. These services enabled residents to access employment, education, medical appointments, essential food shopping and other key services. This report sought to award fifteen contracts to six operators. The current contracts to expire on 1 September 2018 had been retendered and if awarded would commence from 2 September 2018. The proposals sought to maintain the existing network of bus provision, with some amendments proposed in certain areas.

He also explained that there would be six Euro buses coming to Surrey which would be very good for air quality. Several Members expressed their pleasure regarding the provision of Euro buses stating it was a positive move forward.

**RESOLVED:**

1. That following consideration of the results of the procurement process in the submitted Part 2 report, to award contracts to the following six operators was agreed:- BETC, Cardinal Buses, C E Jeatt & Son (White Bus), Edward Thomas, Metrobus and Southdown.
2. To note that the contract length would be three years with the option to extend up to a maximum of eight years as permitted by the 1985 Transport Act (as amended by s.70 Local Transport Act 2008). The total annual value of these contracts would be £1.037m (net of developer funding contribution for one route).

**Reason for Decision:**

The decision would enable the Council to achieve:

- A net full year saving of £0.125m compared to the previous aggregated cost of the routes.
- A robust bus network delivery of essential public transport to residents of Surrey.
- Services delivered by operators who are reputable and meet the Council's minimum level of quality.
- Funding arrangements with operators that are sustainable.
- More services being delivered using lower emission Euro VI vehicles.

Ensures the Council complies with the Procurement Standing Orders (PSO), requiring Cabinet approval for those contracts that reach a specified value.

## **108/18 INVESTMENT BOARD ANNUAL REPORT [Item 8]**

The Cabinet Lead for People introduced this report that provided details of the investment property portfolio that formed part of the agreed governance arrangements. He explained that it was an important part of the Council's strategy to become financially independent. Whilst the percentage returns did not look too high this was in part due to the borrowing needed to fund the investments. However, capital gains would be realised in the future.

In response to a Member question regarding the level of expertise of the Investment Board and assessment of risk both the Leader and the Cabinet Lead for People described the level of experience of some of the members of the Board and that the level of challenge was high. An external advisor, CBRE, set criteria on which each were assessed, scored and challenged.

### **RESOLVED:**

That the Annual Report of the Investment Board be endorsed.

### **Reason for Decision:**

To inform the Cabinet about the activities of the Investment Board. The Investment Board were responsible for the delivery of the agreed Investment Strategy. The Investment Strategy was created by the Council to deliver an ongoing and resilient source of income to provide financial support to the Council's front line services.

*At this point in the meeting it was agreed to rearrange agenda items so that the Monthly Budget Monitoring Report was taken as the last of the Part 1 items.*

## **109/18 SURREY PERFORMING ARTS LIBRARY - FUTURE ARRANGEMENTS [Item 11]**

The Cabinet Member for Community Services introduced a report which explained how the Surrey Performing Arts Library (SPAL) helped support the cultural life of the county by bringing together a wide range of material on all aspects of performing arts, including the loan of multiple sets of music and drama items borrowed by groups.

In order to ensure the long term sustainability of the collection, a review, including extensive public consultation, of how the collections were managed had been carried out. Arising from this, discussions had been initiated with a group, established as a charity, ('NewSPAL') around the potential user and service benefits that could accrue were the collections to be transferred to them. Both music and drama collections were currently housed at Denbies in Dorking. To ensure the effectiveness, coherence and continuity of the service, the entire collection was to be relocated to Ewell Library.

The Chairman of the previous Communities Select Committee spoke of the work undertaken by that select committee and how it had worked well with residents to come up with the recommendations to officers. She also stated that NewsPAL members may wish to consider joining the training session being offered to officers at Ewell Library in order for them to get a heads up. She asked for leniency on the deadline of Autumn especially if the Cabinet

required more information in the Business Case. She also explained how she spoken with the Chairman of the new Adults and Lifelong Learning Select Committee regarding work carried forward.

The Chairman of the Adults and Lifelong Learning Select Committee stated that the Committee supported the recommendations and were happy that the collections were being kept together. They would work with NewsPAL to develop the business case.

The Leader thanked both the Head of Cultural Services and the Lead Manager of Surrey Library Service for the work undertaken.

**RESOLVED:**

1. That NewSPAL, a new charitable body, be invited and supported to prepare a comprehensive business plan to take on operational responsibility for SPAL be agreed.
2. That a report on the NewSPAL business plan be brought to Cabinet for decision in the Autumn, 2018 be agreed.

**Reasons for decisions:**

A review of the SPAL collections identified a number of measures to improve business operations and options to address issues for its long term sustainability. The option of transferring the function to an independent operator was proposed as it would mean that SPAL could operate outside of the continuing pressures on local government budgets.

Despite considerable work, ultimately no suitable existing organisation confirmed their interest. However a new charity (NewSPAL) had recently been set up for the purpose of taking on SPAL. Potential advantages of the NewSPAL option was that it would be a user-led organisation and have potential to access funding opportunities not available to local authorities.

There would be a robust process in place to test the viability of any transfer of the collections to NewSPAL and a report brought to Cabinet in the Autumn, 2018.

The Communities Select Committee considered options for SPAL and agreed to support in principle NewSPAL taking over the collections. In the interim, while the NewSPAL proposal was worked up in greater detail, to ensure the cost-effectiveness, coherence and continuity of the service, the collection was to be relocated to Ewell Library.

**110/18 FORMATION OF GUILDFORD JOINT COMMITTEE [Item 10]**

The Cabinet Member for Community Services introduced this report that proposed to create a Joint Committee in place of the current SCC Guildford Local Committee and building on the positive partnership working between Surrey County Council (SCC) and Guildford Borough Council (GBC). She explained how the Guildford Joint Committee would speed up decision making and strengthen local democracy. The closer working permitted by the new arrangement would allow both authorities to jointly respond on local issues. The Joint Committee would also have an extended remit over and

above that of the current Local Committee and would operate under an agreed framework for an initial 12 month period with the scope to delegate additional functions after this time in a structured format.

The proposals were also complementary to the work of the Local/Joint Committee Review Group led by Mrs Mary Angell. The Cabinet Member thanked Mrs Angell for the work undertaken.

The Chairman of Guildford Local Committee spoke in favour of the proposals and thanked democratic services at Guildford BC for the work they had done.

A few Cabinet Members spoke in favour of joint committees and that they would like to see all local committees go this way in the future.

Thanks was also extended to the Community Partnerships Manager for his work on this.

**RESOLVED:**

1. That following consideration of the Constitution set out in the Annex A to the minutes, including the Standing Orders under which the Joint Committee would operate it was agreed:
  - To delegate the executive functions to the Guildford Joint Committee;
  - The extended advisory functions that will come under the remit of the Guildford Joint Committee.

**Cabinet recommendations to Full Council:**

2. That Council agrees to the establishment of the Guildford Joint Committee in place of the current Local Committee arrangements to take effect from 19 September 2018.
3. That Council agrees to the delegation of the non-executive functions to the Guildford Joint Committee.
4. That Council appoint a Chairman of the newly formed Guildford Joint Committee from 19 September 2018, when the Joint Committee would hold its first meeting.
5. That Council appoint Mike Goodman, Cabinet Member for Environment and Transport, as the SCC Cabinet Member on the Guildford Joint Committee for the 2018/19 municipal year, subject to Council approval of the Constitution.
6. That authority be delegated to the Legal Services Manager, in consultation with the Leader of the Council, Cabinet Member and the SCC-appointed Chairman or Vice-Chairman of the Guildford Joint Committee, to agree to any minor amendments to the Constitution, which may be required

### **Reasons for decisions:**

Cabinet and full Council agreement was required to establish a Guildford Joint Committee, to replace the current Local Committee arrangements; to delegate recommended executive functions to the newly formed Guildford Joint Committee; and to agree the Constitution and Standing Orders under which the newly formed committee would operate.

Joint Committees were an innovative two tier response to central government policy initiatives. Positive conversations were being held with other Surrey borough and district councils on the formation of further joint committees with SCC.

The creation of the Guildford Joint Committee builds on a strong track record of joint and collaborative working between the two authorities and provided a platform on which future joint arrangements could be co-ordinated.

This approach had already proved successful in Woking and Spelthorne, where Joint Committees had been operating since June 2014 and January 2017 respectively and had shown to improve partnership working.

The new Joint Committee would simplify and speed-up local decision making processes, enabled for the first time, all functions and budgets delegated to it to be jointly decided upon.

The Guildford Joint Committee proposal was complementary to the work and remit of the current cross-party Local/ Joint Committee Review Group. The review aims 'to set out the Council's vision for local governance and engagement including the future role of Local/ Joint Committees in supporting Members in their role as community leaders', an aim reflected in the ambition of the proposed Joint Committee. The Chairman of the Review Group Councillor Mary Angell was supportive of the Joint Committee proposal.

### **111/18 MONTHLY BUDGET MONITORING REPORT [Item 9]**

The Leader of the Council introduced the monthly budget monitoring report that had been previously circulated as well as tabled annexes to the report. He highlighted some key points:

- that the Council were on track to save £63.5m,
- there was a small underspend of £2.8m,
- there were increased service pressures in SEND, and
- there were now only two red areas in the savings forecast in Annex 2 to the report.

He further explained that £21m of reserves were to be used which left £60m earmarked reserves and £20m normal reserves. Also that there were some tough decisions ahead for the Council and that transformation was needed and being worked on.

Other Cabinet Members were given the opportunity to highlight key points and issues from their portfolios.

**RESOLVED:**

To note that:

1. As at 31 May 2018, the Council's overall revenue budget position was as follows:
  - £2.8m forecast year end underspend,
  - £65.3m forecast planned savings, against £66.0m target,
  - £15m risk of increased service pressures in SEND,
  - Target of £15m additional in year savings in 2018/19.

That the following be approved:

2. Agreed in principle to continue to use the Waste Sinking Fund to smooth Eco Park construction cost variations across years.
3. Highways & Transport requested to draw down £0.155m from three revenue carry forwards made in 2017/18 to fund committed and in-progress projects including:
  - £85,000 Members' allocations for bursaries and a school and recycling project;
  - £45,000 for committed bridge assessments; and
  - £25,000 for traffic signals maintenance delayed due to bad weather.
4. Highways & Transport requested a £0.9m increase to the capital budget to reflect additional pothole grant announced by the Department for Transport on 26 March 2018.
5. Highways & Transport requested to draw down £4.67m capital carry forwards to fund committed and in-progress projects, including:
  - National Productivity Investment Fund grant-funded Farnham Bridge and A24 Epsom Resilience schemes, plus match funded A23 Local Growth Deal scheme;
  - Highways major maintenance and bridge strengthening schemes.

**Reason for decisions:**

This report was presented to comply with the agreed policy of providing a monthly budget monitoring report to Cabinet for approval and action as necessary.

**112/18 EXCLUSION OF THE PUBLIC [Item 12]**

**RESOLVED:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**113/18 SURREY COUNTY COUNCIL PUBLIC BUS CONTRACT RE-TENDERING  
2018 [Item 13]**

The Cabinet Member for Environment and Transport introduced this Part 2 annex report that contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

**RESOLVED:**

See Minute 106/18 and Exempt Minute 1/18.

**Reason for decisions:**

See Minute 106/18

**114/18 INVESTMENT BOARD ANNUAL REPORT [Item 14]**

The Leader introduced this Part 2 annex report that contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

**RESOLVED:**

See Minute 107/18

**Reason for decisions:**

See Minute 107/18

**115/18 PUBLICITY FOR PART 2 ITEMS [Item 15]**

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

Meeting closed at 3.15 pm

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**Chairman**

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