

# Cabinet- Supplementary Agenda

**Date & time**

Tuesday, 31  
January 2023 at  
2.00 pm

**Place**

Council Chamber,  
Surrey County  
Council, Woodhatch  
Place, 11 Cockshot  
Hill, Reigate, Surrey,  
RH2 8EF

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**Cabinet Members:** Natalie Bramhall, Clare Curran, Kevin Deanus, Matt Furniss, Marisa Heath, David Lewis, Sinead Mooney, Mark Nuti, Tim Oliver and Denise Turner-Stewart

**Deputy Cabinet Members:** Maureen Attewell, Jordan Beech, Paul Deach and Rebecca Paul

## 4 PROCEDURAL MATTERS

### a Members' Questions

(Pages 1  
- 6)

There are six member questions. A response from Cabinet is attached.

### b Public Questions

(Pages 7  
- 8)

There are two public questions. A response from Cabinet is attached.

## 5 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL

(Pages 9  
- 26)

The following reports have been received from the Council's Select Committees. A response from Cabinet is attached.

- A. Scrutiny of 2023/24 Draft Budget And Medium-Term Financial Strategy To 2027/28
- B. Home To School Travel Assistance Learning Review
- C. Draft Inclusion And Additional Needs Strategy

**Joanna Killian  
Chief Executive**

Published; Monday, 30 January 2023

## QUESTIONS, PETITIONS AND PROCEDURAL MATTERS

The Cabinet will consider questions submitted by Members of the Council, members of the public who are electors of the Surrey County Council area and petitions containing 100 or more signatures relating to a matter within its terms of reference, in line with the procedures set out in Surrey County Council's Constitution.

### **Please note:**

1. Members of the public can submit one written question to the meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and so cannot relate to "confidential" or "exempt" matters (for example, personal or financial details of an individual – for further advice please contact the committee manager listed on the front page of this agenda).
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman's discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet Members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet Members may decline to answer a supplementary question.

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It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

*Thank you for your co-operation*

**CABINET – 31 JANUARY 2023****PROCEDURAL MATTERS****Members Questions****Question (1) Lance Spencer**

In December there were 988 active EHCP requests, of these, 284 requests are known to be over the 20-week period in which SCC are legally required to complete the EHCP. If this number was divided equally across Surrey, each Divisional member would have 3 children who had been waiting for an EHCP for more than the statutory 20 weeks.

It has been stated that there is a risk-based process to ensure that those children who are at greatest risk have the assessments completed as soon as possible.

- a. What factors are taken into account in this risk assessment?
- b. Is a child's inability to attend school regarded as a risk factor?
- c. When does the service anticipate that it will be in a position to process EHCP requests within the legally required 20 week period.

**Reply:**

- a. The following factors are considered when determining if a professional should prioritise an assessment as part of the education health and care needs assessment process:

- Whether the child or young person is,
  - a child looked after or previously looked after
  - out of education
  - in a key stage transfer year, transitioning between phases of education
  - educated other than at school
  - in an alternative provision setting
  - of secondary school age and presenting with social emotional and mental health needs
  - presenting with needs that are suggestive of Emotionally Based School Non Attendance (EBSNA)
- Whether there are safeguarding concerns involving self-harm/suicidal ideation
- Whether the child/young person is on a child protection plan or is a Child in Need (as defined by S.17 of the Children Act)
- Whether the child/young person has less than 60% school attendance
- Whether the child/young person is at risk of exclusion or placement breakdown.

Children who meet this criteria are identified by the SEN team who alert advice givers to the need for a timely assessment. Professionals then consider and weight this on a case by case basis in order to prioritise work.

- b. Children who are unable to attend school are considered to have a risk criteria as noted in the factors listed. This will be taken into account if it is identified as an issue for the child in the information submitted by the parent or schools in the

needs assessment request or is provided directly to the local authority through our school data system.

- c. We are aiming to complete 60% of EHCP requests within timescales from April onwards with this increasing to 70% by the end of the year. The proportion of plans completed on time nationally in 2020 was 61% which was a reduction from 65% the previous year. Completing EHCPs within timescales is a national challenge due to the shortage of key professional involved in the assessment process. Partners across education, health and social care are taking a range of measures to increase timeliness and complete the backlog of assessments. We recognise that there will be some children whose plans will be delayed, and we are working with a focus group of parent young people, providers, and professionals to consider how best to support these children while their assessment is underway. The focus group is also working on communications to parents and providers so that there is full awareness of the assessment delays and recovery plan. We are also implementing regular communications to parents whose children are undergoing the needs assessment process where this is delayed.

**Clare Curran**  
**Cabinet Member for Education and Learning**  
**31 January 2023**

**Question (2) Lance Spencer**

At the Cabinet Meeting on 27<sup>th</sup> September 2022 a question was asked about children who were unable to attend school because they were suffering EBSNA (Emotionally Based School Non Attendance). In response the cabinet member commented that:

“We have also experienced an increase in referrals to our Access to Education service from schools citing ‘child or young person being unfit to attend school.’ Access to Education are working with 46 children who are currently medically unfit to attend school, the majority are CYP experiencing EBSNA.”

- a. How many hours of schooling do children in receipt of A2E support receive per week?

**Reply:**

Surrey County Council’s Access to Education (A2E) Service works with a wide range of children, who for a variety of reasons are unable to attend school in the usual way.

The service offers a flexible offer of education to children and young people either in the home or at community hubs. This allows work to be undertaken 1:1 or in small groups.

The Department for Education’s guidance “Education for children with health needs who cannot attend school” [Education for children with health needs who cannot attend school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/education-for-children-with-health-needs-who-cannot-attend-school) states:

“The law does not define full-time education but children with health needs should have provision which is equivalent to the education they would receive in school. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated.”

“Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, LAs should provide part-time education on a basis they consider to be in the child’s best interests.”

As each child’s situation will be unique, the individual packages of support will be bespoke and the hours of support will vary depending on the needs of the child. For all referrals, A2E will look to provide 10 hours of face-to-face teaching initially. However, depending on the needs of the child, more or fewer hours could be offered. Packages of support can be augmented by access to the Virtual Learning Environment which every child receiving A2E support has, by group activity or by outdoor education such as that provided by Surrey Outdoor Learning and Development.

The level of support provided can vary from 5 hours to 25 hours per week depending on the needs of the child or young person.

Any A2E package that is put in place is done so with the consent of the family and is regularly reviewed with them so that, if necessary, adaptations can be made to the support provided.

Where a child is also looked after, the Surrey Virtual School tracks their education and monitors progress via their personal education plan, including the number of hours of provision they receive.

Currently we have 114 children open to A2E where Emotional Based School Non-Attendance (EBSNA) or anxiety is preventing them from attending school regularly out of a total of 211 open A2E cases. That means 54% of young people supported by A2E are experiencing anxiety or EBSNA.

In addition to the support offered by A2E, schools can purchase places with Surrey Online School. Surrey Online School offers virtual lessons to children which can be accessed at home. These lessons are sometimes used as part of a package to reintegrate children experiencing EBSNA back into school. Currently there are 36 children accessing Surrey Online School who are experiencing EBSNA or some form of anxiety. These children are in addition to the 114 children open to A2E and it is overwhelmingly schools that arrange access to Surrey Online School rather than the local authority.

The local partnership has established an EBSNA working group which is multi agency and includes Family Voice, health, schools, MINDWORKS and the third sector to share practice and to develop strategies to support children and young people.

**Clare Curran**  
**Cabinet Member for Education and Learning**  
**31 January 2023**

**Question (3) Jonathan Essex**

How is Surrey County Council working to help address the NHS backlog through increasing the local provision of care beds in Surrey? Can the recently vacated adult-social care accommodation be used here?

**Reply:**

The council is working in partnership with Surrey Heartlands to ensure the right discharge options are available in the right locations for Surrey residents who no longer require acute treatment. This includes a strong focus on, where at all possible, supporting people to return home with the right support. Where this is not the Council, Surrey Heartlands have a range of targeted arrangements in place with care homes to support discharge and clearing the backlog.

**Mark Nuti**  
**Cabinet Member for Adults and Health**  
**31 January 2023**

**Question (4) Jonathan Essex**

It has been reported in the media that private brokers are earning £millions finding care homes for NHS patients. Are private brokers used in Surrey to find care homes for NHS patients and if so what was the cost last year a) to the county council b) to the NHS?

**Reply:**

The council does not contract for or fund this type of service but understands that the NHS use a private brokerage company in two hospitals within Surrey which is focused on supporting people who fund their own care to make suitable arrangements.

Royal Surrey County Hospital Trust and Surrey and Sussex Hospital Trust directly fund and contract for private brokerage arrangements. The cost of these arrangements is not known to the council, therefore a request for this information would need to be submitted directly to RSCH and SASH.

**Mark Nuti**  
**Cabinet Member for Adults and Health**  
**31 January 2023**

**Question (5) Jonathan Essex**

The County Council's provision of children's homes and special school placements is now being provided more in-house to save money and provide better outcomes. How does this, along with 2) above, impact the business case for provision of adult care homes by the Council?

**Reply:**

The factors referred to in this question do not have an impact on the business case for the provision of care homes by Surrey County Council.

Since July 2019, the Council's Adult Social Care service has been focussing on promoting the independence of our residents in the delivery of the Council's Accommodation with Care and Support Strategy. Through this strategy we are moving from an over reliance on residential care to affordable specialist accommodation, which includes Extra Care Housing for older people and Supported Independent Living for individuals with learning disabilities and/or autism and/or mental health needs.

Specialist accommodation helps residents maintain their independence for longer and ensures they receive the right care, at the right time, in the right place, leaving nobody behind.

**Mark Nuti**  
**Cabinet Member for Adults and Health**  
**31 January 2023**

<b>Question (6) Catherine Baart</b>
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- a) Please provide the number of adult asylum seekers and unaccompanied child asylum seekers currently accommodated in hotels in Surrey.
- b) Please confirm what support is provided to these asylum seekers by Surrey County Council, and in particular how the County Council is working with the NHS to ensure that basic wellbeing needs, including access to public transport, NHS dental and health care, is provided.

**Reply:**

- a) There are a number of national immigration workstreams which are being supported at a local level in Surrey. These include: the Afghan Relocations and Assistance Policy (ARAP) supporting Afghans in bridging accommodation, Hong Kong British Nationals Overseas (BNO), Initial Asylum (IA) accommodation, Overspill Dispersal Accommodation (ODA), Homes for Ukraine and Family schemes and Unaccompanied minors.

The number of adult asylum seekers and unaccompanied child asylum seekers accommodated in Surrey is approximately as follows:

<b>Scheme</b>	<b>Totals*</b>	<b>Data from</b>
Initial Asylum accommodation (hotels)	945	Jan 2023
Overspill Dispersal Accommodation (hotels)	131	Jan 2023
Unaccompanied Minors**	149	Jan 2023

\* It should be noted that these figures are subject to movement on an almost daily basis as individuals pass through the relevant processes and are moved on and out of Surrey hotels.

\*\*Unaccompanied Asylum Seeking Children are placed in a variety of settings according to their age and their level of need, including foster care, semi-independent accommodation and supported lodgings and not in hotels.

- b) Surrey County Council leads the coordination of activity via the Surrey Wider Immigration Group, made up of key County Council services and partners including Emergency Management and Resilience Team, Education, Public Health, Children, Families and Lifelong Learning, Adult Social Care; Borough and District Councils; South East Strategic Partnership for Migration (SESPM); health partners; voluntary sector groups; and Home Office and DLUHC leads.

‘Wrap around’ support is provided in hotels by County Council services and a range of agencies, including for: access to education provision for school-aged children, further education, ESOL training and home to school transport; Public Health guidance, prevention and treatment for infectious disease e.g. TB and scabies; and Adult Social Care (ASC) are able to complete assessments under the Care Act and referrals are made where required.

Unaccompanied Minors are treated and supported as looked after children and registered with a GP, enrolled in school, provided with a personal education plan and a language learning assessment. District and Borough Councils lead on housing and permanent offers of accommodation and working with the voluntary sector on integration initiatives.

The Surrey Wider Immigration Group has enabled the alignment and co-ordination of multiple agencies and services, including health partners such as Surrey Heartlands and Frimley ICBs and their Primary Care, Safeguarding, Mental Health and Health Inclusion teams to deliver access and registration to GPs, completing initial health assessments, linking into dentistry, providing mental health support and leading on vaccinations including COVID-19. A Migrant Health Needs Assessment has been undertaken and the findings, conclusions and recommendations are being finalised, to inform future work.

**Mark Nuti**

**Cabinet Member for Adults and Health**

**31 January 2023**

## CABINET – 31 JANUARY 2023

## PROCEDURAL MATTERS

4b

**Public Questions:****Question (1): Elizabeth Daly**

Having recently qualified for a state pension (6 years later than women like me were promised!), I went onto the Surrey County Council website to apply for a free bus pass, and found there is a free service, by appointment, at many libraries to obtain a photograph for bus passes. Unfortunately, according to the website, no such facility is available at Bookham Library, even though it serves a population of well over 10,000 residents, many disabled or at or above retirement age.

Please can you explain: (a) why there is no bus pass photograph service at Bookham Library, and (b) why Surrey residents cannot qualify for free bus (and train and tube) passes from 60 like London residents? Isn't it time we started levelling up for a change?

**Reply:**

Surrey residents may apply for their English National Concessionary Travel Scheme (ENCTS) 'free bus pass' at any time via our online portal, or alternatively by visiting a Surrey library. In summer 2021 a booking system was introduced for residents wishing to make a library appointment to complete their bus pass application. The booking system enables the Library Service to effectively manage staff resources, whilst giving residents confidence that they will not have to wait in a long queue when they arrive. Each appointment allows the bus pass application to be completed, inclusive of library staff checking proof of eligibility, taking a photograph for the bus pass and uploading the documents.

Bookham Library is available for appointments on Saturdays. On weekdays Bookham Library is staffed by one member of staff and as such, the Library Service is unable to commit to ENCTS appointments. As an alternative, Leatherhead Library which is close by offers appointments throughout the week.

As a scheme ENCTS is available across England. It is a statutory scheme and provides free bus travel for eligible pass holders between 9.30am and 11.00pm Monday to Friday, and at any time on weekends and public holidays. Government has set the parameters of the England wide scheme, with residents who are 66 years or older eligible for an Older Person's ENCTS pass.

In London the Freedom Pass provides additional travel benefits for London residents over and above the statutory ENCTS offer, including free travel on buses, trams and trains. The Freedom Pass is funded by the London Councils and by the Mayor of London as part of the overall public transport strategy for a 'world city', although the Freedom Pass offer has recently been reduced. This Council has previously

considered enhancing our ENCTS offer; however, doing so is not financially affordable.

**Denise Turner-Stewart**  
**Deputy Leader and Cabinet Member for Communities and Community Safety**  
**31 January 2023**

**Question (2): Paul Kennedy**

What are Surrey County Council's latest plans and timetable for the Keswick Care Home in Bookham?

**Reply:**

The residents of Keswick were our focus during this closure ensuring they were found suitable locations to move to, and to call their new home.

In total 16 residents were supported to move to new homes from Keswick. Seven of them being offered their first choice of home, and 15 of them signed off and happy after their first review. Only one person did not settle in their first placement, however they too are now settled in their second placement.

There were 29 staff at Keswick on the day of closure who were also a high priority. 11 of the 29 staff members redeployed to roles within the Council. They are settled and happy in their roles. A further nine have remained within adult social care outside of Surrey County Council, and the remaining nine were looking to take a break or planning retirement.

With regards to the building and future site management, Land and Property services within the Council have taken the lead in looking at alternative uses for the site and exploring the potential for alternative use of the sites for Adult Social Care services or developing services in collaboration with the NHS or community partners. It is anticipated that a proposal paper will go to Cabinet sometime in the summer of 2023 to ask Cabinet to support feasibility funding to progress the development of this and other sites.

**Mark Nuti**  
**Cabinet Member for Adults and Health**  
**31 January 2023**

**CABINET- 31 JANUARY 2023**

**CABINET RESPONSE TO THE : SCRUTINY OF 2023/24 DRAFT BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY TO 2027/28**

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**Recommendations from the Council's Select Committees:**

**Joint recommendations:**

1. That findings from Equality Impact Assessments are included in the draft budget reports provided to Select Committees by December 2023.

**Cabinet Response:**

**As part of work to further integrate and improve the council's approach to strategic planning we are working to embed a culture of ensuring equality, diversity and inclusion is factored into decision making. We therefore commit to undertaking initial equality analysis earlier in the budget setting process for 2024-25. This will enable the inclusion of draft equality analysis (i.e. potential likely impacts and potential likely mitigations which could be put in place) to be shared with the Budget Task Group and Cabinet in November 2023 and to the Select Committees in December 2023 and part of the Draft Budget scrutiny process.**

**If there are any significant changes made to the draft budget when setting the final budget, additional EIAs may be required and will be presented alongside the final budget papers. Full final EIAs are produced when the final decision on the change is made, so these will be finalised as appropriate depending on where that decision is made.**

**As in 2023-24, a cumulative equality impact assessment of the final budget for 2024-25 and individual EIAs of efficiencies will be presented in the final budget papers for 2024-25.**

2. Requests, following the details of the Local Government Finance Settlement, the Section 151 Officer provides a written briefing note (by email) to all Members with details of any impact on the Council finances and Draft Budget 2023-24.

**Cabinet Response:**

**The Provisional Local Government Finance Settlement was released on 19th December 2022. A briefing on the initial analysis and impact on the Council's funding position was circulated by Finance to all Members on 20th December and full implications are included in the final budget proposals being presented to Cabinet in January 2023 and Full Council in February 2023.**

## **Adults and Health Select Committee**

### *Adult Social Care:*

1. That the Accommodation with Care & Support Strategy is allocated sufficient budgetary resources for the delivery of Extra-Care and Supported Independent Living facilities to remain on schedule.

### **Cabinet Response:**

**There are two aspects of budgetary resource required in order to enable the Accommodation with Care & Support (AwCS) programme to continue to progress effectively.**

**Firstly, funding is required for the revenue cost of the team of staff to provide the dedicated expert capacity to plan for and manage the development of the new schemes. Funding for the programme has been confirmed corporately in the proposed 2023/24 final budget, and the cost of the programme is planned to be incorporated into ASC's base budget from 2024/25.**

**Secondly, affordable funding sources are required for the financing of the capital investment costs associated with the development of the new accommodation, and for the ongoing operating costs of new ASC settings developed as part of the programme.**

**To date the Council has already approved and confirmed funding for 6 Extra Care Housing (ECH) developments for older people that are anticipated to deliver circa 370 of the 725 target for additional ECH affordable units, and 3 Supported Independent Living (SIL) schemes for people with a learning disability and / or autism.**

**Work continues in identifying suitable SCC owned sites to meet the demand for new ECH for older people, SIL for people with a learning disability and / or autism and people with mental health problems and short breaks respite accommodation for people with a learning disability and / or autism. As with the sites already approved, plans and the business case for any further proposed developments, including SCC's proposed capital investment and how this will be funded, will be presented to Cabinet for review and sign off. ASC will also ensure the Adults & Health Select Committee is regularly briefed on progress.**

2. That sufficient budgetary plans and resources are in place to effectively support Discharge-to-Assess processes.

### **Cabinet Response:**

**The Council continues to work closely with Integrated Care Board (ICB) partners to ensure sufficient funding is in place to support effective Discharge to Assess (D2A) processes across Surrey.**

**As set out in recent briefings to the Adults & Health Select Committee, a new D2A model in Surrey was introduced from 1<sup>st</sup> July 2022. One of the key changes**

in order to ensure a sustainable model within available resources was to stop funding care under D2A for those people with the means to privately fund their own care under current Care Act regulations. The new model has also meant that directly from the point of discharge the care of those people with complex social care needs requiring long term support in care homes is now funded directly by ASC and the care for those people with a potential primary health need is funded by ICBs under a Continuing Health Care discharge pathway. This ensures that available D2A capacity is focused on those people with the potential for skills gain and recovery with the aim of supporting them to be able to live in their own homes with greater independence, and as such a reduced requirement for ongoing funded care services.

In September 2022 the then government announced a £500m national Discharge Fund. Funding is split across local authorities and ICBs and must be pooled in the local authority area's Better Care Fund (BCF). The combined funding due to be received across SCC, Surrey Heartlands ICB and the Surrey element of Frimley ICB is £8.6m. Together with existing funding in Surrey's BCF allocated to fund D2A and temporary monies agreed between SCC and ICBs for D2A this should provide sufficient funding for D2A in 2022/23. Discharge grant monies are also being used to contribute towards some of the costs of long term care home placements funded by ASC directly from discharge, supporting discharge out of mental health in-patient settings and funding members of staff in Surrey's acute hospitals to help support private self-funders source ongoing care arrangements.

The Council is committed to working collaboratively with its ICB partners to maintain an effective and sustainably funded D2A model in Surrey. A pressure of £5.2m has been included in ASC's proposed 2023/24 budget in recognition that it is likely to be necessary for SCC to continue contribute to funding part of the cost of D2A in the next financial year. Although SCC's discharge grant funding for 2023/24 has been confirmed as £1.6m (£1.7m less than in 2022/23 due to the government changing the way funding is allocated between authorities in 2023/24), funding allocations have not yet been published for ICBs. SCC will work closely with its ICB partners to agree how D2A will be appropriately funded in 2023/24 once ICB discharge grant funding allocations have been published.

3. That there is a coordinated approach between in-house, day services, and transport services for Learning Disabilities and Autism, and for this to be used toward determining pressures and efficiencies for this area.

#### **Cabinet Response:**

ASC works holistically to ensure a coordinated approach in its future planning for how best to meet the needs of people with a learning disability and / or autism who require support in the community during the day. There are a range of support options available across SCC in-house LD services, services provided by SCC's Local Authority Trading Company Surrey Choices and those offered by independent sector providers.

In line with ASC's vision to promote people's independence and wellbeing and commitment to strengths based practice the focus of ASC's strategy on developing more innovative support services during the day based in the community rather than traditional building based day care. Linked to this ASC seeks to enhance the provision of travel training for residents with support needs. This will enable people with a learning disability and / or autism to maximise their independence and potential. However, ASC recognises that people with a learning disability and / or autism have a wide range of levels of need and it will remain important to maintain sufficient capacity of high quality more traditional building based day care services for people with more complex needs. ASC seeks to commission day care services as close as possible to where people live to limit the time and cost required for travel to and from these services.

Going forwards ASC will continue to closely monitor the demand requirement for day services and associated transport across the range of different levels of need for people with a learning disability and / or autism and ensure its commissioning strategy is designed to maintain an appropriate mix of care and support services in line with this demand.

### **Children, Families, Lifelong Learning & Culture Select Committee**

The Select Committee wishes to make workforce recruitment and retention the priority for budget expenditure in Children's Services, and with that in mind recommends the Cabinet ensures:

1. It is costed whether increasing the salaries of permanent staff in line with neighbouring authorities, to incentivise recruitment and retention, would reduce the spend on agency staff by a similar or greater amount, and if this is the case that it ensures salaries are competitive.
2. Market rate supplements are used for social worker positions and other hard-to-recruit areas that remain unfilled in social care and SEND. These should be reviewed by the Service after 12 months.
3. In the event pay inflation is higher than expected, the Council should prioritise funding for roles related to social care and SEND.

### **Cabinet Response:**

Current pay assumptions for the Children, Families & Lifelong Learning Directorate for budget planning purposes match those applied corporately across all directorates. For 2023/24 that equates to a 5% uplift on 2022/23 staffing budgets. This pay inflation will be allocated across individual teams following the results of the formal Surrey pay award, if rates of salary increase vary across different bands, grades or roles.

During 2021/22 a retention payment policy was introduced with linked efficiencies based on reducing the level of agency staff.

The 2023/24 budget includes specific funding for the following areas linked to recruitment and retention;

- Retention payment scheme as mentioned above £0.5m
- Apprenticeship scheme £0.1m
- ASYE training and cover whilst training staff £1.0m

The latest recruitment and retention options are being considered alongside the wider pay and reward review due to be implemented in 23/24.

### **Communities, Environment & Highways Select Committee**

1. Broadly supports, based on the information provided, the budget proposals for those areas that fall within its remit, noting the assurance that all the savings/efficiencies identified will not lead to deterioration in the services provided to residents (subject to the Local Government Finance Settlement anticipated on 21 December 2022).
2. Recommends an uplift in the Highways Capital Programme to reflect the very high inflation specifically facing the service and its contractors, particularly in the Members' Highways allocation.

#### **Cabinet Response:**

The Member's Highways Allocation budget is £8.1m for 2023/24, £100k per councillor. Actual inflation experienced will depend on the type of work carried out and the required materials.

The capital programme is at affordability level, so it is not possible to increase the overall budget in relation to schemes that incur a revenue borrowing cost without putting further pressure on the revenue budget. However, the impact of inflation on the ability to deliver the schemes Members have identified as priorities is acknowledged. In response, it is proposed that where costs of already identified schemes are now deemed unaffordable within the Members allocation, additional capital funding will be identified to ensure delivery. No additional schemes will be considered, but the funding required to ensure the delivery of already identified schemes will be managed within the overall capital programme budget.

**We will keep this position under review and assess the ongoing impact of inflation going forward as part of future budget setting processes.**

3. Will continue to closely monitor performance throughout the year to be satisfied that expectations derived from the budget will be met in practice.
4. Asks the relevant Cabinet Members/Services that a briefing note highlighting any impact on the Council's budget, which could impact the areas under this Select Committee's remit, be circulated to the Committee following the Local Government Finance Settlement.

**Cabinet Response:**

The Provisional Local Government Finance Settlement was released on 19th December 2022. A briefing on the initial analysis and impact on the Council's funding position was circulated by Finance to all Members on 20th December and full implications are included in the final budget proposals being presented to Cabinet in January 2023 and Full Council in February 2023.

5. Notes that Surrey County Council currently receives only ten per cent of Business Rates paid by Surrey businesses. The Committee asks Cabinet to re-lobby the Government and all Surrey Members of Parliament (MPs) to increase the amount of Business Rates that come to the Council.

**Cabinet Response:**

**Noted – Business Rate retention is a key element of the much delayed, Fair Funding Reforms (FFR). Government have confirmed that FFR will not be implemented within the current Parliament.**

**Resources and Performance Select Committee**

In appreciating the work undertaken to prepare the Draft Budget 2023/24 and MTFSS to 2027/28, the Resources and Performance Select Committee:

1. Requests Cabinet to include clearer timescales for achieving proposed efficiencies – with income, costs and expenditure assumptions where relevant (e.g. Enterprise Resource Planning/SAP; Land and Property; Transformation, Twin Track programme etc.) – is provided in the Final Budget 2023-24.

**Cabinet Response:**

**Efficiency proposals include a significant range of activities, from those that can be easily implemented with immediate effect and others that will take time to deliver and are more stretching/ambitious. Timescales for delivery therefore vary across the efficiency programme. It is not possible to have detailed plans in place for all efficiencies at this stage due to the stretch targets included in some places.**

**Directorates commit to efficiencies that they consider deliverable, the budget envelope approach means that where they cannot deliver as planned they are required to identify an alternative to mitigate any resulting overspend in the year. We hold a corporate contingency budget to further protect against non-delivery of efficiency targets and this enables us to be ambitious in our efficiency targets included in the budget.**

2. Asks that the work on benchmarking data on corporate costs be prioritised by Cabinet and presented to the Budget Task Group by September 2023 and to this Select Committee with the next year's Draft Budget.

**Cabinet Response:**

**A group, with officers from various south east county councils, has been set up to review and share benchmarking on corporate costs. An initial report is anticipated to be ready for summer 2023.**

3. Expresses concern about increasing the cost of providing Free School Meals; asks Cabinet to consider the impact on schools budget; and continue to lobby the Government to compensate schools.

**Cabinet Response:**

**The proposal was included to recognise the increase in cost experienced by the service, which if not funded through increased charges would become a corporate pressure to be met by the Council. Given there was no increase in the funding rates provided to the schools, the proposal has been reviewed and removed from the final budget proposals.**

**This will be reviewed throughout the financial year, with an opportunity to reinstate the efficiency from the new academic year in September 2023 if deemed appropriate.**

4. Invites Cabinet to continue to ensure that the impact of inflation in service provision and contracts – including the cost of borrowing and any increase in interest rates – is reflected in the Final Budget 2023-24.

**Cabinet Response:**

**The final budget continues to include significant pressures resulting from the high inflation environment. For 2023/24 specifically, the budget proposals include both the anticipated impact of inflation for 2023/24 and in addition pressures relating to the difference between the inflation experienced in the current financial year and the assumptions made when setting the 2022/23 budget. Inflationary pressures are based on specific market insights, terms written into contracts and where no alternative intelligence exists based on a corporately determined rate (10.8% for 22/23, 7.3% for 2023/24).**

**A corporate contingency budget exists to manage the risk of inflation levels being higher than the budget assumptions.**

5. Asks Cabinet to review the Capital budget in light of provisional Local Government Finance Settlement as well as the significant inflationary pressure which seems likely to continue for some time; and carefully consider whether the Capital budget needs an inflationary uplift to reflect predicted costs and the potential for value engineering or revise the list of projects in the Capital programme to fit the budget.

**Cabinet Response:**

The impact of inflation on the capital programme was considered when preparing the proposed capital programme for 2023/24 – 2027//28. The focus was on re-prioritising, reprofiling timing and value engineering schemes, in order to ensure the objectives can continue to be delivered without requiring significant unaffordable increases to the capital allocations. The impact of inflation on programme delivery will be kept under review by the Capital Programme Panel and reported on a monthly basis to CLT & Cabinet.

6. Asks Cabinet and the Section 151 Officer that detailed budget impact assessments, including Equality Impact Assessments (EIAs), are presented in the Final Budget 2023-24 papers. For the next year's budget setting process, the Select Committee reiterates that this process needs to take place early and EIAs of the next year's Draft Budget 2024-25 are provided to the Budget Task Group in November 2023 and to the Select Committees in December 2023 with the Draft Budget papers; making sure resources, guidance and processes associated with EIAs are refreshed by September 2023 and promptly reflected into a) the Council's budget setting process next year; and b) the Council's developing Equality Diversity and Inclusion Strategy – a final version of which needs to come back to this Select Committee for feedback and scrutiny before it is presented to Cabinet for approval.

**Cabinet Response:**

The cumulative equality impact assessment (EIA) of the final budget 2023-24, alongside individual EIAs of efficiencies are presented to this Cabinet within the final budget 2023-24 papers.

As part of work to further integrate and improve the council's approach to strategic planning we are working to embed a culture of ensuring equality, diversity and inclusion is factored into decision making. We therefore commit to undertaking initial equality analysis earlier in the budget setting process for 2024-25. This will enable the inclusion of draft equality analysis (i.e potential likely impacts and potential likely mitigations which could be put in place) to be shared with the Budget Task Group and Cabinet in November 2023 and to the Select Committees in December 2023 and part of the Draft Budget scrutiny process.

If there are any significant changes made to the draft budget when setting the final budget, additional EIAs may be required and will be presented alongside the final budget papers. As in 2023-24, a cumulative equality impact assessment of the final budget for 2024-25 and individual EIAs of efficiencies will be presented in the final budget papers for 2024-25.

Full final EIAs are produced when the final decision on the change is made, so these will be finalised as appropriate depending on where that decision is made.

**The resources and guidance associated with equality analysis and EIAs are being reviewed and will be shared with officers in early 2023.**

**The Select Committee will be engaged in the work to develop the EDI Strategy, and this will build on the previous engagement with the committee to develop the council's EDI action plan.**

7. Requests, following the details of the Local Government Finance Settlement, the Section 151 Officer provides a written briefing note (by email) to all Members with details of any impact on the Council finances and Draft Budget 2023-24.

**Cabinet Response:**

**The Provisional Local Government Finance Settlement was released on 19<sup>th</sup> December 2022. A briefing on the initial analysis and impact on the Council's funding position was circulated by Finance to all Members on 20<sup>th</sup> December and full implications are included in the final budget proposals being presented to Cabinet in January 2023 and Full Council in February 2023.**

**David Lewis  
Cabinet Member for Finance and Resources  
31 January 2023**

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**CABINET- 31 JANUARY 2023****CABINET RESPONSE TO THE: HOME TO SCHOOL TRAVEL ASSISTANCE  
LEARNING REVIEW**

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**Recommendations:**

The Select Committee agreed the following recommendations:

1. That the Cabinet amends the Home to School Travel Assistance Policy and updates the Local Offer with immediate effect to ensure:

- a) A parent carer is, from the first instance, only given the alternative of a mileage allowance if their consent has been obtained. This accords with [DfE Statutory Home to School Guidance 2014](#) and should avoid the ensuing appeals with associated delays.

**Agreed and this process is being followed.**

- b) Parent carers who receive an Independent Travel Allowance are paid mileage for a return journey to the child or young person's setting in accordance with the [Local Government Ombudsman decision](#). This should be the general rule for all recipients, both to ease the Council's administrative burden and for parity. This policy should be backdated to September 2022 and recipients reimbursed accordingly.

**Agreed and processing and communication are being prioritised.**

- c) Parent carers eligible to receive an Independent Travel Allowance are paid it at the start of term rather than being reimbursed later.

**We are committed to improving our systems and processes and will be reviewing aspects of our payment terms in the future. Paying in arrears enables us to deduct days not travelled (i.e. inset days, sickness absence, bank holidays etc) more effectively and reduces the risk of parents owing the Council money and excessive admin costs. If families are facing hardship, we have the facility to make emergency payments on application.**

- d) Systems are coordinated so that an application for travel assistance is automatically made at the point at which a school of qualifying distance is named on the EHCP. An application is not classed as late in the circumstance that a school is named in the plan after deadline.

**No application will be classed as 'late' going forward. When the team receive an application, it will follow our SLA of 20 days for assessment and 10 days for delivery. Significant improvements to process and systems are planned and are starting to be delivered.**

- e) The inclusion of additional children on a route is not used as a reason to exceed maximum journey times considered best practice i.e. 45 minutes for primary and 75 minutes for secondary.

**Agreed. The Council's policy sets out the journey times in the national guidance that we strive to follow. The Mobisoft route planning software knows based on a child's date of birth whether they are primary or secondary age and therefore sets either 75 or 45 minutes maximum journey time for planning purposes. Therefore, it gives options of including routes within those parameters.**

- f) Where young people have the potential to travel independently, the independent travel training offer is promoted and additional public transport routes commissioned wherever possible.

**Agreed. Our partners for travel training, Surrey Choices, are receiving regular referrals from SCC and young people are already benefitting from the travel training provided.**

**Colleagues in Strategic Transport and the Executive Director for Environment, Transport and Infrastructure are included in the governance arrangements overseeing the improvements in Home to School Transport – any additional public transport routes required will be highlighted to them via these channels**

- g) When opening a new specialist school, consideration is given to whether it is on a bus or other public transport route.

**Agreed, we work alongside the project team for any new school provision to see the most appropriate and cost-effective method to deliver travel assistance.**

2. That the Select Committee endorses the recommendations in the Learning Review subject to Cabinet agreement of the changes recommended in 1 and on the proviso that:

- a) Children, Families and Lifelong Learning (CFLL) assigns a RAG rating to progress in the five workstreams and reports these to each formal Select Committee meeting, and

**All recommendations are being individually tracked and reported. Progress on the 50 recommendations will be reported to the next formal SC meeting. The transformation programme is wider than the learning review recommendations and so the five workstreams are not being used to capture progress and activity.**

- b) CFLL shares with the Select Committee for scrutiny as soon as possible, its proposals for the performance indicators referred to in its recommendation #39, which measure a young person's home to school transport journey from application to delivery. These should include the number of occasions the

transport team misses a target to (i) respond in a timely manner to general queries (5 working days) and with an application outcome (20 working days), and

**Agreed on application outcome. Detailed KPIs (including the two recommended above) are shared with the Oversight Board every month.**

- c) CFLL shares the above data at each formal Select Committee meeting as part of its regular monitoring of Inclusion and Additional Needs.

**Agreed, we will align regularity of reporting with this reporting cycle.**

- d) In order to provide clarity on the different policy post-16, CFLL works with Family Voice Surrey to produce a separate guide for parent carers and young people specifically for post-16 transport.

**Agreed and a workshop is in place on 27<sup>th</sup> January for the Post 16 Parent Guide to be developed.**

- e) CFLL carries out an annual survey of home to school transport satisfaction in conjunction with Family Voice Surrey.

**Agreed, we are not only developing closer links with Family Voice and supporting their annual survey for families who are members of Family Voice. We are also developing a Customer Feedback Survey to go out with all correspondence and accessible through our website to gain more feedback from a wider spectrum of customers. This is scheduled to be launched at key dates within the delivery calendar of 1<sup>st</sup> June and 1<sup>st</sup> September.**

3. That the Select Committee receives an updated report from CFLL on the new round of Home to School Travel Assistance applications, at its meeting in May 2023.

**Agreed.**

4. That Family Voice Surrey report on parent carer experiences to Select Committee at its May 2023 meeting and prior to that discuss developments with CFLL officers.

**A regular monthly dialog has been set up between our Stakeholder Liaison Officer and Family Voice to discuss arising issues and concerns. Therefore developments and changes and improvement work will be discussed between SCC and Family Voice prior to the next Select Committee meeting.**

**Liz Bowes**

**Chairman - Children, Families, Lifelong Learning Select Committee**

**Cabinet Response:**

I would like to thank the Chairman and members of the Children, Families, Lifelong Learning and Culture Select Committee for their time in considering the learning review of Surrey's Home to School Transport Assistance (H2STA) service. I welcome the feedback and debate about the review and the work being undertaken to change the way in which this important service operates, so improving the experience of children, young people and families who rely on us. The activity to deliver significant improvements in the H2STA are already being made and the Select Committee will receive a full update on progress when it meets in May 2023.

The recommendations from the Select Committee have been considered carefully. The actions taken are outlined under each of the recommendations listed above in **bold**.

**Clare Curran**  
**Cabinet Member for Education and Learning**  
**31 January 2023**

**CABINET- 31 JANUARY 2023****CABINET RESPONSE TO THE : DRAFT INCLUSION AND ADDITIONAL NEEDS STRATEGY**

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**Recommendations:**

1. In order to transform the lives of Surrey children and young people aged 0 to 25 with additional needs and/or disabilities, the Cabinet Member for Education and Learning is asked to ensure the Surrey Inclusion and Additional Needs Partnership Strategy 2023-26 reflects the following recommendations before it is referred to Cabinet for agreement:
  - (a) Use the evaluation criteria listed at paragraphs 50 - 60 of the [Area SEND inspection handbook](#) as a guide to set clear goals, thus benefiting from this document's extensive consultation process involving parents, teachers, children and young people and other stakeholders.
  - (b) Goals outlined in (a) should have specified measurable targets that make it easy to identify whether progress is being made. Targets should incorporate the following:
    - i. Commitments set out in the Safety Valve Agreement;
    - ii. Learnings from the Home to School Travel Assistance learning review;
    - iii. Action plan resulting from the Additional Needs and Disabilities Partnership's self-evaluation;
    - iv. Human Resources action plan to ensure issues such as EHCP timeliness are not affected by staff shortages.
  - (c) Present the Strategy in a way that allows any parent or young person to identify measurable targets at a glance.
  - (d) Regarding the Governance Structure laid out in the Strategy, aim to avoid any gap in accountability by:
    - i. Clarifying the roles and responsibilities of each level of governance and who is accountable to whom;
    - ii. Identifying precisely how each level will work towards achieving recommendations 1 a-c;
    - iii. Explaining how organisations within the same pillar will work together to achieve recommendations 1 a-c, for example the three groups forming 'Joint Commissioning, Sufficiency & Evaluation';

- iv. Ensuring any parent or young person can identify at a glance where different responsibilities sit within the structure.
- (e) Ensure that the website and other digital platforms are used to good effect by:
- i. Developing the webinar series for families on the statutory assessment process so it is an example of best practice;
  - ii. Developing webinars on assessment criteria for SENCOs to enable them to give well-informed and up-to-date advice.
2. That Cabinet agree the Surrey Inclusion and Additional Needs Partnership Strategy 2023-26 subject to the changes recommended in 1.
  3. That until further notice the Director for Education and Lifelong Learning reports, at every formal meeting of the Select Committee, on progress made towards and barriers against achieving recommendations in 1.

### **Liz Bowes, Chairman - Children, Families, Lifelong Learning Select Committee**

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#### **Cabinet Response:**

1. I thank the committee for supporting the adoption of the Inclusion and Additional Needs Strategy 2023 – 2026. The feedback and recommendations have been carefully considered, with updates made to the strategy document to strengthen references where appropriate, and activities included in implementation planning.
2. The Director of Education and Lifelong Learning looks forward to bringing relevant data to CFLLC Select Committee meetings to demonstrate progress and impact, and to share any barriers to making progress with the delivery and impact.
3. In terms of the specific recommendations set out in Recommendation 1 (a-e), response to these are set out below.
4. **Recommendation 1 (a):** The 10 evaluation criteria from the Area SEND framework and handbook have been considered throughout the strategy and used to identify relevant key performance indicators. All evaluation criteria in the Area SEND inspection handbook have been accounted for in the strategy.
5. **Recommendation 1 (b):**
  - i. We are on track in delivering all of the nine Safety Valve Commitments; Early Help and Inclusion, EHC Assessment and Decisions, Schools' Skills and Capacity, Team Around the School

Pilot, Specialist Placement Bandings, Joint Commissioning Strategy, Capital Expansion, Preparation for Adulthood, Partnership Accountability. These are tracked by DfE on a quarterly basis.

- II. Education and Inclusion are represented at the Home to School Travel Assistance Oversight Board to ensure alignment with strategy and practice. There are eleven 'SEND' relevant recommendations in the Home to School Travel Assistance Learning Review. Each is being monitored and discharged via the Oversight Board.
  - III. There is a strategy action plan in development. This piece of more detailed work is currently being completed and will confirm the measurements. The action plan should be ready for partners to sign off in the first term of 2023.
  - IV. High-profile priority recruitment for the SEN and EP service with a central advertising process has been in place since August 2022. As EP capacity is difficult to increase, both nationally and locally, a review of process and how independent EP advice can be utilised is underway. Fortnightly reporting on staffing capacity, staff movement (leavers/new starters/sick or other leave etc.) and actions (when being advertised, when post will be filled, agency cover, other activity to fill gap, impact etc.) are reported to the Assistant Director fortnightly.
6. **Recommendation 1 (c):** Budget has been identified and secured to produce the published version of the strategy in a way that complies with accessibility requirements, as well as an easy read version. This will include the outlined key performance indicators. Two suitable companies have been identified (both have produced documents for SCC recently) that can fulfil the request. An accessible version will be available in February and an easy-read version by March. The easy-read version will be produced taking feedback from young people with additional needs, as well as the parent / carer forum.
7. **Recommendation 1 (d):** The Additional Needs and Disabilities ("AND") Partnership and its overall accountability is now set out much earlier on in the strategy, with the addition of slide 3: "The AND Partnership Board will exercise partnership accountability for the delivery of the strategy."

I – III. The "AND" Partnership has overall accountability. All the other groups and boards identified will report in to the AND Partnership. Slide 25 (previously slide 24) has been updated to clarify: "The AND Partnership Board will exercise partnership accountability for the delivery of the strategy. Each of the delivery governance groups will take responsibility on behalf of the partnership for delivery of the strategic priorities and report back to the Partnership Board on progress and impact. Where there are multiple groups contributing to a strategic theme, they will work collaboratively to ensure that all priorities are covered effectively."

As an example, within the Joint Commissioning, Sufficiency and Evaluation theme, the 'SEND' Sufficiency and Commissioning Group will be responsible for oversight of the commissioning priorities set out in the strategy, linking to other groups as appropriate. The 'SEND' Capital Programme Board will be

responsible for delivering additional specialist places. Both groups will report into the AND Partnership with overall accountability.

IV. The above additions enable any parent or young person to easily identify that the Additional Needs and Disabilities Partnership has overall responsibility, and the other groups that will contribute to the priorities in the strategy. The Easy Read version will ensure that this information is accessible.

#### 8. Recommendation 1 (e):

- I. Face book live webinars have been rolled out in partnership with Family Voice Surrey to cover the following topics:
  - The role of the SEN Case Officer
  - Education health and care needs assessment process
  - Draft plan
  - Final plan
  - EYEs demonstration to families
  - Annual and interim review
  - EYEs
  - Tribunals
  - Ordinarily Available
  - Personal Budgets and Direct Payments
  - Transition
  - Annual Review paperwork – changes and reasons
  
- II. In addition to the webinar series, the county-wide SENCo Network has been re-established in partnership with SAfE, who have also been commissioned to develop and deliver a programme of Inclusion and SEN professional development to school staff.

A further programme of webinars is planned to be published on the Local Offer website, including on the new Ordinarily Available Provision guidance, to include assessment criteria which will be relevant for both families and professionals.

**Clare Curran**  
**Cabinet Member for Education and Learning**  
**31 January 2023**