

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 5 FEBRUARY 2013 AT 2.00 PM
IN THE 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)	*Mrs Kay Hammond
*Mrs Mary Angell	*Mrs Linda Kemeny
*Mrs Helyn Clack	*Ms Denise Le Gal
*Mr John Furey	*Mr Peter Martin (Vice-Chairman)
*Mr Michael Gosling	*Mr Tony Samuels

* = Present

PART ONE
IN PUBLIC

1/13 APOLOGIES FOR ABSENCE [Item 1]

There were no apologies for absence.

2/13 MINUTES OF PREVIOUS MEETING: 18 DECEMBER 2012 [Item 2]

The minutes of the meeting held on 18 December 2012 were confirmed and signed by the Chairman.

3/13 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

4/13 PROCEDURAL MATTERS [Item 4]

(a) MEMBERS' QUESTIONS [Item 4a]

Three Member questions were received. Responses were tabled and are attached as **Appendix 1 to these Minutes**.

Mrs Hazel Watson (Dorking Hills) asked a supplementary question following the response to her first question as to why it had been necessary for two Members to visit China on Council business without a report being made afterwards. The Chairman explained the benefits that the trip had brought to the county in terms of the development of business links, including the presence of Chinese businesses at the County Show. In responding, the Chairman noted the amount of council officer time which had been used in preparing the response to the Member's question. Whilst he was happy to answer questions on matters relating to the Cabinet, he asked that Members bear in mind when submitting their questions that council officers' time would be better spent on their professional roles rather than investigating general or political questions.

In relation to her second question, Mrs Watson asked whether the Council would agree to a policy that the Council should always use council properties

for events. The Chairman responded that council buildings were used for hundreds of meetings including those between Members, officers and residents. As a very large organisation with huge responsibilities, the Council was always conscious of ensuring value for money. Cabinet Members gave examples of when external meetings had offered best value or necessary facilities. This included a meeting with teachers which could not fit into County Hall due to the numbers involved and the away day held at Farnham Castle which had led directly to the development of the Switch and Save policy. It was noted that, if successful, this policy would put £6m back into the pockets of the people of Surrey and represented very good value for money. The Chairman noted that the average cost of the away day had been less than the total amount spent by the questioner in attending conferences and events.

Mrs Watson asked a third supplementary question regarding a difference in the figures from those given the previous month and enquiring when the occupation survey would be completed. The Cabinet Member for Assets and Regeneration Programmes advised that looking at freehold acquisition was a major part of his remit. £6.6million worth of savings had been achieved through efficiency measures. Occupancy studies were underway at the current time and the results would be provided to Mrs Watson on their completion.

(b) PUBLIC QUESTIONS [Item 4b]

One question was received from a member of the public. A response was tabled and is attached as **Appendix 2 to these Minutes**.

(c) PETITIONS [Item 4c]

No petitions were received.

(d) REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

No representations were received.

5/13 REPORT FROM SELECT COMMITTEES, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]

(a) RECOMMENDATIONS FROM CHILDREN AND FAMILIES SELECT COMMITTEE - BUDGET MONITORING 2012/13 [Item 5a]

A response to the Children and Families Select Committee was agreed as attached as **Appendix 3 to the Minutes**.

(b) RECOMMENDATIONS FROM COMMUNITIES SELECT COMMITTEE - EXTRACTING VALUE FROM CUSTOMER FEEDBACK [Item 5b]

A response to the Communities Select Committee was agreed as attached as **Appendix 4 to these Minutes**.

6/13 REVENUE AND CAPITAL BUDGET 2013/14 TO 2017/18 [Item 6]

The Cabinet considered proposals for the draft budget to be recommended to the meeting of the County Council on 12 February 2013. This included the

draft revenue and capital budget for the five years 2013-18 and the level of the council tax precept for 2013/14. Cabinet Members also considered the revised treasury management strategy, including the borrowing and operation limits (prudential indicators) for 2013-18, the policy for the provision of the repayment of debt (minimum revenue provision (MRP)) and the treasury management policy.

The Chairman noted that drawing up the budget proposals had involved difficult decisions under the current economic climate. The administration had listened to what residents had been telling them was important. This included schools, investment in roads, care for the vulnerable, elderly and children and young adults' concerns about how they would get a job in Surrey. Now was the time to make decisions. Now was the time to invest.

Surrey remains one of the councils which receive the lowest level of funding from central government. The Government offer of a one off grant to freeze council tax for a year would have had long term implications for Surrey. Accepting this offer would cripple the Council's finances and create a £50m black hole within five years. Whilst it might be seen as an easy option to park the problem until after the election, this would be morally indefensible. The Chairman noted that people had given their trust and the issue had to be faced. It was for this reason that a council tax increase of 1.99% would be recommended to Council.

The budget being recommended to Council would enable:

- £10 million to be invested in raising education standards over 5 years and £45 million for additional school places. This would bring investment to a further £261 million and help provide the extra 12,000 places needed.
- An extra £25 million to be invested in the county's roads. The five year plan would mean that residents could have confidence in knowing that their road will be improved.
- An additional £11million to be invested in adult social care. Surrey has the highest number of people aged over 80 and 85 in the country. The social care budget had increased by 25% over 3.5 years and further investment would address important concerns such as enabling people to be cared for in their own homes.
- A £750,000 investment in young people, the economy and local businesses, creating further apprenticeships as part of what would be one of the largest apprenticeship programmes in the country.
- An increase in the Community Improvement Fund to £1 million to continue investment in local projects, making a huge difference to community and voluntary groups.
- £5 million as a risk contingency fund to ensure that the efficiency agenda was not compromised.
- The use of £18m of reserves and carry forwards in 2013/4.

It was noted that the final detail on the budget settlement was expected before the Budget Council meeting. An update would be provided to Council to confirm the final figures.

Cabinet Members discussed key points from the budget papers including:

- The Council had saved £195 million in 3 years and £435 million over 8 years.

- The Chief Finance Officer had stated that the budget proposals were 'robust and sustainable' and financial controls were sufficient and robust to maintain adequate and effective control of the budget.
- The Council's success was being recognised nationally. In addition to being shortlisted for two 'Council of the Year' awards, it had been shortlisted for its corporate governance arrangements and won an award for transparency.
- The budget proposals were in line with the views and priorities expressed by residents in the public survey, including investment in roads and care for the elderly.
- The policy statement on reserves and balances demonstrated that the Council had been right to think ahead with prudent long term financial planning.
- The Council was successfully delivering on the expansion of primary school places to time and cost, noting that the demand for places would also drive the expansion of secondary provision over the course of the financial plan.
- The investment and business strategies being pursued were thought to be second to none within local government.

RESOLVED that:

1. The following recommendations be made to the meeting of the County Council on 12 February 2013:

On the revenue and capital budget:

 - i. Note the Chief Finance Officer's statutory report on the robustness and sustainability of the estimates and the adequacy of the proposed financial reserves (Annex 2 to the report).
 - ii. Note that dispensation has been sought for all county councillors to ensure their eligibility to vote on the recommendations in this report without any risk of non-compliance with the Localism Act 2011.
 - iii. Set the County Council precept for band D council tax at £1,172.52, which represents a 1.99% increase.
 - iv. Agree to maintain the Council Tax rate set above and delegate powers to the Leader and the Chief Finance Officer to finalise detailed budget proposals following receipt of the Final Financial Settlement.
 - v. Approve the County Council budget for 2013/14.
 - vi. Agree the capital programme proposals specifically to:
 - fund essential schemes over the five year period, schools and non-schools, to the value of £695m including ring-fenced grants;
 - seek to secure capital receipts over the five year period to 2017/18 of £50m; and
 - make adequate provision in the revenue budget to fund the capital programme.
 - vii. Require Strategic Directors and Senior Officers to maintain robust budget monitoring procedures that enable Cabinet to monitor the

achievement of efficiencies & service reductions through the monthly budget monitoring Cabinet reports, the quarterly Cabinet Member accountability meetings and the monthly scrutiny at the Council's Overview & Scrutiny Committee.

- viii. Require an approved business case for all revenue invest to save proposals and capital schemes before committing expenditure.

On treasury management and borrowing:

- ix. Approve the Treasury Management Strategy for 2013/14 and approve that their provisions have immediate effect. This strategy includes:
 - a. the investment strategy for short term cash balances;
 - b. the prudential indicators (Annex 1, section B, Appendix B1 to the report);
 - c. the treasury management policy (Annex 1, section B, Appendix B8 to the report);
 - d. the minimum revenue provision policy (Annex 1, section B, Appendix B7 to the report).
2. The medium term financial plan (MTFP) for the financial years 2013-18 be approved, including the following:
 - the total Schools Budget of £621.5m be approved(Annex 1, section A, paragraphs A32 to A34 of the report).
 - the revenue risk contingency be set at £13m to mitigate against the risk of non-delivery of service reductions & efficiencies.
 - earmarked reserves (as in Annex 1, section A, Appendix A7 to the report) be amended and £12m of general balances be applied to support the 2013/14 budget.
 - £11m of the approved carry forward revenue budget from 2012/13 be applied to support the 2013/14 revenue budget.
3. The process of reviewing the revenue budget and capital programme set out in the MTFP (2013-18) begin immediately after the first quarter of 2013/14.
4. It be noted that the final detailed MTFP (2013-18) will be presented to Cabinet on 26 March 2013 for approval following scrutiny by Select Committees.
5. That the recommendations of the Council Overview and Scrutiny Committee be noted and the Chief Finance Officer be requested to provide a response to the points made, in consultation with the Leader of the Council, prior to the Budget Council meeting.

Reasons for Decisions

To recommend to the County Council how best to meet the challenges the Council faces when it meets on 12 February 2013, agree the summary budget and set the council tax increase for 2013/14. The reasons underpinning the recommendations include:

- to ensure the Council maintains its financial resilience and protects its long term financial position;

- to enable the Council to meet the expectations of Surrey's residents as confirmed in their responses to the in depth consultation exercise;
- to provide adequate finances for key services such as school places, highways, adults social care and protecting vulnerable people.

7/13 SCHOOLS EXPANSION PROGRAMME FROM SEPTEMBER 2013 [Item 7]

The population in Surrey has increased steadily since 1981 and projections suggest that this growth will continue in the foreseeable future with the total rising to 1,230,780 in 2023. Surrey's projections indicating future needs for schools places were significantly exceeded in 2012 and in several urban areas across the county officers have signalled that further places will be needed. The County has responded to this with a substantial planned School Basic Need investment programme for the period 2013-2018.

Burpham, Cranmere, Goldsworth, Portesbery and West Ewell schools had been identified as requiring expansion through the provision of permanent adaptations and additions to their existing facilities and the relocation and building of two of the schools on new sites.

The Cabinet considered the individual business cases for expansion and creation of additional places at these schools to meet demand and noted that the financial aspects would be discussed during Part 2 of the meeting.

Three of the schools had been rated as outstanding and two as good. Members of the Cabinet welcomed the proposals to meet demand in areas where there were excellent educational facilities. The expansion of the schools and their facilities was noted to be equivalent in place numbers to the provision of an extra two primary schools and formed part of the biggest education expansion in the history of Surrey. The rebuild of Portesbery School was welcomed in particular as it would provide new state of the art special school facilities.

It was **RESOLVED** that the expansion of the following schools, as detailed in the report submitted, be agreed in principle noting that the approval of the detailed financial information for each school would be considered as part of agenda item 17 in Part 2 of the meeting:

- (i) Burpham: Primary School (Increase by 220 places to 430)
- (ii) Cranmere: New Primary School (Increase by 360 places to 630 plus 26 pre-school places)
- (iii) Goldsworth: Primary School (Increase by 180 places to 630)
- (iv) West Ewell: Infant School (Increase by 90 places to 360)
- (v) Portesbery: New Special School (Increase by 35 places to 105)

Reason for decision

The schemes deliver a value for money expansion to the schools, which supports the Authority's statutory obligation to provide additional school places for local children in Surrey. The individual projects and building works are in accordance with the planned timetables required for delivery of the new accommodation at each school.

8/13 2012/13 QUARTER THREE BUSINESS REPORT [Item 8]

The Cabinet considered the latest available Council-wide results on customer feedback, finance, workforce and performance, the progress report on the One County One Team People Strategy 2012/17 and the January 2013 Leadership Risk Register and acknowledged the success that Surrey County Council had achieved during the third quarter of 2012/13.

Surrey County Council is a well performing council with 95% of residents satisfied with their neighbourhood as a place to live. Some of the Council's key achievements during the past quarter included the completion of the three year Public Value Review programme, the launch of the 'Switch and Save' energy scheme and being shortlisted for Council of the Year as part of the Local Government Chronicle (LGC) Awards 2013.

Cabinet Members also noted other achievements including:

- The completion of a new £4.5m road scheme to ease congestion outside the Surrey Research Park, Guildford.
- Meeting the target of filling 200 apprentice places four months early.
- Winning the 2012 national innovation award from the Society of Information Technology Management (Socitm) for innovative use of technology.
- Other authorities had been seeking advice from Surrey County Council on how to reduce their adult social worker absence rates.

It was noted that recycling rates had been affected by recent central government decisions, including stopping treefall recycling, however the partnership work with boroughs and districts continued to gather pace towards meeting the Council's target March. It was noted that the target rate for 2013/14 would be clarified as part of future reporting.

It was **RESOLVED** that:

1. The Quarter Three Business Report covering Residents Survey feedback, people performance, financial stewardship and individual Directorate performance be noted.
2. The progress made in implementing the One County One Team People Strategy 2012/17 be noted.
3. The Leadership Risk Register as of January 2013 be agreed.

Reason for decision

To ensure effective business management of the County Council and delivery of improved outcomes and value for money for Surrey residents, the proper implementation of the Council's One County One Team People Strategy 2012/17 and proper consideration of Leadership Risks.

9/13 BUDGET MONITORING FORECAST 2012/13 (PERIOD ENDING DECEMBER 2012) [Item 9]

The Cabinet received an update on the year-end revenue and capital budget monitoring projections as at the end of December 2012. Resources were being used effectively to respond to the needs of residents. The projected

underspend on the capital programme was noted to be much lower than in previous years.

The Chairman noted that the investment made in local committees had made a real difference locally and praised the winter maintenance undertaken in the current year. He also advised that, given the results, he hoped to see unanimity in support for the investment this year.

Cabinet Members noted that the reference to the Fire & Rescue Service vehicle and equipment replacement scheme in Annex 1 (paragraph 68) to the report should state that it was unlikely that all purchases would be received by the end of the financial year due to the lead time for procurement.

It was **RESOLVED** that:

1. The projected revenue budget underspend (Annex 1 – Section A of the report submitted) and the Capital programme direction(Annex 1 – Section B of the report submitted) be noted
2. That government grant changes be reflected in directorate budgets (Annex 1 – Section C of the report submitted)
3. Further quarter 3 financial information - treasury, debts reserves and balances (Annex 1 – Section D of the report submitted) and the Chief Financial Officer's delegated authority to write off £156,566 of debts this quarter (Annex 1 – Section D of the report submitted) be noted.

Reason for decision

Consideration of the monthly budget monitoring report and any associated actions represents part of the Cabinet's approved budget monitoring strategy.

10/13 SURREY COUNTY COUNCIL STRATEGY AGAINST FRAUD AND CORRUPTION [Item 10]

The National Fraud Authority (NFA) estimates that fraud in local government amounts to some £2.2bn per year. In the public sector every pound lost through fraud is a pound taken from taxpayers and impacts on the provision of frontline services. The NFA published a Local Government Strategy "Fighting Fraud Locally" in April 2012. This Strategy has been embraced by Surrey County Council as best practice against which its counter-fraud culture can be assessed and strengthened.

Surrey County Council is alert to the risk of fraud and has adopted a zero tolerance approach. The Cabinet considered the work which was being undertaken to ensure a robust counter-fraud culture across the Council and the Council's revised Strategy against Fraud and Corruption which had been updated to include a Fraud Response Plan in line with best practice.

It was **RESOLVED** that:

1. The updated Strategy against Fraud and Corruption be endorsed
2. The work of Internal Audit in raising awareness of the risk of fraud and corruption across the Council be endorsed.

Reason for decision

To shape the Council's existing practices to take account of best practice as set out in the Local Government Fraud Strategy "Fighting Fraud Locally" thereby continuing to protect the public purse through reducing the risk of fraud and corruption.

11/13 EDUCATION ACHIEVEMENT PLAN 2013-17 [Item 11]

The Education Achievement Plan sets out the County Council's approach to working with education partners to shape education provision and raise achievement for children and young people over the next five years (2013-2017). The plan responds to changing needs and policy and is a key delivery mechanism for the Children and Young People's Strategy 2012-17.

The plan aims to secure a successful locally agreed model for school improvement that allows existing partnership arrangements to be developed, including those with both academy and non-academy schools.

The development of the draft plan had been part of a wider engagement with headteachers to agree a primary and secondary vision for the education of children and young people to ensure all schools in Surrey are judged by Ofsted to be at least good schools by 2017.

The Cabinet heard from the Cabinet Member for Children and Learning and a representative from Babcock4S on how the innovative partnership between the Council and Babcock had delivered. Three quarters of schools were rated good or outstanding and this percentage was being maintained against a new and tougher inspection framework introduced by Ofsted in September 2012. The Education Achievement Plan would be part of the focus on driving improvement in the remaining schools.

The Chairman stated his admiration for the teaching profession and the Cabinet joined him in asking that their thanks be passed to all involved in the development of the plan. Better education services in Surrey would always focus on the child and their improvement and it was hoped that Surrey would be recognised in the top 4 or 5 authorities nationally within the new few years.

It was **RESOLVED** that:

1. The approach to raising education and achievement detailed in the plan be agreed.
2. The publication of the Education Achievement Plan be agreed and the Strategic Director for Children, Schools and Families, in consultation with the Cabinet Member for Children and Learning, be authorised to sign off any subsequent amendments to the plan before publication, provided there are no substantive changes.

Reason for decision

To agree the delivery of the plan for promoting the education and achievement of children and young people.

12/13 TACKLING TRAFFIC CONGESTION - INTRODUCTION OF A ROAD WORKS PERMIT SCHEME [Item 12]

Surrey County Council is committed to reducing congestion and disruption caused by road works. To assist in achieving this outcome the authority will introduce a permit scheme to improve the coordination and scheduling of road works. This greater control will enable increased integration of utility works with those road works promoted by the Council. The permit scheme would contribute to minimising congestion across the whole of the road network and could save the people of Surrey an estimated £6.7m.

Mrs Pat Frost, Lead Spokesperson for the Utilities Task Group, informed the Cabinet of the work which had been undertaken by the group and how this had formed their recommendations, including support for a road works permit scheme. Themes from the report included the need to improve communication, to involve local Members and that the lessons learnt should apply to Surrey's own planned works as well as those of utilities companies.

The Cabinet Member for Transport and Environment thanked Mrs Frost, Members of the Task Group and officers for the magnificent work which had been carried out. He noted that the Task Group had done a thorough job and consulted widely. The work and report of the Task Group was noted by Cabinet Members as an exemplar of how this type of work could be done in future.

The Cabinet Member for Transport and Environment would be preparing a short report for Surrey MPs on the benefits of the scheme and this would also be raised with the SE7 group of councils to explore the potential for major efficiencies. It was hoped that the scheme would be in place before December 2013.

It was **RESOLVED** that:

1. The report and recommendations of the Task Group on Utilities, including support for the introduction of a Permit Scheme, be noted and the response attached as **Appendix 5** be agreed.
2. A Permit Scheme be introduced as set out in the report submitted subject to a successful consultation outcome and a successful application to the Department for Transport (DfT).
3. Agreement of the details of the Permit Scheme be delegated to the Assistant Director Highways in consultation with the Cabinet Member for Transport and Environment.

Reason for decision

To increase the County Council's control over road works, enabling increased integration of utility works with those road works promoted by the Council and contribute towards minimising congestion across the whole of the road network in Surrey.

13/13 SURREY LOCAL ASSISTANCE SCHEME [Item 13]

The Department for Work and Pensions (DWP) had allocated a total sum of £2,316,356 to Surrey County Council (SCC) over the period 2012/13 –

2014/15 through a discretionary grant to establish a Local Assistance Scheme in Surrey. The Local Assistance Scheme would replace two elements of the Social Fund (which is currently administered by the DWP), Crisis loans for living expenses and Community Care Grants that will be abolished from April 2013.

Adult Social Care officers have been working with colleagues and partners to develop a scheme to deliver these discretionary payments. As a result of the likely impact of welfare reform that will take place over the coming years, the full DWP allocation is required in order to meet existing and projected demand.

The Cabinet Member for Adult Social Care and Health commended the proposal to the Cabinet as a means to helping those in real distress. Successful applicants would be able to access furniture and white goods or a payment card. The Cabinet was advised of the work which was being done to recycle items at low cost for those in need and noted the importance of publicising the scheme.

It was **RESOLVED** that:

1. A Local Assistance Scheme be established using the full allocation of funds from the Department of Work and Pensions (DWP) in order to deliver local assistance payments across Surrey.
2. The proposed delivery model to manage the Local Assistance Scheme be approved as set out in the report submitted.

Reason for decision

To ensure that the Council is able to continue providing vital support for some people with the highest needs in Surrey. In 2011/12, 7,340 awards for emergency cash and essential items were made to Surrey residents via the Crisis loan for living expenses and Community Care Grant elements of the Social Fund. The new scheme will deliver support through a more local and holistic approach which will seek to signpost applicants to more sustainable support wherever possible.

**14/13 DIRECT PAYMENT INFORMATION ADVICE AND SUPPORT SERVICE:
APPROVAL TO AWARD A CONTRACT [Item 14]**

The Cabinet considered the award of a contract to Surrey Independent Living Council for the provision of the Direct Payment Information Advice and Support Service from 1 March 2013. The recommended contract award delivered best value for money following the procurement process.

Due to the commercial sensitivity involved in the contract award process, the financial details of the potential supplier were considered in Part 2 of the meeting.

It was **RESOLVED** that:

1. The information relating to the procurement process, as set out in the report submitted, be noted

2. The award of a contract to Surrey Independent Living Council be agreed on the basis set out under item 18 in Part 2 of the agenda.

Reason for decision

The existing contract will expire on 28 February 2013. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders had been completed, demonstrated that best value for money for the Council will be delivered following a thorough evaluation process.

15/13 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 15]

The Cabinet noted the delegated decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting of the Cabinet.

It was **RESOLVED** that the decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting be noted as set out in Annex 1 of the report submitted.

Reason for decision

To note the decisions taken by Cabinet Members under delegated authority.

16/13 EXCLUSION OF THE PUBLIC [Item 16]

It was **RESOLVED** that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under paragraph 3 of Part 1 of Schedule 12A of the Act.

PART TWO - IN PRIVATE

THE FOLLOWING ITEMS OF BUSINESS WERE CONSIDERED IN PRIVATE BY THE CABINET. SET OUT BELOW IS A PUBLIC SUMMARY OF THE DECISIONS TAKEN.

17/13 SCHOOL EXPANSION PROGRAMMES FROM SEPTEMBER 2013 [Item 17]

(a) EXPANSION OF BURPHAM PRIMARY SCHOOL TO 2 FORMS OF ENTRY FROM SEPTEMBER 2013 [Item 17a]

The Cabinet considered the provision of a permanent build to expand Burpham Primary School to 2 forms of entry to meet basic need requirements for primary places in the Guildford Town wider area.

It was **RESOLVED** that:

1. The business case for the project to expand Burpham Primary School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in

consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

Reason for decision

The scheme delivers a value for money expansion to a school that supports the Authority's statutory obligation to provide additional school places for local children in the wider Guildford Town area. Release of the funding allocation is required so that building works can commence as soon as possible in order to deliver the new accommodation by September 2013.

(b) CRANMERE PRIMARY SCHOOL, Esher - TWO FORM OF ENTRY EXPANSION TO MEET BASIC NEED [Item 17b]

The Cabinet considered the business case for the provision of a permanent two form entry increase at Cranmere Primary School to meet the basic need requirements in the Elmbridge area.

It was **RESOLVED** that:

1. The business case for the project to expand Cranmere Primary School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

Reason for decision

The project supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Elmbridge area.

(c) GOLDSWORTH PRIMARY SCHOOL, Woking - ONE FORM ENTRY EXPANSION TO MEET BASIC NEED [Item 17c]

The Cabinet considered the provision of a permanent one form entry increase at Goldsworth Primary School to meet basic need requirements in the Woking area.

It was **RESOLVED** that:

1. The business case for the project to expand and relocate Goldsworth Primary School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

Reason for decision

The project delivers and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Woking area.

(d) PORTESBERY SCHOOL, CAMBERLEY - RELOCATION AND EXPANSION [Item 17d]

The Cabinet considered the business case for the relocation and expansion of Portesbery Special School in Camberley, to meet the Authority's strategy to develop its special school provision.

It was **RESOLVED** that:

1. The business case for the project to expand and relocate Portesbery SEN School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Leader and Cabinet Member for Assets and Regeneration Programmes be approved.

Reason for decision

The current school site and building is below the recommended Department for Education (DfE) standard, so a new site and school was deemed to be required and fits with the Special Education Needs strategy.

(e) EXPANSION OF WEST EWELL INFANT SCHOOL TO 4 FORMS OF ENTRY FROM SEPTEMBER 2013 [Item 17e]

The Cabinet considered the business case for the provision of a permanent build to expand West Ewell Infant School to 3 forms of entry to meet basic need requirements for primary places in the Epsom and Ewell area.

It was **RESOLVED** that:

1. The business case for the project to expand and relocate West Ewell Infants School be approved at the cost set out in recommendation 1 of the report submitted.
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

Reason for decision

The scheme delivers a value for money expansion to a school that supports the Authority's statutory obligation to provide additional school places for local children in Epsom and Ewell. Building works need to commence as soon as possible in order to deliver the new accommodation by September 2013.

18/13 DIRECT PAYMENT INFORMATION ADVICE AND SUPPORT SERVICES: APPROVAL TO AWARD A CONTRACT [Item 18]

The Cabinet considered financial information relating to the award of a contract for Direct Payment Information Advice and Support (minute item 14).

It was **RESOLVED** that a framework contract be awarded to Surrey Independent Living Council (SILC) for the value stated in the recommendation

of the Part 2 report (for a 2 year + 2 year extension contract period) for the provision of Direct Payment Information Advice and Support to commence on 1 March 2013.

Reason for Decision

The existing contract will expire on 28 February 2013. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations demonstrate that best value for money for the Council will be delivered following a thorough evaluation process.

19/13 PROPERTY TRANSACTIONS [Item 19]

(a) ACQUISITION OF AN OFFICE PROPERTY IN GUILDFORD [Item 19a]

The Cabinet considered the acquisition of an office building in Guildford, together with a separate long lease interest in associated car spaces, to enable its participation in future regeneration opportunities.

It was **RESOLVED** that:

1. The acquisition of the freehold interest in the property be approved on the basis set out in paragraph 1(i) of the report submitted.
2. Surrey County Council acquire the balance of the lease of car parking spaces (included as part of the consideration for the above) as set out in paragraph 1(ii) of the report submitted.
3. Surrey County Council complete the agreed lease transactions to existing and proposed tenants, if any remain outstanding at the time of exchange, on the terms agreed.
4. Property Services consider the long term opportunity afforded by the ownership of the property in connection with the economic regeneration of this area of Guildford and the County's own future office accommodation strategy. Such a report and its recommendations to be considered at a future Cabinet when required.

Reason for decision

The property is a prime office building in a commercially active M25 town. The acquisition will provide the opportunity for the Council to participate in a wider town centre regeneration opportunity and in the meantime will produce income for the County Council.

(b) DISPOSAL OF 26 NIGHTINGALE ROAD, GUILDFORD [Item 19b]

The Cabinet considered the sale of 26 Nightingale Road, Guildford following the results of a marketing exercise by appointed Estate Agents.

It was **RESOLVED** that:

1. The disposal of 26 Nightingale Road, Guildford, as set out in paragraph 1 of the report submitted, be approved subject to exchange of papers taking place within 21 days, with completion taking place within a further 28 days.

2. Should completion not take place within the required timeframe, the Asset Strategy Partner, in consultation with the Cabinet Member for Assets and Regeneration Programmes, be authorised to pursue completion with the other bidders on the basis of the same timeline as set out above.

Reason for decision

To expedite the sale of a property no longer required for service reasons, to reduce the cost of managing an empty property and to maximise potential receipts without additional risk.

(c) PURCHASE OF RETAIL AND OFFICE PREMISES IN THE HIGH STREET, EGHAM [Item 19c]

The Cabinet considered the acquisition of the freehold interest of retail and office premises in High Street, Egham for potential future service delivery and economic regeneration.

It was **RESOLVED** that:

1. The freehold interest of the property be acquired for the price set out in paragraph 1(i) of the report submitted upon conclusion of legal and property due diligence.
2. Surrey County Council, simultaneous to the purchase, grant a lease on the basis and terms set out in paragraph 1(ii) of the report submitted.
3. Property Services review the opportunity for the reuse of the property or redevelopment of the upper floor offices, and upon the formulation of a business case, report back to Cabinet on the options considered and make further recommendations.

Reason for decision

To purchase the property and explore the long term potential to relocate services into the property, thus releasing an asset held on a long lease with alternative use value.

20/13 PUBLICITY FOR PART 2 ITEMS [Item 20]

It was **RESOLVED** that non-exempt information relating to the items considered in Part 2 of the meeting, particularly the £32million investment in schools and the relocation and expansion of Portesbery School, may be made available to the press and public as appropriate.

Meeting closed at 4.10 pm

Chairman

CABINET – 5 FEBRUARY 2013

ITEM 4 - PROCEDURAL MATTERS

Member Questions**Question (1) from Mrs Hazel Watson (Dorking Hills)**

Please list all trips outside of the UK taken by Members of Surrey County Council at the Council's expense since 1 January 2011 including:

- The name of the Member undertaking the trip.
- The start and end date of the trip.
- The destination.
- The purpose of the trip.
- The outcomes and findings of the trip.
- Details of any report back from the Member to any committee, sub-committee, working group etc on the findings of their trip.
- Travel costs, accommodation costs, subsistence and any other costs relating to the trip.

Reply:

The following information has been gathered about trips outside of the UK taken by Members at the Council's expense since 1 January 2011:

Lynne Hack visited Brussels on 25 January 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £85.06. The action points and minutes arising from the meeting are available at www.purple.eu

Lynne Hack visited Brussels on 21 March 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £91.44. The action points and minutes arising from the meeting are available at www.purple.eu

Lynne Hack visited Dublin from 23-24 May 2011 to attend the General Assembly of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £293.20. The action points and minutes arising from the meeting are available at www.purple.eu

Lynne Hack visited Brussels on 7 July 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £183.24. The action points and minutes arising from the meeting are available at www.purple.eu

Ian Lake and Denise Saliagopoulos visited Zibo City from 21-23 August 2011 to meet the Zibo Ceramics Association. The total travel costs were £3100.

Lynne Hack visited Brussels from 29 – 30 November 2011 to attend the Board meeting of

Peri-Urban Regions Platform Europe (PURPLE). The total costs were £173.88. The action points and minutes arising from the meeting are available at www.purple.eu

Lynne Hack visited Ireland in 2011 to obtain information on and visit a unique facility that creates vehicle fuel from waste plastics. The total costs for Lynne Hack and two senior officers from Waste Management were £524.09.

Helyn Clack visited Brussels on 14 July 2012 to attend a Board meeting of Southern England Local Partners. The total costs were £99. The outcomes of the meeting are included in the minutes, which can be found at www.hants.gov.uk

John Furey visited Bergamo on 28 September 2012 to visit a fluidised bed thermal treatment plant. The total travel costs for John Furey and three senior officers were £2220.60.

John Furey visited Sarpsborg from 8-9 October 2012 to visit an energos gasification plant. The total costs for John Furey and three senior officers were £1748.

This list may not be exhaustive, as the county council does not maintain centrally a list of all trips undertaken by Members. Similarly, the reasons for, and nature of, the visits suggest that the outcomes and findings are likely to contribute to policy development and, as such, there is no expectation that any specific reports on each visit is brought to formal meetings.

David Hodge
Leader of the Council
5 February 2013

Question (2) from Mrs Hazel Watson (Dorking Hills)

Given the public furore by Surrey residents against the two-day residential stay by 26 Conservative Cabinet members and senior officers at Farnham Castle on 5 and 6 November 2012, costing £4,158, and revelations that a similar event took place at Farnham Castle on 9 and 10 May 2012. Please can you state:

- How many overnight residential meetings have the Conservative Cabinet held at Council Taxpayers expense during the life of this Council (since May 2009)?
- What have been the dates and venues for these meetings?
- What has been the overall cost of these meetings?
- Will you be cancelling the booking of Farnham Castle for a similar event in June 2013 and confirm that in future Cabinet awaydays will all be held at County Council buildings or premises of neighbouring Councils free of charge to save Council Taxpayers' money and as recommended by the Secretary of State?

Reply:

The Cabinet have attended 3 overnight residential meetings since May 2009. These took place on the following dates: 20 and 21 February 2012, 9 and 10 May 2012 and 5 and 6 November 2012. All of these events were held at Farnham Castle at a negotiated rate and the

total cost was £10,691.40 (inclusive of VAT). The Cabinet were joined by senior officers at the meetings held in May and November 2012.

David Hodge
Leader of the Council
5 February 2013

Question (3) from Mrs Hazel Watson (Dorking Hills)

The Smarter Working Policy Framework presented to the People, Performance and Development Committee on 23 January 2013 stated that the County Council's occupancy of office space averages only 47%:

- What actions are being taken to reduce the amount of unused space either by disposing of property or renting it out?
- Please supply the supporting data used to obtain the figure of 47%, including any breakdown by individual properties.

Reply:

An occupancy study was carried out in 2010 for our major offices which showed an average desk occupancy of 47%. Since this time, under the Making a Difference programme, we have rationalised office space and there have been a number of office closures including those in Leatherhead, Guildford, and Conquest House in Kingston. This has reduced desk ratios within existing SCC sites from 1:1 to 3 desks for every 5 people. In addition freehold offices have been purchased in Redhill to replace leasehold offices in Reigate. This and further actions will save the council £6.6M in property costs over the period of the Medium Term Financial Plan.

A programme of revised desk occupancy surveys are being carried out at present to measure the impact of these changes. We will provide the update information when we have completed the occupancy studies.

Mr Tony Samuels
Cabinet Member for Assets and Regeneration Programmes
5 February 2013

CABINET – 5 FEBRUARY 2013

ITEM 4 - PROCEDURAL MATTERS

Public Questions

Question (1) from Mr John Bosten

I raise concerns about the 800th anniversary of Magna Carta. Why do you celebrate the 800th celebration of Magna Carta when nobody suggested that we celebrate the 900th anniversary of our year 1066?

In these times of recession (which will continue for many years) why is £5,000,000 of public money to be spent on the 'Celebration of Magna Carta'? Do we also celebrate the 1914 commencement of war and in 1918 the end of the war?

In any event the Magna Carta, (The Great Charter, the declaration of Human Rights), has never been effective except for the 10 weeks between 15 June 2015 and 24 August 1215. Further, there were serious doubts if Magna Carta was ever sealed, and doubts existed if King John could even write; he only approved Magna Carta because he knew that Pope Innocent III would make it null and void, which he did 10 weeks later on 24 August 1215.

Further, Magna Carta was revised in November 1216, revised again in November 1217 and substantially revised in February 1235; only 3 of the original 65 clauses exist.

Hence the essential declaration of Human Rights was never effectively achieved in Britain until 20 October 1998, and we all know the difficulties we have suffered since 1998 so should we celebrate this?

Reply:

The Queen has established a Trust to plan celebrations across the country to celebrate this event and this is chaired by the Master of Rolls, Lord Dyson. As the Charter was sealed in Runnymede, Surrey County Council is completely committed to the Magna Carta celebrations in 2015 and recognises its importance as the cornerstone of modern democracy. We recognise also its importance in the heritage of Great Britain and our own county and are committed in our desires to commemorate the 800th anniversary of this great event. All other Charter areas will be joining in these celebrations and it would be a huge anomaly if we did not.

Surrey examined the plans and proposals for the visitor centre on the pleasure grounds site and reviewed how best the County Council could contribute to recognising this important site for future generations. In light of this research and recent government settlements, the County Council is of the view that there are other equally valid ways of supporting the Magna Carta which is both impactful and encourages visitors to the area thereby improving the local economy.

Surrey County Council remains committed to investing resources into the area and will explore alternative cost effective options with Runnymede Borough Council, the National Trust and the community over the next few weeks.

Mrs Helyn Clack

Cabinet Member for Community Services and the 2012 Games

5 February 2013

CABINET RESPONSE TO CHILDREN AND FAMILIES SELECT COMMITTEE

BUDGET MONITORING 2012/13

SELECT COMMITTEE RECOMMENDATION

That the Cabinet note that the Children & Families Select Committee continues to be concerned about the potential for Children's Services to meet the savings targets outlined in the Medium Term Financial Plan.

RESPONSE

The Children & Families Select Committee recommendation for Cabinet to note their on-going concerns about the potential for Children's Services to meet the savings targets outlined in the Medium Term Financial Plan is acknowledged. Whilst I recognise and share your concerns around the future savings Children's Services are required to make, it is worth reiterating that Children's Services have already made almost £10.7m savings over the last 3 years.

Further savings will be a challenge, especially in the context of increasing numbers of child protection cases requiring services including special education needs, welfare reform and the restructuring of the Health Service. However, the Directorate have established a Public Value Programme to work collaboratively with partners around developing early help strategies to strengthen preventative solutions, disability services and support for families with complex needs. This programme of review and implementation of change will assist in achieving the future efficiency savings and cost reductions needed in the future.

Mrs Mary Angell
Cabinet Member for Children and Families
5 February 2013

CABINET RESPONSE TO COMMUNITIES SELECT COMMITTEE

EXTRACTING VALUE FROM CUSTOMER FEEDBACK

SELECT COMMITTEE RECOMMENDATION

That this report should be drawn to the attention of the Cabinet to consider the appropriate course of action to address the highlighted concerns.

The Cabinet may wish to consider:

- a) how the Council could be better shaped to ensure customer feedback is routinely used in policy design and service delivery;
- b) in line with the Leader's initiative "Think Councillor, Think Resident", what arrangements could be put in place to assure Members and residents that public concerns are being noted and used by the Council; and
- c) periodically examining customer complaints and feedback at Cabinet meetings.

RESPONSE

I would like to thank the Communities Select Committee for drawing the Cabinet's attention to this report, and I welcome their recommendation that it should be considered by Cabinet.

As described in this report Customer Services is currently working to embed the "Customer Service Excellence" standard as a practical tool for driving customer improvement across the Council. A key component of this will be improving the use of customer feedback and insight to inform policy design and service delivery. This will be done in line with the Leader's "Think Councillor, Think Resident" initiative. As part of this process, consideration will be given the points raised by Select Committee.

I am asking the Head of Customer Services to bring the report to Cabinet in September, supplemented by proposals that address these points.

Mrs Helyn Clack
Cabinet Member for Community Services and the 2012 Games
5 February 2013

CABINET RESPONSE TO ENVIRONMENT AND TRANSPORT SELECT COMMITTEE AND UTILITIES TASK GROUP

PROPOSAL FOR THE INTRODUCTION OF A PERMIT SCHEME UNDER THE TRAFFIC MANAGEMENT ACT 2004 AND TASK GROUP REPORT: IMPROVING THE CO-ORDINATION AND QUALITY OF WORK FROM THE UTILITIES COMPANIES

SELECT COMMITTEE RECOMMENDATION

That the recommendations of the Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey Task Group and the proposal for the introduction of a Permit Scheme under the Traffic Management Act 2004 (agenda item 12) be endorsed.

TASK GROUP RECOMMENDATIONS

The recommendations of the Utilities Task Group are set out in Appendix 1 to agenda item 12.

RESPONSE

Firstly I would like to take this opportunity to thank the Members of the Utilities Task Group and the officers involved for their hard work in producing this detailed report.

I welcome the proposal for the introduction of a Permit Scheme, as recommended by the Task Group (**Recommendation 3**) and supported by the Environment and Transport Select Committee, and its approval is recommended to the Cabinet.

With regard to the other recommendations of the Task Group, my responses to each of the proposals are set out below.

Recommendation 1 – Development of a clear and accessible internal and external communications policy with regards to the publicising of street works

It is recognised that effective communication is an essential part of managing the impact of street works and so I welcome the range of proposals within this recommendation which will benefit all interested parties, both internal and external. Officers will develop an improved street works communications policy as recommended for introduction in April 2013.

Recommendation 2 – More cost effective and efficient processes for monitoring and reporting the quality of street works and greater incentive for utilities companies to complete their works on time and to a high standard

Quality of workmanship by utility companies can often be criticised and any monitoring needs to be effective. It is also recognised that there are limitations on the incentives for utilities companies to always adhere to the required quality standards. On this basis I welcome the recommendation for improvements in this area however it is acknowledged that the area of streetworks is heavily legislated and some of the proposals within the recommendation will be difficult to achieve. Officers will progress as recommended with immediate effect on the expectation that some of the proposals will remain as an exploratory exercise until proved that further work will be both achievable and beneficial to SCC.

Recommendation 4 – More effective and robust processes around the planning,

monitoring and execution of street works, particularly including areas with special conditions such as Conservation Areas.

Proposals under the recommendation 4 to improve the planning, monitoring and execution of streetworks are also supported. This is of particular importance to Surrey given that a significant proportion of the roads in the County are designated as being in a conservation area and also the scale of the ongoing investment in our own road maintenance programmes, such as the proposed 5 year programme. Officers will develop an action plan for each of the proposals and implement accordingly over the next nine months to coincide with the preparation for the introduction of a permit scheme.

**Mr John Furey
Cabinet Member for Transport and Environment
5 February 2013**