

Cabinet

**Date & time**

Tuesday, 26
February 2013 at
2.00 pm

Place

Ashcombe Suite,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact

Anne Gowing or James
Stanton
Room 122, County Hall
Tel 020 8541 9938 or 020
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Chief Executive

David McNulty

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Membership: Mr David Hodge (Chairman), Mr Peter Martin (Vice-Chairman), Mrs Mary Angell, Mrs Helyn Clack, John Furey, Mr Michael Gosling, Mrs Kay Hammond, Mrs Linda Kemeny, Ms Denise Le Gal, Mr Tony Samuels and DL Cabinet

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 9698, fax 020 8541 9009, or email anne.gowing@surreycc.gov.uk or james.stanton@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing or James Stanton on 020 8541 9938 or 020 8541 9068.

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If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 5 FEBRUARY 2013

The minutes will be available in the meeting room half an hour before the start of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 PROCEDURAL MATTERS

4a Members' Questions

- (i) The deadline for Member's questions is 12pm four working days before the meeting (*20 February 2013*).

4b Public Questions

The deadline for public questions is seven days before the meeting (*19 February 2013*).

4c Petitions

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

4d Representations received on reports to be considered in private

To consider any representations received in relation why part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

5 CONSULTATION ON SURREY'S ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND CO-ORDINATED SCHEMES

(Pages 1
- 96)

Following the statutory consultation on Surrey's admission arrangements for September 2014, Cabinet is asked to consider the responses and

make recommendations to the County Council on admission arrangements for Community and Voluntary Controlled schools and Surrey's coordinated schemes for September 2014.

This report covers the following areas in relation to school admissions:

- Banstead Community Junior School - Recommendation 1
- Reigate Priory School – Recommendation 2
- Southfield Park Primary – Recommendation 3
- St Ann's Heath Junior School – Recommendation 4
- St Ann's Heath Junior School and Trumps Green Infant School – Recommendation 5
- Tatsfield Primary School – Recommendation 6
- Thames Ditton Junior School – Recommendation 7
- Published Admission Number for Thames Ditton Junior – Recommendation 8
- Published Admission Numbers for other schools – Recommendation 9
- Increase to number of preferences allowed under Surrey's primary coordinated scheme – Recommendation 10
- Coordinated Admissions Schemes – Recommendation 12
- Surrey's Relevant Area – Recommendation 11
- Admission arrangements for other schools – Recommendation 13

6 SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME FROM SEPTEMBER 2013

(Pages 97 - 102)

There is significant demand for new schools places within Surrey and for improvement of existing accommodation, which are largely addressed through the County's five year 2012-17 Medium Term Financial Plan.

Weydon Academy, Farnham and De Stafford School, Caterham have been identified within the programme as requiring expansion through the provision of permanent adaptations and additions to their existing facilities.

Approval is sought for the individual business cases for expansion and creation of additional places at the following schools to meet the above demand at an estimated cost of approximately £15m and financial details relating to the business cases is set out in Part2 of the agenda (item 13A and 13B)

[The decisions on this item can be called in by the Council Overview and Scrutiny Committee and / or the Education Select Committee]

7 IMPLEMENTATION OF THE PUBLIC VALUE REVIEW OF COMMUNITY PARTNERSHIP - CONSTITUTIONAL CHANGES

(Pages 103 - 122)

In November 2012 the Cabinet considered the Public Value Review (PVR) of Community Partnership which reviewed the role of Surrey County Council's Local Committees and the Community Partnership Team with the aim of delivering improved outcomes and value for money for the residents of Surrey.

The recommendations build on the Localism agenda and aim to provide a greater role for local Members as Community Leaders. The Leader has

expressed his belief that, over the next cycle, there is a strong case to increase accountability and scrutiny at Local Committees and that further responsibilities should be passed to Local Committees.

Following engagement with Local Committee Members and Chairmen, the Leader and the Portfolio Holder; and on completion of a Rapid Improvement Event to review financial processes, this report sets out the constitutional changes that are required to implement the PVR recommendations in relation to Member Allocations and the conduct of Local Committee meetings.

The decisions requested are timed to allow the changes to be implemented in readiness for the start of the new council from 22 May 2013.

8 BUDGET MONITORING FORECAST 2012/13 (PERIOD ENDING JANUARY 2013) (Pages 123 - 148)

To note the year-end revenue and capital budget monitoring projections as at the end of January 2013.

Please note that Annex 1 to this report will be circulated separately prior to the Cabinet meeting.

[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]

9 SUPPORT FOR ECONOMIC GROWTH (Pages 149 - 162)

This report identifies economic growth as a key priority for the county council, both to secure an increase in the size and value of the economy and to generate employment. Surrey is a large and strong economy with a Gross Value Added (GVA) in excess of £30 billion (2011 actual). Surrey's very success creates a significant challenge to its global competitiveness because of the way in which investment in critical infrastructure lags behind the need generated by strong growth. Actions proposed in this report promote growth and also address constraints to the global competitiveness of the county. They will benefit both residents and businesses in Surrey. Additional powers and funding, particularly from the Government would significantly enhance the implementation and effectiveness of these proposed actions.

The report is not a list of all the activity to support economic growth within the county and does not seek to provide an answer for every economically related issue. The paper should be seen as a statement of intent rather than as an economic strategy or action plan. Applying the One Team ethos, it recognises the key leadership role of the county council working with district and borough councils, businesses and other public sector partners across Surrey to push forward economic growth.

[The decisions on this item can be called in by the Environment and Transport Select Committee]

10 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK (Pages 163 -

To award the Contracts to the recommended tenderers for the provision of the selection and supply of library stock to commence on 1 April 2013 for a period of 2 years, with an option to extend for a further period of 2 years. The Report provides details of the procurement process, including the results of the evaluation process, and, in conjunction with the Part 2 Annex, demonstrates why the recommended Contract awards deliver best value for money. 196)

Due to the commercial sensitivity involved in the contract award process, the names and financial details of the potential suppliers have been circulated as a Part 2 Annex for Members (item 12).

[The decisions on this item can be called in by the Council Overview and Scrutiny Committee or the Communities Select Committee]

10a Member and Officer Director Indemnities (Pages 197 - 202)

1. To consider formal arrangements for indemnifying Members and Officers who are appointed on behalf of the Council as company directors
2. It is essential for effective governance that Members and Officers, have protection from personal liability in the course of their duties, and are not deterred from participating in new business and service delivery vehicles. These proposals would provide such assurance to Members and Officers when they are acting as appointed directors of companies on behalf of the Council.

11 EXCLUSION OF THE PUBLIC

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

PART TWO - IN PRIVATE

12 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK (Pages 203 - 206)

Part 2 annex to agenda item 10 containing financial information.

13 SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME FROM SEPTEMBER 2013

The following reports contain financial information relating to agenda item 6.

Exempt: Not for publication under paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

[The decisions on the following items can be called in by the Council

- 13a** **Weydon Academy School, Farnham - two form entry expansion to meet Basic Need** (Pages 207 - 214)
- 13b** **De Stafford Secondary School, Caterham - New Dining Hall and Kitchen Block** (Pages 215 - 220)
- 14** **PROPERTY TRANSACTIONS**
- 14a** **Surrey Arts Relocation** (Pages 221 - 226)
- Westfield School has a requirement to expand by one form of entry (7 classrooms) as part of the Basic Needs Programme due to growing population numbers. Cabinet approved this expansion on 30 March 2010. The expansion is planned to occur over the 2012/13 academic year to meet demand. Surrey Arts currently operate from space in Westfield School and in order to provide the school places Surrey Arts need to relocate by the end of April 2013.

Exempt: Not for publication under paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]

15 **PUBLICITY FOR PART 2 ITEMS**

To consider whether the item considered under Part 2 of the agenda should be made available to the Press and public.

David McNulty
Chief Executive
Monday, 18 February 2013

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 the Cabinet's terms of reference, in line with the procedures set out in the Council's Constitution.

Please note:

1. 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.
2. Questions will be taken in the order in which they are received.
3. Questions will be asked and answered without discussion. The Leader, Deputy Leader or Cabinet Member may decline to answer a question, provide a written reply or nominate another Member to answer the question.

4. Following the initial reply, one supplementary question may be asked by the questioner. The Leader, Deputy Leader or Cabinet Member may decline to answer a supplementary question.

MOBILE TECHNOLOGY – ACCEPTABLE USE

All mobile devices (mobile phones, BlackBerries, etc) should be switched off or placed in silent mode during the meeting to prevent interruptions and interference with the PA and Induction Loop systems.

Those attending for the purpose of reporting on the meeting may use mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. This is subject to no interruptions, distractions or interference with the PA and Induction Loop systems being caused. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation

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SURREY COUNTY COUNCIL

CABINET

DATE: 26 FEBRUARY 2013



REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR CHILDREN AND LEARNING

LEAD OFFICER: CLAIRE POTIER, PRINCIPAL MANAGER ADMISSIONS AND TRANSPORT

SUBJECT: CONSULTATION ON SURREY'S ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES

SUMMARY OF ISSUE:

Following the statutory consultation on Surrey's admission arrangements for September 2014, Cabinet is asked to consider the responses and make recommendations to the County Council on admission arrangements for Community and Voluntary Controlled schools and Surrey's coordinated schemes for September 2014.

This report covers the following areas in relation to school admissions:

- Banstead Community Junior School - Recommendation 1
- Reigate Priory School – Recommendation 2
- Southfield Park Primary – Recommendation 3
- St Ann's Heath Junior School – Recommendation 4
- St Ann's Heath Junior School and Trumps Green Infant School – Recommendation 5
- Tatsfield Primary School – Recommendation 6
- Thames Ditton Junior School – Recommendation 7
- Published Admission Number for Thames Ditton Junior – Recommendation 8
- Published Admission Numbers for other schools – Recommendation 9
- Increase to number of preferences allowed under Surrey's primary coordinated scheme – Recommendation 10
- Coordinated Admissions Schemes – Recommendation 12
- Surrey's Relevant Area – Recommendation 11
- Admission arrangements for other schools – Recommendation 13

Recommendations are set out on pages 1 to 6 and further details of each proposal are set out on pages 9 to 18.

RECOMMENDATIONS:

It is recommended that Cabinet make the following recommendations to the County Council:

Recommendation 1

A feeder link is introduced for Banstead Community Junior School for children from Banstead Infant School for September 2014, as follows:

- a) Looked after and previously looked after children

-
- b) Exceptional social/medical need
 - c) Children attending Banstead Infant School
 - d) Siblings not admitted under c) above
 - e) Any other children

Reasons for Recommendation

- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents
- It would be in line with the criteria that exist for most other schools which have a feeder link and reciprocal sibling links
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- It is supported by the Governing Body of the school
- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Banstead Infant School would not confer an automatic right to transport to Banstead Junior School

Recommendation 2

The introduction of a feeder link for Reigate Priory for children from Holmesdale and Reigate Parish is deferred until alternative options are considered.

Reasons for Recommendation

- There were notable concerns regarding the proposals which the Local Authority would wish to explore fully before progressing
- It would allow more time to consider alternative proposals
- It would allow any proposal to be considered in the light of future school place planning considerations in the area

Recommendation 3

The admission criteria for Southfield Park are changed so that, for September 2014, children who have Southfield Park Primary School as their nearest school would receive a higher priority when allocating places **outside** the catchment area, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Siblings
- d) Children living in the defined catchment of the school with priority being given to children living furthest away from the school
- e) Other children for whom the school is their nearest school
- f) Any other children

Reasons for Recommendation

- It would ensure that families living outside the catchment who have Southfield Park as their nearest school are given priority ahead of those who do not
- It would not displace children living on the Horton Park development, for whom the catchment was originally introduced to serve
- A further review of the admission criteria for this school should be carried out once decisions have been made on expansion proposals at other local schools

Recommendation 4

That a feeder link is introduced for St Ann's Heath Junior School for children from Trumps Green Infant School for September 2014, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Siblings
- d) Children attending Trumps Green Infant School
- e) Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
- f) Any other children

Reasons for Recommendation

- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents
- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It would reduce the likelihood of families removing their children from the infant school during Year 2 in favour of a primary school
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- It is supported by the Governing Bodies of both schools
- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Trumps Green Infant School would not confer an automatic right to transport to St Ann's Heath Junior School

Recommendation 5

A reciprocal sibling link between St Ann's Heath Junior School and Trumps Green Infant School is introduced for September 2014 so that the schools would be described as being on a shared or adjoining site for applying sibling criteria.

Reasons for Recommendation

- It would support families with more than one child as families with a sibling at one school would benefit from sibling priority to the other school
- It would provide continuity for parents, children and schools and reduce anxiety for parents
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It is supported by the Governing Bodies of both schools

Recommendation 6

A catchment area based on the Parish of Tatsfield and a phased tiered sibling priority based on the catchment is introduced for Tatsfield Primary School for September 2014, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission
- d) Siblings who live within the catchment area
- e) Other children who live within the catchment area
- f) Siblings who live outside the catchment area

g) Other children who live outside the catchment area

Reasons for Recommendation

- It provides transitional arrangements for families who do not have Tatsfield Primary School as their nearest school but who already have children at the school
- Whilst the nature of this proposal means that in the future some families might not be able to get younger siblings in to the same school, this will only apply if it is not their nearest school and those families would have been aware of this policy when they applied
- The pressure on places and the proximity of the school to the County border means that on balance a greater disadvantage might be caused to local families than to future siblings if this proposal is not agreed
- It reduces the likelihood of local families having to travel to schools that are further away
- In time it would support families within the local area as they will not be displaced in favour of siblings living further away
- It provides a clear and historic boundary for the catchment area

Recommendation 7

Tiered arrangements are introduced for Thames Ditton Junior School for September 2014 so that siblings, children at the feeder school and other children who have the school as their nearest receive priority ahead of those who do not, as follows:

- a) Looked After and previously looked after children
- b) Exceptional social/medical need
- c) Children with a sibling attending Thames Ditton Junior School at the time of the child's admission for whom the school is the nearest school to their home address
- d) Children attending Thames Ditton Infant School for whom the school is the nearest school to their home address
- e) Other children for whom the school is the nearest school to their home address
- f) Other children with a sibling attending Thames Ditton Junior School at the time of the child's admission for whom the school is not the nearest school to their home address
- g) Other children attending Thames Ditton Infant School for whom the school is not the nearest school to their home address
- h) Any other children

Reasons for Recommendation

- It would help ensure that a school within a reasonable distance could be offered to all children within the area
- Whilst the nature of this proposal means that some families might not be able to get younger siblings in to the same school, this will only apply if it is not their nearest school
- The pressure on places and the proximity of the school to the County border means that on balance a greater disadvantage might be caused to local families than to future siblings if this proposal is not agreed
- It does not disadvantage families who choose a different infant provision or if those who are unable to obtain a place at the infant school
- It reduces the likelihood of local families having to travel to schools that are further away
- It has the support of Thames Ditton Junior School
- There is not currently a reciprocal sibling link between these two schools but this

will be reviewed for 2015 and if proposed, will be subject to consultation

Recommendation 8

The PAN for Thames Ditton Junior School is decreased from 120 to 90 for September 2014.

Reasons for Recommendation

- There were no major objections to the changed PAN
- School Commissioning and the school support this change
- The school can't sustain the admission of 120 pupils each year and the increase in 2013 was only intended to be temporary

Recommendation 9

That the Published Admission Numbers (PAN) for all other Community and Voluntary Controlled schools are determined as they are set out in Annex 1 of Appendix 1 which include the following changes:

- i) Banstead Infant to increase its Reception PAN from 80 to 90
- ii) Bell Farm Primary to increase its Reception PAN from 60 to 90
- iii) Bell Farm Primary to decrease its Junior PAN from 120 to 30
- iv) Earlswood Infant to increase its Reception PAN from 90 to 120
- v) Earlswood Junior to increase its Junior PAN from 90 to 120
- vi) Grovelands Primary to decrease its Reception PAN from 90 to 60
- vii) Salfords Primary to increase its Reception PAN from 45 to 60
- viii) Spelthorne Primary to increase its Reception PAN from 60 to 90
- ix) Trumps Green Infant to increase its Reception from 30 to 60
- x) West Ewell Infant to increase its Reception PAN from 90 to 120

Reasons for Recommendation

- Where a decrease in PAN is proposed the decrease has already been agreed through statutory proposals following expansion to a primary school
- The increase in Reception PAN at Bell Farm Primary has already been agreed through statutory proposals following expansion to a primary school
- Where other increases in PAN are proposed the schools are increasing their intake to respond to the need to create more school places and will help meet parental preference
- The School Commissioning team and the schools support these changes
- All other PANs remain as determined for 2013 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences

Recommendation 10

The number of preferences permitted under Surrey's Primary Coordinated Scheme is increased from three to four.

Reasons for Recommendation

- There is likely to be demand for four preferences as in the 2012 admission round 8,157 parents (62.8% of applicants) named three preferences
- It would be likely to increase the number of parental preferences met and to decrease the number of children who could not be offered a preference school
- It may reduce the number of parents who wish to change or add new preferences after the offer date
- Given the pressure on school places it would help to alleviate the anxiety of parents where local schools are oversubscribed and they are uncertain which schools they might be offered
- Parents would not be obliged to name four preferences but it would give those

parents who choose to the opportunity to do so

- It should support less popular undersubscribed schools as parents would not have to give up one of their more preferred schools
- As most applications are submitted online it will not have a significant administrative impact
- It helps to reduce potential for disadvantage for Surrey parents where neighbouring Local Authorities allow their parents to name more than three preferences

Recommendation 11

That the Coordinated Admission Schemes for 2014/15 are agreed as set out in Annex 4 to Appendix 1.

Reasons for Recommendation

- The coordinated schemes for 2014 are similar to 2013
- The coordinated schemes will enable the County Council to meet its statutory duties regarding school admissions
- The coordinated schemes are working well

Recommendation 12

Surrey's Relevant Area is agreed as set out in Appendix 2.

Reasons for Recommendation

- The Local Authority is required by law to define the Relevant Area for admissions
- The Relevant Area must be agreed every two years although no changes have been proposed
- It ensures that any schools who might be affected by changes to the admission arrangements for other local schools will be made aware of the changes

Recommendation 13

That the remaining aspects of Surrey's admission arrangements for Community and Voluntary Controlled schools for September 2014, for which no consultation was required, are agreed.

Reasons for Recommendation

- This will ensure stability and consistency for the majority of Surrey's parents, pupils and schools
- The arrangements enable parents to have some historical benchmark by which to make informed decisions about their school preferences
- The existing arrangements are working reasonably well
- The arrangements enable the majority of pupils to attend their nearest schools and in doing so reduces travel and supports Surrey's sustainability policies

DETAILS:

Consultation

1. On 21 November 2012 the Cabinet Member for Children and Learning agreed to consult on proposed changes to the admission arrangements for some Community and Voluntary Controlled schools and Surrey's coordinated schemes for September 2014.
2. Full details of the proposed admission arrangements for Surrey's Community and Voluntary Controlled schools, Surrey's coordinated admission schemes and the proposed Relevant Area, including the arrangements for which there is no change proposed, are attached as **Appendix 1** and its Annexes and **Appendix 2**.

3. A document which sets out a summary of the changes which were consulted on and which was available to schools and parents is attached as **Appendix 3**.
4. The consultation was sent directly to Headteachers, Chairs of Governors and Parent Governors of all Surrey schools, Diocesan Boards of Education, neighbouring Local Authorities, out of County Voluntary Aided and Foundation Schools within 3 miles (primary schools) or 5 miles (secondary schools) radius of the Surrey border, Surrey County Councillors, Parish Councillors, members of Surrey's Admission Forum, Early Years establishments and Local MPs.
5. Schools were also sent a suggested form of wording for parents, which they were encouraged to put on their websites, on their noticeboards and in newsletters.
6. Notice of the consultation was also published on Surrey County Council's website along with an online response form. The closing date for responses was 22 January 2013.
7. Education Select Committee was consulted on the proposals at their meeting on 28 January 2013.
8. By the closing date 138 individual response forms had been submitted of which 134 had been submitted online and 4 had been submitted by email. In addition, 3 respondents supplemented their online response with more information within an e-mail.
9. A summary of the responses to questions within the consultation is set out below in Table A.

Table A - Summary of responses to admission consultation for September 2014

Question Number	Proposal	Document	Agree	Disagree
1	Banstead Community Junior School - introduction of feeder link for children at Banstead Infant School	Appendix 1	15	1
2	Reigate Priory - introduction of tiered feeder link for children at Holmesdale and Reigate Parish with priority being given to children who have the school as their nearest school ahead of those who do not	Appendix 1	80	23
3	Southfield Park - introduction of a higher priority for children who have the school as their nearest school when allocating places to children who live outside the catchment	Appendix 1	19	6
4	St Ann's Heath Junior School - introduction of a feeder link for children at Trumps Green Infant School	Appendix 1	17	3
5	St Ann's Heath Junior School and Trumps Green Infant School - introduction of a reciprocal sibling link	Annex 2	17	5
6	Tatsfield Primary School - phased introduction of a catchment and a	Appendix 1	23*	3#

	tiered sibling priority based on the catchment			
7	Thames Ditton Junior School - introduction of tiered arrangements so that siblings, children at the feeder school and other children who have the school as their nearest receive priority ahead of those who do not	Appendix 1	17	7
8	Thames Ditton Junior School - reduction in PAN from 120 to 90	Annex 1	9	7
9	Primary Coordinated Scheme - increase to the number of primary preferences that a parent can name, from three to four	Annex 4	51	32
10	Relevant Area	Appendix 2	31	2

* including representation from Tatsfield Parish Council and Tandridge District Councillor for Tatsfield and Titsey

including representation from Chair of Governors at Tatsfield Primary School

10. Further analysis of the responses is included in **Appendix 4**.

11. Details of recommendations have been shared with the local Members for each area, where appropriate.

Tiered sibling arrangements

12. Recommendations 6 and 7 relate to the introduction of tiered sibling criteria, either on an immediate or phased basis. These relate to Tatsfield Primary and Thames Ditton Junior schools. When tiered sibling criteria are in place it means that children living closer to a school (including siblings) will receive a higher priority for a place than other children (including siblings) for whom it is not the nearest school.

13. In this way, families with children already at the school may not get a younger child in to the same school if it is not their nearest school and if the school is oversubscribed with children for whom it is the nearest school. Each year the admission intake for each school will vary depending on the number of applicants and where they live. Owing to this, using tiered sibling criteria, it is possible for a family to legitimately get one child into a school but to fail to get a younger child in to the same school. This can create:

- uncertainty and anxiety for parents with one more than one child
- difficulties for families in getting their children to different schools
- lack of continuity for families and schools
- an increase in traffic as families have to drive their children to different schools

14. In Surrey, tiered sibling criteria are not part of the standard admission arrangements used by most Community and Voluntary Controlled schools. This is because Surrey's general approach is that, as far as possible, admission arrangements should support families getting their children into the same school. However tiered sibling criteria have been introduced for specific schools to respond to a very specific need, usually relating to pressure of places in an area or the introduction of extra classes which disproportionately increases the number of siblings in future years.

15. Of the Community and Voluntary Controlled schools in Surrey only 4 Community schools will operate tiered sibling criteria for the 2013 admission round. These are Hinchley Wood

Primary School, Thames Ditton Infant School, Wallace Fields Infant School and Wallace Fields Junior School.

16. Whilst there is generally a strong case for retaining full sibling priority within admission arrangements there are very occasionally circumstances which warrant introducing tiered sibling criteria for either a fixed period of time or indefinitely, subject to periodic review.
17. Cabinet is recommended to take into account the following factors when considering whether or not it wishes to introduce such arrangements:
 - Whether a school has been asked to admit an extra class above PAN and if so in how many year groups, as this can lead to an increase in the number of siblings applying for the school in the future
 - Whether a school historically admits a high number of siblings and whether the sibling numbers have increased following the admission of an extra class
 - The distance that the school traditionally allocates places to and whether all children for whom the school is nearest would normally be offered a place
 - The availability of other schools within the area and the accessibility of those schools
 - The impact on local residents versus the impact on families if tiered sibling criteria are introduced

Proposed changes to local admission arrangements

Recommendation 1 - Introduction of a feeder link to Banstead Community Junior School from Banstead Infant School

18. The number of responses was low but there was overall support for this proposal with 15 respondents in support and one opposed. However none of the respondents appeared to have any link with either school or to be affected by the outcome.
19. Whilst in the past two years all children who have wanted to transfer from the infant to the junior school have been able to, the introduction of a feeder link would provide continuity and a clearer transition for children and would reduce anxiety for parents.
20. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into joint junior or primary provision where this reduces transport needs for young children.
21. In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority.
22. This proposal is supported by the Governing Body of Banstead Community Junior School.
23. Eligibility to transport is not linked to the admission criteria of a school and as such attending the feeder school would not confer an automatic right to transport to Banstead Junior School.

Recommendation 2 - Introduction of a tiered feeder link to Reigate Priory School from Holmesdale Community and Reigate Parish Church infant schools

24. There was overall support for this proposal with 80 respondents in support and 23 opposed.
25. Reigate Priory is an oversubscribed junior school in Reigate. Whilst historically most children who want to have been able to transfer to Reigate Priory from Holmesdale Community Infant School and Reigate Parish Church Infant School, with the increased pressure on school places in Reigate, increasingly, there are children who have found it difficult to access a place at this school, despite having it as their nearest junior provision.
26. This is especially the case for children living to the north of Reigate, many of whom attend one of these feeder infant schools. Despite having Reigate Priory as their nearest school they are often not eligible for a place because other children who live closer to Reigate Priory have a higher priority. However in many cases, children living to the north of Reigate live much further away from their next nearest school than children who live closer to Reigate Priory and, if they are not offered a place at Reigate Priory, they subsequently end up having to travel some distance to another school.
27. The proposed feeder school criteria would help to provide continuity and clearer transition for children, parents and schools. However it is acknowledged that whilst it would provide priority for children from one of the feeder schools who had Reigate Priory as the nearest school, based on data from 2011 and 2012, there may only have been approximately six places remaining for other children who had Reigate Priory as their nearest school but who did not attend a feeder school. The consequence would therefore be that children who did not attend a feeder school but who lived approximately half a kilometre from the school may not be offered a place.
28. Whilst it might be argued that this is reasonable if those children have nearer 'next nearest' schools, throughout the consultation some alternatives to the proposed criteria were put forward. As such, it is recommended that these other solutions should be reviewed before moving forward on any proposal which should also take account of future school place planning considerations in the area. It is therefore recommended that any decision is deferred until next year. At that time further consultation would have to be carried out if a change was to be proposed for 2015 admission.
29. After the end of the consultation period, letters were also received from the Accord Coalition for Inclusive Education and the National Secular Society expressing a concern that a faith school was being proposed as a feeder school to a non-faith school, albeit on a tiered basis, and suggesting that such an arrangement might be unlawful.
30. Advice from Surrey's Legal and Democratic Services is that a feeder link between a faith and a non faith school is not automatically unlawful, but would depend on the rationale for the link in each case. This proposal was intended to deal with a specific local situation and the need to provide junior school places for all children in the area, given that there is a faith infant school but no faith junior school. The proposal to introduce the feeder link would mean that some children who had been admitted to Reigate Parish on faith grounds would be offered a place at Reigate Priory, but only if it was their nearest school. This was considered to be a reasonable approach because, had they not been given a place at Reigate Parish on the grounds of their faith, the Local Authority would still be looking to place them at Reigate Priory as their nearest junior school.

Recommendation 3 - Introduction of a higher priority for children who have Southfield Park Primary School as their nearest school when allocating places outside the catchment area for this school

- 31. The number of responses was low but there was overall support for this proposal with 19 respondents in support and 6 opposed.
- 32. The existing catchment for Southfield Park Primary School is used as part of the oversubscription criteria to prioritise applicants when there are more applicants than places available, with priority being given to applicants who live within catchment ahead of those who live outside of it. If there are more applicants within catchment than places available, then priority is given to those who live the furthest distance from the school.
- 33. This existing arrangement ensures that the children living in the Horton Park development can access their nearest school as they have no reasonable alternative.
- 34. Representation has been made by some families living on the Parkview estate that they should also be within catchment. These families also have Southfield Park Primary School as their nearest school but are not within the catchment area. However these families have an alternative accessible school of Epsom Primary, which they would be offered if they applied.
- 35. Historically, Southfield Park School has not been oversubscribed by applicants from within catchment and each year the school has admitted some children from outside the catchment area. The number allocated from outside the catchment and the distance allocated to for the past four years is as follows:

2009	15 (2.93 km)
2010	21 (3.19 km)
2011	15 (0.85 km)
2012	7 (0.44 km)

- 36. Information provided by parents living on the Parkview estate indicates that there will be the following number of applications from that estate each year, although these numbers do not cover all properties on the estate and so the numbers are likely to be higher:

2013 intake	11
2014 intake	7
2015 intake	14
2016 intake	19

- 37. This data has not been validated and perhaps not all parents would apply for a place at Southfield Park Primary School from the Parkview estate. However, it is clear that if the catchment for Southfield Park was extended to include the Parkview estate, the Local Authority would risk there being more applications from within catchment than places available. If this were the case, with priority currently being given to families who live furthest from the school, the children who would be displaced would be those who live nearest.
- 38. Whilst the Local Authority could give priority to those families within catchment based on who lived nearest the school, the families which would then be displaced would be those living furthest away on the Horton Park development. However it is these families which the catchment was developed to provide places for, as they do not have another school within a reasonable distance.
- 39. This proposal offers an alternative to amending the catchment for the school and would ensure that any places still available after allocating to children who live within catchment would first be allocated to children who had Southfield Park as their nearest school.

40. Whilst the proposal does not guarantee a place for children living on the Parkview estate, it would mean that those children would receive a higher priority than other applicants who perhaps have Epsom Primary or Stamford Green as a nearest school.
41. Currently there are proposals to expand Stamford Green Primary School by 30 pupils in either 2014 or 2015, depending on demand. If that expansion goes ahead there may then be a need to have a more fundamental review of the catchment area for Southfield Park which would take in to account the likely admissions to Stamford Green.
42. This proposal has received support from the Governing Body of Southfield Park Primary School.

Recommendation 4 - Introduction of a feeder link to St Ann's Heath Junior School from Trumps Green Infant School

43. The number of responses was low but there was overall support for this proposal with 17 respondents in support and 3 opposed.
44. On the basis that the proposed changes should not lead to children being disadvantaged, the Governing Bodies of both schools also support this proposal.
45. Historically, the majority of children wishing to progress to St Ann's Heath from Trumps Green Infant School do so. However St Ann's Heath currently also admits children to Year 3 from other schools.
46. The proposed PAN for St Ann's Heath for September 2014 is 64 (although a separate consultation on expansion has determined that the school would have a PAN of 90 from September 2015) and the proposed PAN for Trumps Green Infant School for September 2014 is 60.
47. The schools supported retaining priority for siblings above the feeder link to ensure that families who had chosen alternative infant provision were not disadvantaged.
48. Subject to the number of siblings, the establishment of a feeder link would be likely to mean that all children who want to would be able to transfer to the junior school from Trumps Green Infant School. This will especially be the case in 2015 when the PAN for St Ann's Heath increases to 90.
49. In this way this proposal would provide continuity and a clearer transition for children and would reduce anxiety for parents.
50. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into joint junior or primary provision where this reduces transport needs for young children.
51. Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Trumps Green Infant School would not confer an automatic right to transport to St Ann's Heath Junior School.

Recommendation 5 - Introduction of a reciprocal sibling link between St Ann's Heath Junior School and Trumps Green Infant School

52. The number of responses was low but there was overall support for this proposal with 17 respondents in support and 5 opposed.

53. This proposal is subject to the establishment of a feeder link from Trumps Green Infant School to St Ann's Heath Junior School. If agreed, Trumps Green Infant School and St Ann's Heath Junior School would be described as being on a shared or adjoining site for applying sibling criteria (see **ANNEX 2 of Appendix 1**). Such an arrangement would mean that families with a sibling at one school would benefit from sibling priority to the other school.
54. In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority.
55. The introduction of a reciprocal sibling link between the two schools would provide a greater chance of families keeping their children together or at schools in close proximity.

Recommendation 6 - Introduction of a catchment area at Tatsfield Primary School and a phased tiered sibling priority based on the catchment

56. There was overall support for this proposal with 23 respondents in support and 3 opposed. Those in support included Tatsfield Parish Council and the Borough Councillor for Tatsfield and Titsey. Those opposed included the Chair of Governors at Tatsfield Primary School whose response represented a personal view.
57. Historically all children living in Tatsfield have always been offered a place at the school, even if other children from outside the village have been offered a place under a higher priority, e.g. if they had a sibling attending the school.
58. However in 2011/12 the number of siblings increased and the knock on effect was that three children with a Tatsfield postal address would not have been eligible for a place had the school kept to its Published Admission Number of 30.
59. Analysis of admission data and feedback from the school indicated that the number of siblings was unusual and this situation was not expected to repeat itself in 2012. As a result the Local Authority made a decision not to seek a review of the admission arrangements. This assessment was correct and the number of siblings who applied for entry in 2012 was 14.
60. However, although the sibling numbers were not unduly high, in 2012 there were still two children who lived within Tatsfield Parish who were not eligible for a place within the school's Published Admission Number of 30 on the date of the initial allocation.
61. In rebuilding Tatsfield Primary School it was the intention of Surrey County Council that it would serve the children living within Tatsfield village.
62. An earlier consultation, in the summer term 2012, found that the majority of respondents supported introducing a catchment (68 out of 72 respondents in support) and of those, 41 respondents were in favour of giving priority on a tiered basis based on whether or not they lived within the catchment area.
63. It is the view of Tatsfield Parish Council and the District Councillor that in future years there will be more children requiring a school place from within the parish as new houses are built and large houses, previously occupied by single residents, are sold to families.

Whilst this cannot be corroborated, it is the view of the School Commissioning team that the numbers in this area will at very least remain static.

64. Even a small increase in numbers is likely to lead to places being unavailable for children living within Tatsfield parish and, due to its bordering and rural location, the consequence of this is that Surrey is likely to have difficulty in identifying alternative places for these children.
65. Introduction of tiered sibling priority would mean that children living within the proposed catchment (including siblings) would receive a higher priority for a place than other children (including siblings) who live outside of the catchment. However it would be intended to phase this proposal in so that children already at the school during the 2013/14 academic year would not lose their sibling eligibility. More information regarding the operation and introduction of tiered sibling links in Surrey is set out in paragraphs 11 to 16 of this report.
66. The Governing Body of the school remain concerned that the introduction of these criteria might act as a deterrent to families living outside of Tatsfield from applying. On the basis that just less than 50% of the school population is made up of children from outside the area, they are concerned at the impact this might have on the school. However Tatsfield Primary School is a successful and popular school that is oversubscribed. Whilst there is no evidence that families would cease to apply for the school from outside the area, the phasing in of the amended sibling rule would mean that the impact would be gradual and during that time the Local Authority could monitor any unintended consequence of the change if application numbers from within Tatsfield parish do not increase.

Recommendation 7 - Introduction of tiered arrangements at Thames Ditton Junior School so that siblings, children at the feeder school and other children who have the school as their nearest receive priority ahead of those who do not

67. The number of responses was low but there was overall support for this proposal with 17 respondents in support and 7 opposed.
68. Thames Ditton Infant School admitted an extra class in 2012 and due to previous extra classes in 2009 and 2010, has admitted siblings from beyond the normal catchment of Thames Ditton Junior School.
69. As a result of these 'bulge' classes, the admission criteria for the Infant school were changed in September 2012 to give priority to children who have the school as their nearest school ahead of children who do not.
70. Currently, after providing for looked after children, exceptional social/medical cases and siblings, Thames Ditton Junior School provides for all children at the infant school to transfer to the junior school.
71. However, due to the pressure of places in this area, in order to ensure that families living locally to Thames Ditton Junior School are not disadvantaged if they choose a different infant provision or if they are unable to obtain a place at the Infant school, it is proposed to align the criteria for the two schools.
72. This proposal has the support of Thames Ditton Junior School.
73. This change in admission criteria would mean that places would be offered to children for whom the school was nearest (including siblings) ahead of other children (including siblings) for whom it was not, thus helping to ensure that a school within a reasonable

distance could be offered to all children living in the area. More information regarding the operation and introduction of tiered sibling links in Surrey is set out in paragraphs 11 to 16 of this report.

74. It is not currently intended to introduce a reciprocal sibling link between the infant and junior school but this may be considered for 2015 admission.

Recommendation 8 - Proposal to decrease the Published Admission Number (PAN) for Thames Ditton Junior School from 120 to 90

75. Admission authorities are no longer required to consult on proposed increases to PANs but are required to consult on any decrease to PAN. As such the Local Authority has consulted on a decrease in PAN for Thames Ditton Junior School.
76. There were 16 responses to this proposal with 9 in support and 7 opposed.
77. The PAN for Thames Ditton Junior School was increased for one year only for September 2013 to accommodate a 'bulge' class moving through from the Infant school. However the school cannot sustain the admission of 120 pupils each year and as such it is proposed to decrease the PAN from 120 back to 90 from September 2014.
78. This proposal will not disadvantage children transferring from the infant school as in September 2014 there will only be 90 children leaving Thames Ditton Infant School.

Recommendation 9 - Proposed Published Admission Numbers (PAN) for other Community and Voluntary Controlled schools

79. **Annex 1 of Appendix 1** sets out the proposed admission numbers for all Community and Voluntary Controlled Schools for 2014 admission. Changes are highlighted in bold.
80. It is proposed to increase the PAN for the following schools in September 2014 but these increases **have not been subject to consultation**:

Elmbridge

Bell Farm Primary – increase Reception PAN from 60 to 90 as agreed by statutory proposals

Epsom and Ewell

West Ewell Infant – increase Reception PAN from 90 to 120

Reigate and Banstead

Banstead Infant – increase Reception PAN from 80 to 90
Earlswood Infant – increase Reception PAN from 90 to 120
Earlswood Junior – increase Junior PAN from 90 to 120
Salfords Primary – increase Reception PAN from 45 to 60

Runnymede

Trumps Green Infant – increase Reception PAN from 30 to 60

Spelthorne

Spelthorne Primary – increase Reception PAN from 60 to 90

81. It is also proposed to decrease the PAN for the schools named below in September 2014. As these have been subject to consultation through statutory proposals these decreases **have not been subject to further consultation**:

Elmbridge

Bell Farm Primary – decrease Junior PAN from 120 to 30 (as agreed through statutory proposals following expansion to a primary school)

Grovelands Primary – decrease Reception PAN from 90 to 60 (as agreed through statutory proposals following expansion to a primary school)

82. Where an increase in PAN is proposed, the school is increasing its intake to respond to the need to create more school places which in turn will help meet parental preference.
83. The School Commissioning team and the schools support these changes.
84. It is proposed that the PANs for all other Community and Voluntary Controlled schools for 2014 should remain as determined for 2013 and this would enable parents to have some historical benchmark by which to make informed decisions about their school preferences.

Recommendation 10 - Increase in Surrey's Primary Coordinated Scheme of the number of primary preferences that a parent can name, from three to four

85. There was overall support for this proposal with 51 respondents in support and 32 opposed.
86. Paragraph 2 of the draft primary scheme proposes to allow parents to name up to four preferences. To date Surrey has only allowed parents to name three preferences as part of their application for admission to primary school. This is the minimum requirement under the Coordination Regulations. However with the current pressure on primary school places, parents are faced with a difficult choice if they expect their local schools to be oversubscribed.
87. This situation is exacerbated by the fact that some of Surrey's neighbouring Local Authorities, including each of the London boroughs, allow parents to name more than three primary preferences. This is significant because it means that parents who live in another Local Authority who name a Surrey school as their fourth, fifth or sixth preference must have it considered, even though Surrey parents do not have the opportunity to name that many schools.
88. Surrey does not propose to introduce six preferences for primary school as given its mixture of rural and urban areas and the generally high primary preference satisfaction rate it is not felt that six preferences are needed. However an increase in the number of primary preferences to four would increase a parent's opportunity to get a school of their preference at the initial allocation and may reduce the number of parents wishing to add additional preferences after the allocation date or appeal for other schools.
89. Parents would not be obliged to name four preferences and many would not wish to do so, but it would give those parents who wish to, the opportunity to apply for an extra school. This in turn is also likely to support undersubscribed schools, as parents might be more willing to name those schools lower down in their preference list.
90. In the 2012 admission round 8,157 parents (62.8% of applicants) named three preferences, demonstrating that there is likely to be demand for four preferences.
91. As most applications are submitted online it will not have a significant administrative impact.

Recommendation 11 - Surrey's Primary and Secondary Coordinated Admission Schemes

92. The Local Authority has a duty to determine its primary and secondary coordinated admission schemes by 15 April each year, even if there are no changes proposed.
93. The coordinated admission schemes are working well with all schools participating, as they are legally required to.
94. The coordinated schemes provide for all preferences to be named on one application form and for applications to be coordinated to ensure that each child only receives one offer of a place.
95. Paragraph 32 of the primary and secondary schemes now provide for parents to name additional preferences after the offer day so that a parent's right to name a preference for a school is not restricted. This wording has been updated following a successful complaint to the Ombudsman.
96. There are no other changes proposed to the coordinated admission schemes other than that set out in Recommendation 10, to change the number of primary preferences that Surrey parents can name, from three to four.

Recommendation 12 - Determination of Surrey's Relevant Area

97. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.
98. The Education Act 2002 requires that Local Authorities consult on and review the Relevant Area every 2 years.
99. There was overall support for the proposal to retain Surrey's existing Relevant Area with 31 respondents in support and 2 opposed.
100. The Relevant Area requires own admission authority schools to consult on admission arrangements with schools within a designated distance thus ensuring any schools that might be affected will be made aware of any changes.

Recommendation 13 - Admission arrangements for which no changes are proposed

101. The Local Authority has a duty to determine the admission arrangements for all Community and Voluntary Controlled Schools by 15 April each year, even if there are no changes proposed.
102. Consistent admission arrangements that do not change enable parents to have a historical benchmark with which to assess their chances of success in future years and provides some continuity for schools and parents.
103. The admission arrangements are generally working reasonably well.
104. The admission arrangements enable the majority of pupils to attend their nearest schools and in doing so reduces the need for travel and supports Surrey's sustainability policies.
105. The existing admission arrangements provide for, on average, 84% of pupils to be offered their first preference school and 95% to be offered one of their top three preference schools.

RISK MANAGEMENT AND IMPLICATIONS:

106. The risks of implementing these changes are low and the majority of local residents are likely to welcome the proposed changes. However, any parents who feel unfairly disadvantaged by the proposals can object to the Office of the Schools' Adjudicator.

Financial and Value for Money Implications

107. The admission criteria for the majority of Community and Voluntary Controlled schools in Surrey conform to Surrey's standard criteria. The more schools that have the same admission criteria the more the processes can be streamlined and thus present better value for money. However, where required, the admission criteria for some schools vary from Surrey's standard but these can currently be managed within existing resources.

Section 151 Officer Commentary

108. The Section 151 Officer confirms that proposed changes to admission arrangements outlined in the report do not impact on cost to any material effect.

Legal Implications – Monitoring Officer

109. The admission arrangements comply with legislation on School Admissions and the School Admissions Code.

Equalities and Diversity

110. The Equalities Impact Assessment has been completed in full and is attached in **APPENDIX 5**. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy relating to Community and Voluntary Controlled schools does not discriminate according to age, gender, ethnicity, faith, disability or sexual orientation.
111. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the SEN process and the in-year fair access protocol. In addition a right of appeal exists for all applicants who are refused a school place.

Corporate Parenting/Looked After Children implications

112. The proposed admission arrangements give top priority to children who are Looked After by a Local Authority and to those children who have left care through adoption, a residence order or a special guardianship order.

Safeguarding responsibilities for vulnerable children and adults implications

113. The efficient and timely administration of the schools admission process coupled with the equitable distribution of school places in accordance with the School Admission Code and parental preference contribute to the County Council's priority for safeguarding vulnerable children.

Climate change/carbon emissions implications

114. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.

115. The admission arrangements enable the majority of pupils to attend their nearest school and in doing so reduces travel and supports policies on cutting carbon emissions and tackling climate change.

WHAT HAPPENS NEXT:

- The September 2014 admissions arrangements as agreed by the Cabinet will be ratified by the full County Council on 19 March 2013.
- The new arrangements for September 2014 will be circulated to all Surrey schools via a bulletin in the early Summer Term 2013.
- Schools will be advised of the wording of these arrangements so they can publish them in their school prospectus.
- These arrangements will be published in the primary and secondary Information on School Admissions and Transfers booklets in July-August 2013, which will be made available to parents in September 2013.
- The Information on School Admissions will be circulated to the Contact Centre, Surrey County Council Libraries and Early Years.
- The Information on School Admissions will also be published on Surrey County Council's website in September 2013.

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Consulted:

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Peter-John Wilkinson, Assistant Director - Schools and Learning
Sarah Baker, Legal and Democratic Services
School Commissioning Team
Education Select Committee
School Admissions Forum
Headteachers, Chairs of Governors, Parent Governors of all Surrey schools
Early Years establishments in Surrey
Diocesan Boards of Education
Neighbouring Local Authorities
Out of County Voluntary Aided and Foundation Schools within 3/5 miles radius of the Surrey border
Surrey County Councillors, Parish Councils, Local MPs,
General public consultation via the website/schools/contact centre

Annexes:

- Appendix 1** Admission arrangements for Community & VC schools
- Annex 1** Proposed Published Admission Numbers
- Annex 2** Schools to be considered as adjoining/shared sites for sibling priority
- Annex 3** Schools to be considered to admit local children
- Annex 4** Coordinated Schemes
- Annex 5** Catchment map for Esher High
- Annex 6** Catchment map for Southfield Park Primary
- Annex 7** Catchment map for Woodmansterne Primary
- Annex 8** Catchment map for Oxted
- Annex 9** Catchment map for Tatsfield Primary
- Appendix 2** Proposed Relevant Area

- Appendix 3** Proposed changes to admission arrangements – consultation document
Appendix 4 Outcome of Consultation
Appendix 5 Equality Impact Assessment

Sources/background papers:

- School Admissions Code
 - Cabinet Member for Children and Learning report and decision - 21 November 2012
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PROPOSED Admission arrangements for Surrey County Council's Community and Voluntary Controlled schools September 2014

This document sets out Surrey County Council's PROPOSED admission arrangements for Community and Voluntary Controlled schools for September **2014**. Where changes are proposed, text is in bold.

1. The Published Admission Numbers for Surrey's Community and Voluntary Controlled schools for **2014** admission are set out in ANNEX 1.
2. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see Surrey's coordinated schemes at ANNEX 4 for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
3. Applications for Reception and Junior school must be made by 15 January **2014**. Places at Surrey primary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to **four** preferences and these will be considered under an equal preference system.
4. Applications for Secondary school must be made by 31 October **2013**. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under an equal preference system.
5. The admission arrangements for September **2014** for the majority of Surrey's Community and Voluntary Controlled schools are set out in Section 7 below. Where there are local variations these are set out by area and by school in Section 8.
6. Children with a Statement of Special Educational Needs that names a school will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.
7. Other than for schools listed in Section 8, when a Community or Voluntary Controlled school is over-subscribed for any year group, applications for entry in **2014/2015** will be ranked in the following order:
 - i) First priority: Looked after and previously looked after children
See Section 9 for further information relating to looked after and previously looked after children.
 - ii) Second priority: Exceptional social/medical need
See Section 10 for further information relating to exceptional social/medical need.
 - iii) Third priority: Children who will have a sibling at the school or at an infant/ junior school which is on a shared/adjoining site at the time of the child's admission
See ANNEX 2 for schools that will be treated as being on shared/adjoining sites for the purpose of this criterion. See Section 11 for further information relating to siblings.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- iv) Fourth priority: Children for whom the school is the nearest to their home address
A list of the Academies and Foundation, Trust and Voluntary Aided schools that will be considered to admit local children and the out of county schools that will not be considered to admit local Surrey children can be seen at ANNEX 3. See Section 12 for further information on the definition of nearest school. See Section 13 for further information on the definition of home address.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- v) Fifth priority: Any other children
Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System. See Section 13 for further information on the definition of home address.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, Surrey County Council will draw lots to determine which child should be given priority.

8 LOCAL ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014

a) Elmbridge

i) Esher High School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of Esher High School (see ANNEX 5 for map)
5. Any other children

If the school is oversubscribed within any category priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house as set by Ordnance Survey to the nearest official school gate for pupils to use.

ii) Hinchley Wood Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest to their home address
4. Non-siblings for whom the school is the nearest to their home address
5. Other siblings for whom the school is not the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of

the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Thames Ditton Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest to their home address
4. Non-siblings for whom the school is the nearest to their home address
5. Other siblings for whom the school is not the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iv) Thames Ditton Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Siblings for whom the school is the nearest school to their home address**
4. **Children attending Thames Ditton Infant School for whom the school is the nearest school to their home address**
5. **Other children for whom the school is the nearest school to their home address**
6. **Other siblings for whom the school is not the nearest school to their home address**
7. **Other children attending Thames Ditton Infant School for whom the school is not the nearest school to their home address**
8. **Any other children**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

b) Epsom & Ewell

i) Southfield Park Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 6 for map). If the number of applicants in the defined catchment area is greater than the number of places available at the school, places will be offered to those living the furthest distance from the school, measured in a straight line.
5. **Other children for whom the school is their nearest school**
6. **Any other children**

If there is oversubscription in criterion 5 and 6, priority will be given on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Wallace Fields Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Infant School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Wallace Fields Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Junior School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

c) Guildford

i) Walsh C of E Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Walsh Memorial CofE (Controlled) Infant School
4. Siblings not admitted under 3 above
5. Children attending St Paul's CofE Infant School (Tongham)
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

d) Mole Valley

i) St Martin's Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending St Michael's CofE (Aided) Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

e) Reigate & Banstead

i) Banstead Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. Children attending Banstead Infant School**
- 4. Siblings not admitted under 3 above**
- 5. Any other children**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Earlswood Junior School (formerly Brambletye Junior School):

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Earlswood Infant School
4. Siblings not admitted under 3 above

5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Warren Mead Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Warren Mead Infant School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iv) Woodmansterne Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 7 for map).
5. Children for whom the school is nearest to the home address
6. Any other children

If there is oversubscription within any criteria, priority will be given on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

f) Runnymede

i) New Haw Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending The Grange Community Infant School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Ottershaw CofE Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Ottershaw CofE Infant School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) St Ann's Heath Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. Siblings**
- 4. Children attending Trumps Green Infant School**
- 5. Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN**
- 6. Any other children**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

g) Surrey Heath

i) Crawley Ridge Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Crawley Ridge Infant School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Hammond Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Lightwater Village School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of

the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

h) Tandridge

i) Oxted School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children who both live in the catchment area (see ANNEX 8 for map) and who attend one of the following partner/feeder schools:
 - Crockham Hill CofE Primary School (Kent)
 - Dormansland Primary School
 - Godstone Village School
 - Holland Junior School
 - Lingfield Primary School
 - St Catherine's Primary School
 - St John's CofE (Aided) Primary School
 - St Mary's CofE Junior School
 - St Stephen's CofE Primary School
 - Tatsfield Primary School
 - Woodlea School
5. Those children who live in the catchment area but do not attend one of the partner/feeder schools named above
6. Any other children

If there is oversubscription within any criteria, priority will be given to children who live furthest from their nearest alternative school as measured by straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Tatsfield Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission**
4. **Siblings who live within the catchment area (see ANNEX 9 for map)**
5. **Other children who live within the catchment area**
6. **Siblings who live outside the catchment area**
7. **Other children who live outside the catchment area**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

i) Waverley

i) Farnham Heath End School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending a named partner school. In alphabetical order these are:
 - Hale Primary School
 - Potter's Gate CofE Primary School
 - St Michael's CofE Junior School (Hampshire)
 - William Cobbett Junior School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Hale Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending one of the following named partner schools. In alphabetical order these are:
 - Folly Hill Infant School
 - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Shottermill Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Shottermill Infant School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iv) William Cobbett Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending a named partner school. In alphabetical order these are:
 - Badshot Lea Village Infant School
 - Folly Hill Infant School
 - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

j) Woking

i) The Hermitage Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending The Oaktree Infant School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Knaphill Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Knaphill Lower School
4. Siblings not admitted under 3 above
5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) West Byfleet Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending West Byfleet Infant School
4. Siblings not admitted under 3 above

5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

9. Looked after and previously looked after children

Within the admission arrangements for all Community and Voluntary Controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

10. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Places may be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

11. Siblings for Community and Voluntary Controlled schools

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at

the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September **2014** or he/she will have a sibling at an infant/junior school on a shared/adjoining site in September **2014**. See ANNEX 2 for schools that will be treated as being on adjoining or shared sites for the purpose of the sibling criterion. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school on a shared or adjoining site.

At the initial allocation, when a parent is applying for a Reception place at an Infant school that has **both a feeder and sibling link** to a Junior school and that child has a sibling currently attending Year 2 of the Infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission. The schools for which this will apply are as follows:

Banstead Infant and Banstead Community Junior

Crawley Ridge Infant and Crawley Ridge Junior

Earlswood Infant and Earlswood Junior

The Grange Community Infant and New Haw Community Junior

Knaphill Lower and Knaphill Junior

Lightwater Village Infant and Hammond Community Junior

Ottershaw Infant and Ottershaw Junior

Shottermill Infant and Shottermill Junior

The Oaktree Infant and The Hermitage Junior

Trumps Green Infant and St Ann's Heath Junior

Walsh Memorial CofE Infant and Walsh CofE Junior

Warren Mead Infant and Warren Mead Junior

West Byfleet Infant and West Byfleet Junior

Weybourne Infant and William Cobbett Junior

For other schools, which have a sibling link but no feeder link, neither child will be treated as a sibling under the sibling criterion until after the offer day. At that time, if a place has been offered to only one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in a school on a shared or adjoining site at the time of admission. The schools for which this will apply are as follows:

Eastwick Infant and Eastwick Junior

The Mead Infant and Auriol Junior

Meath Green Infant and Meath Green Junior

Merrow CofE Infant and Bushy Hill Junior (Foundation)

Wallace Fields Infant and Wallace Fields Junior'

Where a sibling is in Year 11 or Year 12 at a school that has a sixth form at the time of an application for a younger child to start year 7 in September **2014**, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing in to the following academic year.

12. Nearest School

The nearest school within the admission arrangements for Community and Voluntary Controlled schools is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line and which admits local children. The nearest school may be inside or outside the county boundary. Under this criterion all Surrey Community and Voluntary Controlled schools are considered to admit local children. A list of the Academies and Foundation, Trust and Voluntary Aided schools that are considered to admit local children and the out of county schools that will not be considered to admit local Surrey children can be seen at ANNEX 3.

13. Home Address

Within the admission arrangements for Community and Voluntary Controlled schools the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody **it will be up to the parents to agree which address to use**. In other cases it is where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.

The address to be used for the initial allocation of places to Reception, Year 3 and Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council of any change of address.

14. Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistant from a school and only one place remains, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

15. Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to each Community and Voluntary Controlled school will be maintained until the last day of the Autumn term when they will be cancelled.

Parents wishing to remain on the waiting list after this date must write to Surrey County Council by 31 December **2014**, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December **2014**, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

16. In-year admissions

The following applications will be treated as in-year admissions:

- applications after 1 September 2014, for admission to Reception
- applications after 1 September 2014, for admission to Year 3
- applications after 1 September 2014, for admission to Year 7
- all applications for admission to Years 1 to 6 and 8 to 11
-

Applications for Surrey's Community and Voluntary Controlled schools must be made to the Local Authority on Surrey's common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

17. Starting school

The Community and Voluntary Controlled infant and primary schools in Surrey have a single intake into Reception. All children whose date of birth falls between 1 September **2009** and 31 August **2010** will be eligible to apply for a full time place in Reception at a Surrey school for September **2014**. Parents may request to defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents may also request for their child to start part time until their child reaches statutory school age.

18. Nursery admissions

A child will be eligible for admission to a nursery class in a Community or Voluntary Controlled school or nursery in the term after they turn 3 years old, although admission will be subject to an application being made and places being available. Each nursery class within Community and Voluntary Controlled infant and primary schools operate one or two part-time sessions of up to 3 hours a day, depending on the school. This means that children might normally attend in the morning or afternoon, although if the school is offering the place more flexibly this could be over a longer period. Children attending a nursery in a Community or Voluntary Controlled infant or primary school would normally either attend for 5 morning or 5 afternoon sessions per week. Schools which offer part-time sessions of less than 3 hours a day should review their session length each year.

The Local Authority has delegated the admissions of nursery children to the Governing Body of Community and Voluntary Controlled schools. Parents wishing to apply for a place must complete the application form and submit it directly to the school that they wish to apply for when their child is two years old or in accordance with the dates set by the school, if different.

When a nursery in a Community or Voluntary Controlled infant or primary school is

over-subscribed for any year group, applications for entry in **2014/2015** will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Where there is a social or medical need for a place at that school
- c) Where a child is expected to have a sibling attending the nursery or the main school at the time of admission
- d) Children who will turn 4 years old between 1 September **2014** to 31 August **2015** (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September **2014** to 31 August **2015** (these children will be able to stay on in nursery for another year in **2015/16** as they will not be due to start Reception until September **2016**)

Where any category is oversubscribed, applicants will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Each school will endeavour to inform parents of the outcome of their application by letter, at least one term before admission. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of morning or afternoon sessions rests with the Governing Body of the school.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

In addition to nurseries within some Community and Voluntary Controlled infant and primary schools, Surrey also has four stand alone Nursery schools, some with attached Children's Centres, in Chertsey, Dorking, Godalming and Guildford. These may provide a mix of full and part time places. Whilst these schools will also follow the admission criteria set out above, under the social and medical need criterion they may also consider the individual learning need of a child, if it can be demonstrated that no other school can meet the child's learning needs.

19. Sixth Form Admissions

The following Community and Voluntary Controlled schools have sixth forms:

- The Ashcombe School
- Therfield School
- Oxted School

Internal Students

Each school will welcome applications from internal students who will have attended year 11 of the school during the **2013/14** academic year.

External Students

Each school will also accept applications for entry to the sixth form from external applicants. The Published Admission Number for external applicants for entry to

Year 12 in September **2014** will be 15 for each school, but more places may be available subject to the take up by internal applicants. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements. Students should refer to each school's Sixth Form Prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Other applicants on the basis of nearness to the school, measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

20. Home to School Transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

Surrey will be carrying out a review of the home to school transport policy ahead of the 2015 /16 academic year.

PROPOSED Admission Numbers for Surrey County Council's Community and Voluntary Controlled schools 2014

This document sets out Surrey County Council's PROPOSED Published Admission Numbers for Community and Voluntary Controlled schools for September 2014. Where changes are proposed text is in bold.

1. Primary Schools

School PAN

ELMBRIDGE

#Bell Farm Primary	4+ 90 7+ 30
Claygate Primary	60
Cranmere Primary	60
*Grovelands Primary	60
Hinchley Wood Primary	60
Hurst Park Primary	30
Long Ditton Infant & Nursery	60
Manby Lodge Infant	60
Oatlands	90
The Royal Kent C of E Primary	4+ 30 7+ 2
St Andrew's Cof E Primary	4+ 52 7+ 8
St James C of E Primary	60
Thames Ditton Infant	90
Thames Ditton Junior	90
Walton Oak	60

Agreed through statutory proposals to become a primary school from September 2012 with an amended Reception PAN of 90 and Junior PAN of 30 for 2014

* Agreed through statutory proposals to become a primary school from September 2014 with a PAN of 60

EPSOM & EWELL

Auriol Junior	90
Cuddington Community Primary	30
Cuddington Croft Primary	4+ 60 7+ 6
Epsom Primary	60
Ewell Grove Infant & Nursery	70
The Mead Infant	90
Meadow Primary	90
Southfield Park Primary	60
Stamford Green Primary	60
The Vale Primary	30
Wallace Fields Infant	60
Wallace Fields Junior	68
*West Ewell Infant	120

* Agreed through statutory proposals to expand to a PAN of 120 from September 2013

GUILDFORD

Ash Grange Primary	30
Boxgrove Primary	90
Guildford Grove Primary	60
Holly Lodge Primary	60
Merrow C of E (Cont) Infant	60
Onslow Infant	60
Pirbright Village Primary	60
Ripley Church of England Primary	28
St Lawrence Primary	30
St Mary's C of E (VC) Infant	25
St Paul's Church of England Infant	30
Sandfield Primary	30
Shalford Infant	30
Shawfield Primary	30
Stoughton Infant	60
Tillingbourne Junior	90
Walsh Church of England Junior	75
Walsh Memorial C of E (Cont) Infant	60
Wood Street Infant	30
Worplesdon Primary	60
Wyke Primary	30

MOLE VALLEY

Barnett Wood Infant	52
*Charlwood Village Infant	30
The Dawnay	4+ 30 7+ 30
Eastwick Infant	75 (+ 7 SEN)
Eastwick Junior	90
Fetcham Village Infant	60
The Greville Primary	4+ 30 7+ 60
Leatherhead Trinity	60
North Downs Primary	64
Oakfield Junior	60
Polesden Lacey Infant	30
Powell-Corderoy Primary	30
St John's C of E Community	30
St Martin's Church of England (C) Primary	4+ 45 7+ 15
West Ashtead Primary	4+ 30 7+ 30

*Separate consultation on becoming all through primary school from September 2013 with a reduced PAN of 15

REIGATE & BANSTEAD

Banstead Infant	90
Banstead Community Junior	90
Dovers Green	56
Earlswood Infant & Nursery	120
Earlswood Junior (formerly Brambletye Junior)	120
Epsom Downs Primary	60
Furzefield Primary Community	60
Holmesdale Community Infant	90
Horley Infant	90
Kingswood Primary	30
Langshott Infant	60
Manorfield Primary & Nursery	30
Meath Green Infant	70
Meath Green Junior	90
Merstham Primary	30
Reigate Priory Community Junior	150
St John's Primary	30
Salfords Primary	60
Sandcross Primary	4+ 60 7+ 60
Shawley Community Primary	45
Walton on the Hill Primary	30
Warren Mead Infant	70
Warren Mead Junior	75
Woodmansterne Primary	60
Wray Common Primary	60

RUNNYMEDE

*Darley Dene Primary School	30
Englefield Green Infant & Nursery	60
The Grange Community Infant	90
The Hythe Community Primary	30
Manorcroft Primary	58
Meadowcroft Community Infant	30
New Haw Community Junior	90
Ongar Place Primary	30
Ottershaw Infant	60
Ottershaw Junior	60
Pycroft Grange Primary	30
**St Ann's Heath Junior	64
Stepgates Community	30
Thorpe Lea Primary	30
#Trumps Green Infant	60

* Agreed through statutory proposals to become an all through primary school from September 2013

** Agreed through statutory proposals to expand to a PAN of 90 from September 2015

Agreed through statutory proposals to expand to a PAN of 60 from September 2013

SPELTHORNE

Ashford Park Primary	60
Beauclerc Infant	40
Buckland Primary	60
Chennestone Primary Community	4+ 30 7+ 40
Clarendon Primary	30
The Echelford Primary	90
Kenyngton Manor Primary	60
Riverbridge Primary	90
Saxon Primary	30
Spelthorne Primary	90
Springfield Primary	4+ 30 7+ 30
Stanwell Fields C of E Primary	60
Town Farm Primary	60

SURREY HEATH

Bagshot Infant	60
Connaught Junior	90
Cordwalles Junior	60
Crawley Ridge Infant	60
Crawley Ridge Junior	66
Cross Farm Infant	50
Frimley Church of England	90
The Grove Primary	60
Hammond Community Junior	90
Heather Ridge Infant	60
Holy Trinity Church of England	60
Lakeside Primary	60
Lightwater Village	60
Lorraine	30
Mytchett Primary	30
Pine Ridge Infant & Nursery	30
Prior Heath Infant	60
Ravenscote Community Junior	150
Sandringham	60
South Camberley Primary & Nursery	110
Valley End Church of England Infant	60
Windlesham Village Infant	60

TANDRIDGE

Audley Primary	30
Dormansland Primary	30
Downs Way	48
Felbridge Primary	30
Hamsey Green Primary	60
Hillcroft Primary	60
Holland Junior	60
Hurst Green	30
Lingfield Primary	60
Marden Lodge Primary	30
St Catherine's Primary	30
Tatsfield Primary	30
Warlingham Village Primary	30

WAVERLEY

Badshot Lea Village Infant	45
Beacon Hill Primary	30
Busbridge Infant	60
Cranleigh CofE Primary	4+ 30 7+ 30
Farncombe CofE Infant & Nursery	40
Folly Hill Infant	30
Godalming Junior	58
Hale Primary	4+ 60 7+ 2
Milford	50
Moss Lane	60
The Pilgrims' Way Primary	30
Potters Gate CE Primary	60
St Andrew's C of E (Cont) Infant	40
Shottermill Infant	60
Shottermill Junior	68
Weybourne Infant	40
William Cobbett Junior	90
Witley C of E (Cont) Infant	30

WOKING

Barnsbury Primary	60
Beaufort Community Primary	60
Broadmere Community Primary	30
Brookwood Primary	30
Byfleet Primary	30
The Hermitage	90
Horsell Village	90
Kingfield	30
Knaphill	90
Knaphill Lower	90

Maybury Primary	30
New Monument	30
The Oaktree	90
St John's Primary	30
St Mary's C of E (Cont) Primary, Byfleet	60
Sythwood Primary	60
West Byfleet Infant	60
West Byfleet Junior	60
Westfield Primary	60

2. Secondary Schools

School	PAN
ELMBRIDGE	
Esher C of E High School	210
GUILDFORD	
Ash Manor School	210
MOLE VALLEY	
The Ashcombe School	240
Therfield School	210
REIGATE & BANSTEAD	
Oakwood School	240
Reigate School	250
The Warwick	180
TANDRIDGE	
Oxted School	335
WAVERLEY	
Broadwater School	120
Farnham Heath End School	170
Glebelands School	180
WOKING	
Bishop David Brown School	120

PROPOSED Schools in Surrey which will be treated as being on adjoining or shared sites for the purpose of sibling criteria for Community and Voluntary Controlled schools for admission in 2014

For the purpose of applying **sibling** criteria for Surrey Community and Voluntary Controlled schools, the following schools will be considered as being on adjoining or shared sites:

Epsom & Ewell

- The Mead Infant and Auriol Junior
- Wallace Fields Infant and Wallace Fields Junior

Guildford

- Merrow C of E Infant and Bushy Hill Junior (Foundation)
- Walsh Memorial C of E Infant and Walsh C of E Junior

Mole Valley

- Eastwick Infant and Eastwick Junior

Reigate & Banstead

- Banstead Infant and Banstead Community Junior
- Earlswood Infant and Earlswood Junior
- Meath Green Infant and Meath Green Junior
- Warren Mead Infant and Warren Mead Junior

Runnymede

- The Grange Community Infant and New Haw Community Junior
- Ottershaw Infant and Ottershaw Junior
- **Trumps Green Infant and St Ann's Heath Junior**

Surrey Heath

- Crawley Ridge Infant and Crawley Ridge Junior
- Lightwater Village and Hammond Community Junior

Waverley

- Shottermill Infant and Shottermill Junior
- Weybourne Infant and William Cobbett Junior

Woking

- The Oaktree and The Hermitage
- Knaphill Lower and Knaphill School
- West Byfleet Infant and West Byfleet Junior

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PROPOSED

Academies and Foundation, Trust and Voluntary Aided schools that will be considered to admit local children and out of county schools that will not be considered to admit local Surrey children 2014/15 admissions

1.	Academies and Foundation, Trust and Voluntary Aided schools in Surrey that will be considered to admit local children and will therefore be considered under Surrey's nearest school criterion are set out below. Community and Voluntary Controlled schools which convert to Academy status after these arrangements have been determined will be added to this list by default.	
	a) Infant & Primary Schools – Reception intake	
	<p>Elmbridge Burhill Community Infant School Chandlers Field Primary School Cobham Free School The Orchard School St Matthew's C of E Infant School</p> <p>Epsom & Ewell Riverview C of E Primary School St Martin's C of E Infant School</p> <p>Guildford Burpham Foundation Primary School Chilworth C of E Infant School Clandon C of E Infant School Pewley Down Infant School Puttenham C of E School The Raleigh School St Nicolas C of E Infant School Send C of E First School Shere C of E Infant School Weyfield Primary School</p> <p>Mole Valley Newdigate C of E Endowed Infant School St Giles C of E Infant School St Michael's C of E Infant School St Paul's C of E Primary School Scott-Broadwood C of E Infant School Surrey Hills C of E Primary School The Weald C of E Primary School</p> <p>Reigate & Banstead Reigate Parish Church Infant School St Matthew's C of E Primary School Tadworth Primary School Yattendon School</p> <p>Runnymede Christ Church C of E Infant School Lyne & Longcross C of E School Sayes Court School St Paul's C of E Primary School Thorpe C of E Infant School</p>	<p>Spelthorne Ashford C of E Primary School Hawkedale Infant School Laleham C of E Primary School Littleton C of E Infant School St Nicholas C of E Primary School</p> <p>Surrey Heath Bisley C of E Primary School St Lawrence C of E Primary School</p> <p>Tandridge Burstow Primary School Godstone Village School Limsfield C of E Infant School Nutfield C of E Primary St John's C of E Primary School St Peter & St Paul C of E Infant School St Peter's C of E Infant School St Stephen's C of E Primary School Whyteleafe School Woodlea School</p> <p>Waverley All Saints C of E Infant School Bramley C of E Infant School Ewhurst C of E Infant School Grayswood C of E Infant School Greenoak C of E Primary School Loseley Fields Primary School Park Mead Primary School South Farnham Primary St Bartholomew's C of E Primary School St James's C of E Primary School St John's C of E Infant School St Mary's C of E Infant School St Mary's C of E Primary School St Peter's C of E Primary School Wonersh & Shamley Green C of E Infant School</p> <p>Woking Goldsworth Primary School Pyrford C of E Primary School</p>

b)	Junior & Primary Schools – Year 3 intake	
c)	Secondary Schools – Year 7 intake	
	<p>Elmbridge Cleves School Long Ditton St Mary’s C of E Junior School St Lawrence C of E Junior School</p> <p>Epsom & Ewell Danetree Junior School St Martin’s C of E Junior School</p> <p>Guildford Bushy Hill Junior School Holy Trinity Junior School Northmead Junior School Queen Eleanor’s C of E Junior School St Bede’s C of E Junior School</p> <p>Mole Valley Surrey Hills C of E Primary School (Westcott site) The Weald C of E Primary School</p>	<p>Runnymede St Jude’s C of E Junior School</p> <p>Spelthorne St Nicholas C of E Primary School</p> <p>Tandridge St John’s C of E Primary School St Mary’s C of E Junior School</p> <p>Waverley Busbridge C of E Junior School The Chandler C of E Junior School Loseley Fields Primary School Park Mead Primary School South Farnham Primary St Bartholomew’s C of E Primary School Waverley Abbey C of E School</p> <p>Woking Horsell C of E Junior School</p>
2.	<p>Out of County comprehensive schools that will not be considered to admit local Surrey children and will therefore not be considered under Surrey’s nearest school criterion for Surrey residents are as follows:</p> <ul style="list-style-type: none"> • The Wavell School – Hampshire County Council • Charters School – Royal Borough of Windsor & Maidenhead <p>Historically, no Surrey child has been eligible for a place at either of these schools on distance. As such, to consider either school as a nearest school for a Surrey child would cause disadvantage to that child’s application for their nearest Surrey school.</p>	

Surrey County Council

Coordinated Schemes for Admission to Primary and Secondary school 2014/15

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Surrey County Council

Coordinated Scheme for Admission to Primary School 2014/15

Applications

1. Surrey's Admissions and Transport team will distribute information leaflets on admissions early in September 2013. These will be available in all Surrey primary schools. The leaflet will refer parents to the Surrey County Council website www.surreycc.gov.uk/admissions via which parents will be able to access the admissions booklet and apply online. Alternatively, they can obtain a primary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form. Parents living outside Surrey must use their Home Local Authority's form to apply for a place at a Surrey school. Parents living inside Surrey can apply for a school in another Local Authority on Surrey's online or paper form. Along with all other Local Authorities, Surrey operates an equal preference system. Surrey's application form invites parents to express a preference for up to **four** maintained primary schools or Academies within and/or outside of Surrey. This enables Surrey County Council to offer a place at the highest possible ranked school for which the applicant meets the admission criteria.
3. In accordance with the School Admissions Code, the order of preference given on the application form will not be revealed to a school within the area of Surrey. However, where a parent resident in Surrey expresses a preference for a school in the area of another Local Authority, the order of preference for that Local Authority's school will be revealed to that Local Authority in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that Local Authority's area.
4. The closing date for all applications (either online or paper) will be 15 January 2014. Changes to ranked preferences and applications received after the closing date will not be accepted unless they are covered by paragraphs in this scheme which relate to late applications and changes of preference. If a parent completes more than one application stating different school preferences, Surrey's Admissions and Transport team will accept the form submitted on the latest date before the closing date. If the date is the same, Surrey's Admissions and Transport team will contact the parents to ask them to confirm their ranked preferences.
5. Schools that are their own admission authority must not use any other application form but may use a supplementary form if they need to request additional information that is required to apply their admission criteria. Surrey County Council's website and the Primary School Admissions booklet will indicate which schools require a supplementary form. Supplementary forms can be accessed via the website or can be obtained from each school. All supplementary forms should be returned to the school by the date specified by the school but in any case no later than the national closing date of 15 January 2014. The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within Surrey, the Admissions and Transport team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code. Page 48

6. Where a school in Surrey receives a supplementary form, Surrey's Admissions and Transport team will not consider it to be a valid application unless the parent/carer has also listed the school on their home Local Authority's Common Application Form.
7. It is recommended that any paper preference forms handed in to schools should be sent to Surrey's Admissions & Transport Team immediately.
8. Surrey's Admissions and Transport team will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a Looked After or Previously Looked After Child and will provide evidence to the maintaining Local Authority in respect of a preference for a school in its area by 3 February 2014.
9. Surrey's Admissions and Transport team will advise a maintaining Local Authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining Local Authority by 3 February 2014.
10. Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's Admissions and Transport team will upload application data relating to preferences for schools in other participating Local Authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by 3 February 2014. Alternative arrangements will be made to forward applications and supporting information to non-participating Local Authorities.
11. Surrey County Council will participate in the Pan London application data checking exercise scheduled between 17 and 24 February 2014.

Processing

12. By 10 February 2014, Surrey's Admissions and Transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
13. By 10 March 2014 all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's Admissions and Transport team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their Published Admission Number unless there are exceptional circumstances such as if this would not enable Surrey to fulfil its statutory duty where the demand for places exceeds the number of places available.
14. Between 17 and 21 March 2014 Surrey's Admissions and Transport team will send and receive electronic files with all coordinating Local Authorities, in order to achieve a single offer.

Offers

15. Surrey's Admissions and Transport team will identify the school place to be offered and communicate information as necessary to other Local Authorities by 31 March 2014. In instances where more than one school could make an offer of a place to a child, Surrey's Admissions and Transport team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the Admissions and Transport team will offer a

place at an alternative Community or Voluntary Controlled school with places or by arrangement with an Academy or Voluntary Aided, Foundation or Trust school with places.

16. Surrey's Admissions and Transport team will not make an additional offer between the end of the iterative process and 16 April 2014 which may impact on an offer being made by another participating Local Authority.
17. Notwithstanding paragraph 16, if an error is identified within the allocation of places at a Surrey school, the Admissions and Transport team will attempt to manually resolve the allocation to correct the error. Where this impacts on another Local Authority (either as a home or maintaining Local Authority) Surrey's Admissions and Transport team will liaise with that Local Authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another Local Authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's Admissions and Transport team will accept that the applicant(s) affected might receive a multiple offer.
18. Surrey's Admissions and Transport team will participate in the Pan London offer data checking exercise scheduled between 24 March and 10 April 2014.
19. Surrey's Admissions and Transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 11 April 2014.
20. By 16 April 2014 lists of children being allocated places will be sent to primary schools for their information.
21. On 16 April 2014 an outcome will be sent by Surrey's Admissions and Transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the Contact Centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO "MAKE AN OFFER" OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 16 APRIL 2014.**

Late Applications and changes of preference

22. It is recognised that applications will be received after the closing date and that some parents will wish to change their preferences e.g. if a family is new to the area or has moved house. Such applications must still be dealt with and this section deals with applications received in these circumstances.

Applications and changes of preference received after the closing date but before 16 April 2014

23. Some late applications will be treated as late for good reason. These will generally relate to applications from families who are new to the area where it could not reasonably have been expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might relate to a single parent family where the parent has been ill or where there has been a

recent bereavement of a close relative. These cases will be considered individually on their merits.

24. The latest date that an application can be accepted as late for good reason is 14 February 2014. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
25. Where applications which have been accepted as late for good reason contain preferences for schools in other Local Authorities the Admissions and Transport team will forward the details to maintaining Local Authorities as they are received.
26. Where an applicant lives out of County, Surrey will accept late applications which are considered to be on time within the terms of the Home Local Authority's scheme up to 14 February 2014.
27. Where an applicant moves from one Home Local Authority to Surrey after submitting an on time application under the terms of the former Home Local Authority's scheme, Surrey will accept the application as on time up to 14 February 2014, on the basis that an on time application already exists within the system.
28. Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after 14 February 2014 will be considered as late. These applications will not be processed until after all on time applications have been considered.
29. Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's Admissions and Transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by 14 February 2014. Any changes of preference received after 14 February 2014 will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 16 April 2014 and 31 August 2014

30. Applications will continue to be received after the 16 April 2014. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's Admissions and Transport team will issue the outcome letter to the parent.
31. Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's Admissions and Transport team will issue the outcome letter to the parent.
32. After 16 April 2014 some parents may wish to change a preference or order of preference due to a change of circumstances. Surrey's Admissions and Transport team will accept changes to preferences or order of preferences after the 16 April 2014.
Parents may also name additional preferences after the offer day of 16 April 2014.
33. The Coordination Scheme will end on 31 August 2014. Applications received after 31 August 2014 will be considered in line with Surrey's in year admissions procedures.

Post Offer

34. Surrey's Admissions and Transport team will request that resident applicants accept or decline the offer of a place by 30 April 2014, or within two weeks of the date of any subsequent offer.
35. If they do not respond by this date Surrey's Admissions and Transport team will issue a reminder. If the parent still does not respond the Admissions and Transport team or the school, where it is its own admission authority, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the Admissions and Transport team or school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
36. Where an applicant resident in Surrey accepts or declines a place in a school maintained by another Local Authority by 30 April 2014, Surrey's Admissions and Transport team will forward the information to the maintaining Local Authority by 14 May 2014. Where such information is received from applicants after 30 April 2014, Surrey's Admissions and Transport team will pass it on to the maintaining Local Authority as it is received.
37. When acting as a maintaining Local Authority, Surrey will inform the home Local Authority, where different, of an offer that can be made for a maintained school or Academy in Surrey, in order that the home Local Authority can offer the place.
38. When acting as a maintaining Local Authority, Surrey and the admission authorities within it, will not inform an applicant resident in another Local Authority that a place can be offered.
39. When acting as a home Local Authority, Surrey will offer a place at a maintained school or Academy in the area of another Local Authority, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home Local Authority, when Surrey is informed by a maintaining Local Authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining Local Authority that the offer will not be made.
41. When acting as a home Local Authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining Local Authority affected by the change.
42. When acting as a maintaining Local Authority, Surrey will inform the home Local Authority, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining Local Authority, Surrey will accept new applications (including additional preferences) from home Local Authorities for maintained schools and academies in its area.

Waiting Lists

44. Where a child does not receive an offer of their first preference school, their name will automatically be placed on the waiting list for each school in Surrey that is named as a

higher preference school to the one they have been offered. Parents will be advised that if they want to go on the waiting list for an out of county preference school that they should contact the school or the maintaining Local Authority for the school to establish their policy on waiting lists.

- 45.** Details of pupils on the waiting list for each school within Surrey will be shared with each school by 7 May 2014.
- 46.** Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However all offers must be made by the home Local Authority. Admissions authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
- 47.** Schools within Surrey will not inform any applicant that a place can be offered in advance of such notification being sent by the home Local Authority.
- 48.** Waiting lists for each school will be held until the end of the Autumn term after which some schools may cancel their waiting lists and in those cases parents may apply in writing to remain on the list if they wish to.

Surrey County Council

Coordinated Scheme for Admission to Secondary School 2014/15

Applications

1. Surrey's Admissions and Transport team will distribute information leaflets on admissions early in September 2013. These will be distributed to all children in Year 6 in Surrey maintained schools who are resident in Surrey. The leaflet will refer parents to the Surrey County Council website www.surreycc.gov.uk/admissions via which parents will be able to access the admissions booklet and apply online. Alternatively, they can obtain a secondary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form. Parents living outside Surrey must use their Home Local Authority's form to apply for a place at a Surrey school. Parents living inside Surrey can apply for a school in another Local Authority on Surrey's online or paper form. Along with all other Local Authorities, Surrey operates an equal preference system. Surrey's application form invites parents to express a preference for up to six maintained secondary schools or Academies within and/or outside of Surrey (and any City Technology College that has agreed to participate in their Local Authority's Qualifying Scheme). This enables Surrey County Council to offer a place at the highest possible ranked school for which the applicant meets the admission criteria.
3. In accordance with the School Admissions Code, the order of preference given on the application form will not be revealed to a school within the area of Surrey. However, where a parent resident in Surrey expresses a preference for a school in the area of another Local Authority, the order of preference for that Local Authority's school will be revealed to that Local Authority in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that Local Authority's area.
4. The closing date for all applications (either online or paper) will be 31 October 2013 but parents will be encouraged to return their form by 25 October 2013, which is the Friday that schools break up for the autumn half term. Changes to ranked preferences and applications received after the closing date will not be accepted unless they are covered by the paragraphs in this scheme which relate to late applications and changes of preference. If a parent completes more than one application stating different school preferences, Surrey's Admissions and Transport team will accept the form submitted on the latest date before the closing date. If the date is the same, Surrey's Admissions and Transport team will contact the parents to ask them to confirm their ranked preferences.
5. Schools that are their own admission authority must not use any other application form but may use a supplementary form if they need to request additional information that is required to apply their admission criteria. Surrey County Council's website and the Secondary School Admissions booklet will indicate which schools require a supplementary form. Supplementary forms can be accessed via the website or can be obtained from each school. All supplementary forms should be returned to the school by the date specified by the school but in any case no later than the national closing date of 31 October 2013. Surrey County Council will publish information that will encourage applicants to submit their supplementary form by 25 October 2013 (i.e. the Friday before half term). The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within

Surrey, the Admissions and Transport team will seek to ensure that these only collect additional information which is required by the published oversubscription criteria in accordance with the School Admissions Code.

6. Where a school in Surrey receives a supplementary form, Surrey's Admissions and Transport team will not consider it to be a valid application unless the parent/carer has also listed the school on their home Local Authority's Common Application Form.
7. Surrey's Admissions and Transport team will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a Looked After or Previously Looked After Child and will provide evidence to the maintaining Local Authority in respect of a preference for a school in its area by 14 November 2013.
8. Surrey's Admissions and Transport team will advise a maintaining Local Authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining Local Authority by 14 November 2013.
9. Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's Admissions and Transport team will upload application data relating to preferences for schools in other participating Local Authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by 14 November 2013. Alternative arrangements will be made to forward applications and supporting information to non-participating Local Authorities.
10. Surrey County Council will participate in the Pan London application data checking exercise scheduled between 16 December 2013 and 2 January 2014.

Processing

11. By 9 December 2013, Surrey's Admissions and Transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
12. By 13 January 2014 all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's Admissions and Transport team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their Published Admission Number unless there are exceptional circumstances such as if this would not enable the Local Authority to fulfil its statutory duty where the demand for places exceeds the number of places available.
13. Between 3 and 14 February 2014 Surrey's Admissions and Transport team will send and receive electronic files with all coordinating Local Authorities, in order to achieve a single offer.

Offers

14. Surrey's Admissions and Transport team will identify the school place to be offered and communicate information as necessary to other Local Authorities by 14 February 2014. In instances where more than one school could make an offer of a place to a child, Surrey's Admissions and Transport team will offer a place at the school which the

parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the Admissions and Transport team will offer a place at an alternative Community or Voluntary Controlled school with places or by arrangement with an Academy or Voluntary Aided, Foundation or Trust school with places.

15. Surrey's Admissions and Transport team will not make an additional offer between the end of the iterative process and 3 March 2014 which may impact on an offer being made by another participating Local Authority.
16. Notwithstanding paragraph 15, if an error is identified within the allocation of places at a Surrey school, the Admissions and Transport team will attempt to manually resolve the allocation to correct the error. Where this impacts on another Local Authority (either as a home or maintaining Local Authority) Surrey's Admissions and Transport team will liaise with that Local Authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another Local Authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's Admissions and Transport team will accept that the applicant(s) affected might receive a multiple offer.
17. Surrey's Admissions and Transport team will participate in the Pan London offer data checking exercise scheduled between 17 and 26 February 2014.
18. Surrey's Admissions and Transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 27 February 2014.
19. By 3 March 2014, lists of children being allocated places will be sent to secondary schools for their information.
20. On 3 March 2014 an outcome will be sent by Surrey's Admissions and Transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the Contact Centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO "MAKE AN OFFER" OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 3 MARCH 2014.

Late Applications and changes of preference

21. It is recognised that applications will be received after the closing date and that some parents will wish to change their preference e.g. if a family is new to the area or has moved house. Such applications must still be dealt with and this section deals with applications received in these circumstances.

Applications and changes of preference received after the closing date but before 3 March 2014

22. Some late applications will be treated as late for good reason. These will generally relate to applications from families who are new to the area where it could not reasonably have been expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might

relate to a single parent family where the parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.

23. The latest date that an application can be accepted as late for good reason is 13 December 2013. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
24. Where applications which have been accepted as late for good reason contain preferences for schools in other Local Authorities the Admissions and Transport team will forward the details to maintaining Local Authorities as they are received.
25. Where an applicant lives out of County, Surrey will accept late applications which are considered to be on time within the terms of the Home Local Authority's scheme.
26. The latest date for the upload to the Pan London Register of late applications which are considered to be on time is 13 December 2013.
27. Where an applicant moves from one participating Home Local Authority to another after submitting an on time application under the terms of the former Home Local Authority's scheme, the new Home Local Authority will accept the application as on time up to 13 December 2013, on the basis that an on time application already exists within the Pan London system. Applicants moving to or from non-participating Pan London Local Authorities will be managed on a case by case basis.
28. Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after 13 December 2013 will be considered as late. These applications will not be processed until after all on time applications have been considered.
29. Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's Admissions and Transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by 13 December 2013. Any changes of preference received after 13 December 2013 will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 3 March 2014 and 31 August 2014

30. Applications will continue to be received after the 3 March 2014. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's Admissions and Transport team will issue the outcome letter to the parent.
31. Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's Admissions and Transport team will issue the outcome letter to the parent.
32. After 3 March 2014 some parents may wish to change a preference or order of preferences due to a change of circumstances. Surrey's Admissions and Transport

team will accept changes to preferences or order of preferences after the 3 March 2014. **Parents may also name additional preferences after the offer day of 3 March 2014.**

33. The Coordination Scheme will end on 31 August 2014 Applications received after 31 August 2014 will be considered in line with Surrey's in year admissions procedures.

Post Offer

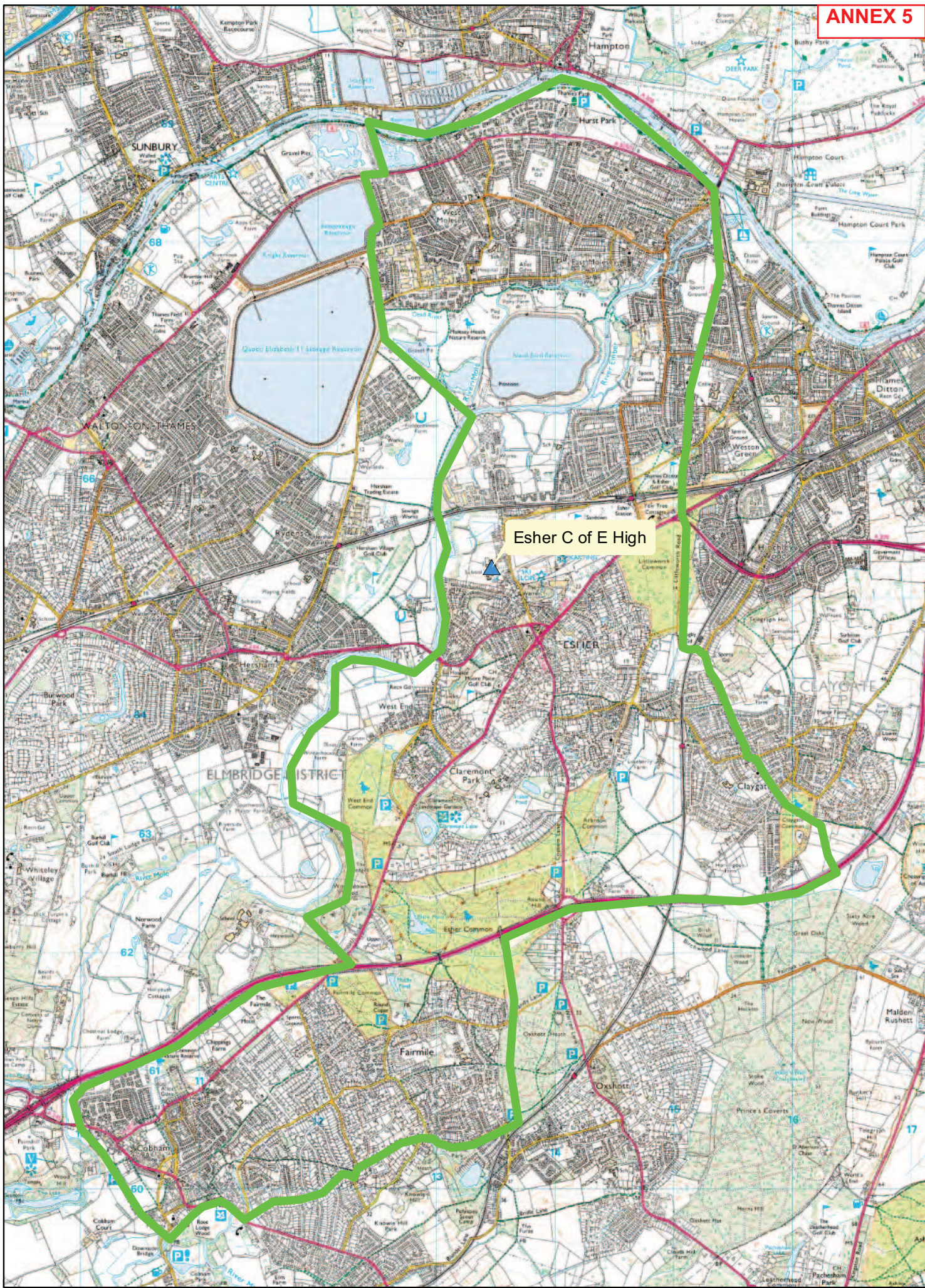
34. Surrey's Admissions and Transport team will request that resident applicants accept or decline the offer of a place by **17 March 2014**, or within two weeks of the date of any subsequent offer.
35. If they do not respond by this date Surrey's Admissions and Transport team will issue a reminder. If the parent still does not respond the Admissions and Transport team or the school, where it is its own admission authority, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the Admissions and Transport team or school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
36. Where an applicant resident in Surrey accepts or declines a place in a school maintained by another Local Authority by **17 March 2014**, Surrey's Admissions and Transport team will forward the information to the maintaining Local Authority by **24 March 2014**. Where such information is received from applicants after **17 March 2014**, Surrey's Admissions and Transport team will pass it on to the maintaining Local Authority as it is received.
37. When acting as a maintaining Local Authority, Surrey will inform the home Local Authority, where different, of an offer that can be made for a maintained school or Academy in Surrey, in order that the home Local Authority can offer the place.
38. When acting as a maintaining Local Authority, Surrey and the admission authorities within it will not inform an applicant resident in another Local Authority that a place can be offered.
39. When acting as a home Local Authority, Surrey will offer a place at a maintained school or Academy in the area of another Local Authority, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home Local Authority, when Surrey is informed by a maintaining Local Authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining Local Authority that the offer will not be made.
41. When acting as a home Local Authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining Local Authority affected by the change.
42. When acting as a maintaining Local Authority, Surrey will inform the home Local Authority, where different, of any change to an applicant's offer status as soon as it occurs.

- 43.** When acting as a maintaining Local Authority, Surrey will accept new applications (including additional preferences) from home Local Authorities for maintained schools and academies in its area.

Waiting Lists

- 44.** Where a child does not receive an offer of their first preference school, their name will automatically be placed on the waiting list for each school in Surrey that is named as a higher preference school to the one they have been offered. Parents will be advised that if they want to go on the waiting list for any out of county preference school that they should contact the school or the maintaining Local Authority for the school to establish their policy on waiting lists.
- 45.** Details of pupils on the waiting list for each school within Surrey will be shared with each school by 28 March 2014.
- 46.** Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However all offers must be made by the home Local Authority. Admissions authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
- 47.** Schools within Surrey will not inform any applicant that a place can be offered from a waiting list in advance of such notification being sent by the home Local Authority.
- 48.** Waiting lists for each school will be held until the end of the Autumn term after which some schools may cancel their waiting lists and in those cases parents may apply in writing to remain on the list if they wish to.

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Esher C of E High

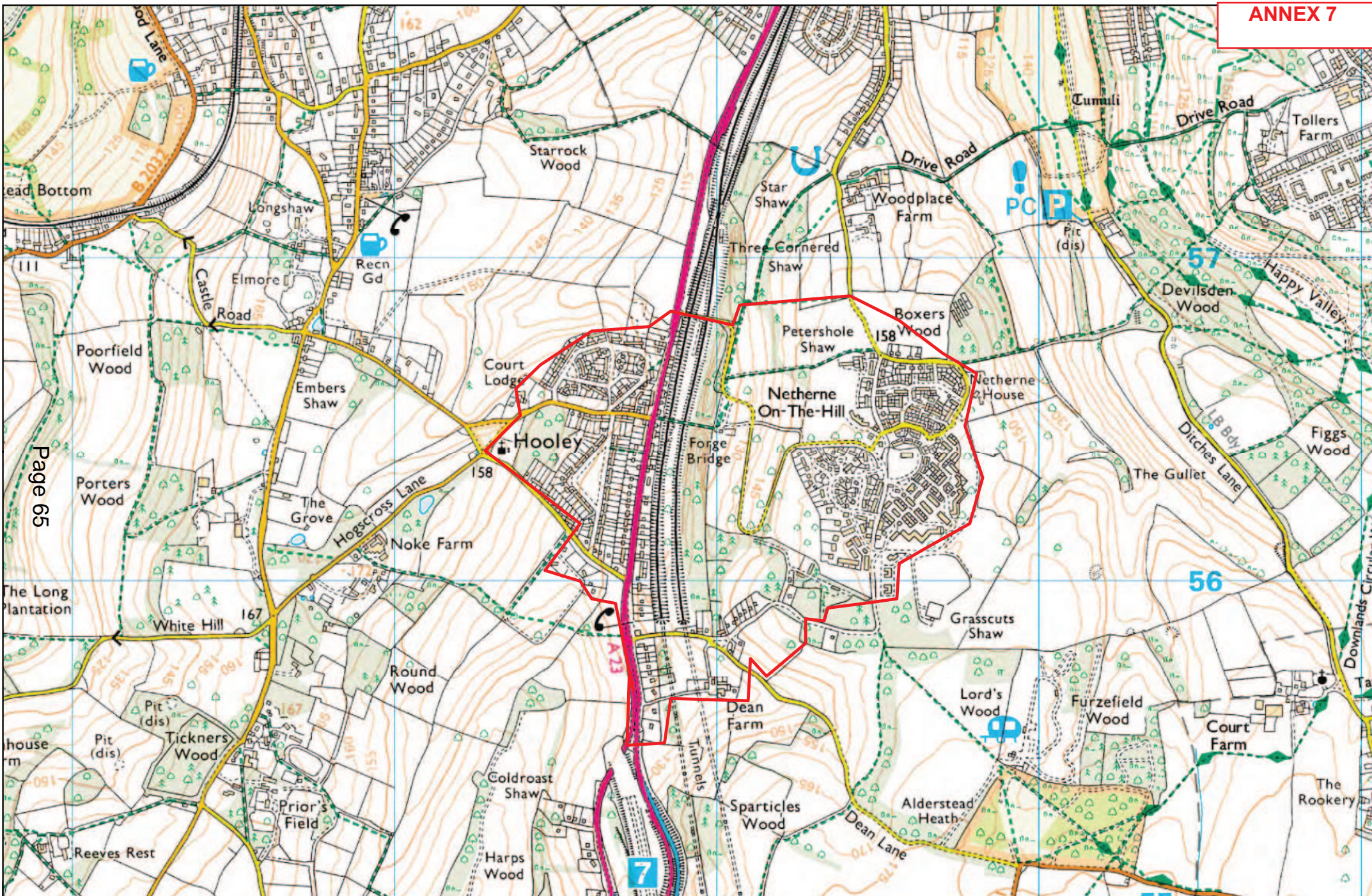
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Southfield Park Primary Catchment Area



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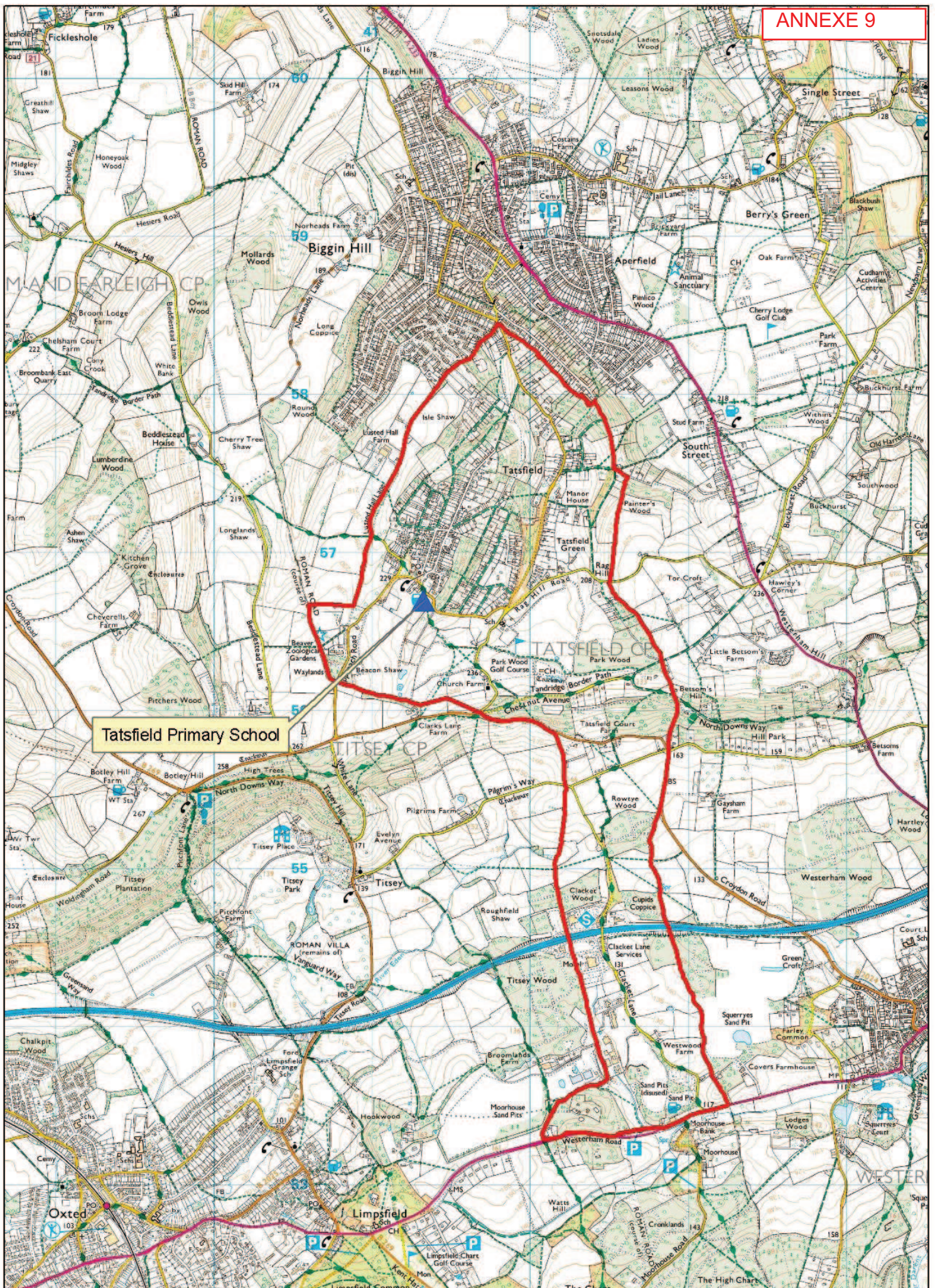
Woodmansterne Primary Catchment Area



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Tatsfield Primary School

Tatsfield Primary School Catchment Area

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Surrey's PROPOSED Relevant Area for Admissions - 2013

The School Standards & Framework Act 1998 requires Local Authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.

The Education Act 2002 requires the Local Authority to consult on and review its Relevant Area every 2 years. Surrey last consulted on its Relevant Area in November 2010.

It is proposed that Surrey retains its Relevant Area as follows:

- i) The Local Authority consults on the admission arrangements for Community and Voluntary Controlled schools with:
 - all schools within the administrative area of Surrey
 - all 14 neighbouring Local Authorities
 - any out of county Academy and Foundation, Trust and Voluntary Aided primary school within 4.8 kilometres (3 miles) of the Surrey border
 - any out of county Academy and Foundation, Trust and Voluntary Aided secondary school within 8 kilometres (5 miles) of the Surrey border.

- ii) Having first consulted with the Diocese, **primary** Voluntary Aided schools consult with:
 - Surrey County Council
 - all other primary schools within a 4.8 kilometre radius (3 miles)
 - other Local Authorities within a 4.8 kilometre radius (3 miles)
 - other primary Voluntary Aided schools within their own deanery, if appropriate and if these schools are not within the 4.8 kilometre radius

- iii) Primary Academies and Foundation and Trust schools consult with:
 - Surrey County Council
 - all other primary schools within a 4.8 kilometre radius (3 miles)
 - other Local Authorities within a 4.8 kilometre radius (3 miles)

- iv) Having first consulted with the Diocese, **secondary** Voluntary Aided schools consult with
 - Surrey County Council
 - all other primary and secondary schools within an 8 kilometre radius (5 miles)
 - other Local Authorities within an 8 kilometre radius (5 miles)
 - other primary and secondary Voluntary Aided schools within their own deanery, if appropriate and if these schools are not within the 8 kilometre radius

- v) Secondary Academies and Foundation schools consult with:
 - Surrey County Council
 - all other primary and secondary schools within an 8 kilometre radius (5 miles)
 - other Local Authorities within an 8 kilometre radius (5 miles)

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Proposed changes to the admission arrangements for Surrey County Council's Community and Voluntary Controlled schools and Coordinated Schemes 2014

Introduction

Surrey County Council is proposing some changes to its admission arrangements for Community and Voluntary Controlled schools. Full details of the proposed admission arrangements are set out in Appendix 1 and its Annexes, as follows:

Appendix 1	Admission arrangements for Community and Voluntary Controlled Schools
ANNEX 1	Proposed Published Admission Numbers
ANNEX 2	Schools to be considered as adjoining/shared sites for sibling priority
ANNEX 3	Schools to be considered to admit local children for assessing nearest school
ANNEX 4	Coordinated Schemes
ANNEX 5	Catchment map for Esher High
ANNEX 6	Catchment map for Southfield Park Primary
ANNEX 7	Catchment map for Woodmansterne Primary
ANNEX 8	Catchment map for Oxted
ANNEX 9	Catchment map for Tatsfield Primary

Where changes are proposed text is highlighted in bold.

Local Authorities are also required to consult on their Relevant Area every two years. Surrey last consulted on its Relevant Area between November 2010 and January 2011. As two years has now passed, it is consulting again this year. The proposed Relevant Area is included at Appendix 2 but no changes are proposed to the Relevant Area that was determined in March 2011.

What are the changes?

This document sets out the changes that are proposed as part of the consultation on admission arrangements for Surrey's Community and Voluntary Controlled schools and coordinated schemes for September 2014 and for which comments are sought. Responses to the consultation must be received by 21 January 2013 and can be submitted online at: www.surreycc.gov.uk/schooladmissionconsultation2014.

1. Banstead Community Junior School – Reigate and Banstead

Banstead Community Junior School currently has a reciprocal sibling link with Banstead Infant School but there is no feeder link from the infant school to the junior school.

From September 2014 it is proposed to introduce a feeder link to Banstead Community Junior School for children at Banstead Infant School so that the admission criteria would be as set out in **paragraph 8 e) i) of Appendix 1**, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Banstead Infant School
4. Siblings not admitted under 3 above
5. Any other children

Whilst there is still no guarantee that all children at Banstead Infants who apply would be given a place at the junior school it is likely that in most years those who want to transfer would be able to. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.

In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **section 11 of Appendix 1**.

2. Reigate Priory School – Reigate and Banstead

Reigate Priory is an oversubscribed junior school in Reigate. Whilst historically most children who want to have been able to transfer to Reigate Priory from Holmesdale Community Infant School and Reigate Parish Church Infant School, with the increased pressure on school places in Reigate, increasingly, there are children who have found it difficult to access a local junior place.

It is therefore proposed to introduce a feeder link for children from Holmesdale and Reigate Parish. However it is intended to introduce this on a tiered basis so that priority would be given to children for whom it is the nearest school ahead of children for whom it is not. The admission criteria would be as set out in **paragraph 8 e) iii) of Appendix 1**, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children with a sibling attending Reigate Priory School at the time of the child's admission
4. Children attending Holmesdale Infant or Reigate Parish for whom Reigate Priory is the nearest school with a Junior PAN
5. Other children for whom Reigate Priory is the nearest school with a Junior PAN
6. Children attending Holmesdale Infant or Reigate Parish for whom Reigate Priory is **not** the nearest school with a Junior PAN
7. Any other children

This proposal ensures that both feeder schools would be considered equally in the admission criteria for Reigate Priory and as such, should not have a negative impact on applications for these schools. Whilst not offering a straight feeder link, this proposal offers some parents more certainty in the admissions process but should not disadvantage local children who have Reigate Priory as their nearest school but who do not attend one of these named feeder schools.

3. Southfield Park Primary School – Epsom and Ewell

For Southfield Park Primary School it is proposed to change the criteria so that after providing for children within the catchment, priority would be given to children for whom the school was their nearest ahead of those for whom it was not. The admission criteria would be as set out in **paragraph 8 b) i) of Appendix 1** as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings

4. Children living in the defined catchment of the school with priority being given to children living furthest away from the school
5. Other children for whom the school is their nearest school
6. Any other children

The catchment for Southfield Park Primary School (**ANNEX 6 of Appendix 1**) was developed to ensure that children who lived very close to the school and those who could not easily access another school would be given priority for a place. Historically, Southfield Park Primary School has not been oversubscribed by applicants from within catchment and each year the school has admitted some children from outside the catchment area. However, places outside the catchment have been allocated according to straight line distance and this has meant that some children have been allocated a place when they actually have another school that is nearer. This proposed change would ensure that, once places had been allocated within catchment, next priority would be given to children who had Southfield Park as their nearest school.

4. St Ann's Heath Junior School - Runnymede

For St Ann's Heath Junior School it is proposed to introduce a feeder link from Trumps Green Infant School. The admission criteria would be as set out in **paragraph 8 f) iii) of Appendix 1** as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending Trumps Green Infant School
5. Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
6. Any other children

Subject to the number of siblings, the establishment of a feeder link is likely to mean that all children who want to would be able to transfer to the junior school from Trumps Green Infant School. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.

5. St Ann's Heath Junior School and Trumps Green Infant School - Runnymede

Subject to the establishment of a feeder link from Trumps Green Infant School to St Ann's Heath Junior School, it is also proposed to introduce a reciprocal sibling link between these two schools. In this way Trumps Green Infant School and St Ann's Heath Junior School would be described as being on a shared or adjoining site for applying sibling criteria (see **ANNEX 2 of Appendix 1**).

In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **section 11 of Appendix 1**.

The introduction of a reciprocal sibling link between the two schools would provide a greater chance of families keeping their children together or at schools in close proximity.

6. Tatsfield Primary School - Tandridge

For Tatsfield Primary School it is proposed to introduce a catchment and to give priority to siblings and other children who live within the catchment before other children who live outside the catchment. However in order to protect those families with children already at the school it is proposed to phase in these criteria. The admission criteria would be as set out in **paragraph 8 h) ii) of Appendix 1** as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission
4. Siblings who live within the catchment area
5. Other children who live within the catchment area
6. Siblings who live outside the catchment area
7. Other children who live outside the catchment area

It is proposed that the Tatsfield parish boundary will form the catchment for the school, as set out in **ANNEX 9 to Appendix 1**.

Historically, all children living in Tatsfield have been offered a place at Tatsfield Primary School, even if other children from outside the village have been offered a place under a higher priority, e.g. if they had a sibling attending the school. However in both the 2011 and 2012 intakes there has been difficulty in providing a place for all Tatsfield residents at Tatsfield Primary School. As even a small increase in numbers is likely to lead to places being unavailable for children living within Tatsfield and as the consequence of this is that Surrey will have difficulty in identifying alternative places for these children, it is proposed to amend the criteria so that children living within the catchment for the school are given priority for a school place.

7. Thames Ditton Junior School - Elmbridge

For Thames Ditton Junior School it is proposed to align the admission criteria with those for Thames Ditton Infant School. The admission criteria would be as set out in **paragraph 8 a) iv) of Appendix 1** as follows:

1. Looked After and previously looked after children
2. Exceptional social/medical need
3. Children with a sibling attending Thames Ditton Junior School at the time of the child's admission for whom the school is the nearest school to their home address
4. Children attending Thames Ditton Infant School for whom the school is the nearest school to their home address
5. Other children for whom the school is the nearest school to their home address
6. Other children with a sibling attending Thames Ditton Junior School at the time of the child's admission for whom the school is not the nearest school to their home address
7. Other children attending Thames Ditton Infant School for whom the school is not the nearest school to their home address
8. Any other children

This change in admission criteria would mean that places would be offered to children for whom the school was nearest ahead of other children for whom it was not, thus helping to

ensure that a school within a reasonable distance could be offered to all children living in the area. These criteria would also ensure that families living locally to Thames Ditton Junior School are not disadvantaged if they were unable to gain a place at Thames Ditton Infant School or if they chose alternative infant provision.

8. Changes proposed to the Published Admission Number

ANNEX 1 of Appendix 1 sets out the proposed Published Admission Number (PAN) for all Community and Voluntary Controlled Schools for 2014 admission. Any changes to the PAN which was set for 2013 admission are highlighted in bold.

The Local Authority is only required to consult if it proposes to decrease a PAN for a school. The PAN for Thames Ditton Junior School was increased for one year only for September 2013 to accommodate a 'bulge' class moving through from the Infant school. However the school cannot sustain the admission of 120 pupils each year and as such it is proposed to decrease the PAN from 120 back to 90 from September 2014.

9. Changes proposed to the Coordinated Schemes

ANNEX 4 of Appendix 1 sets out the proposed primary and secondary coordinated schemes.

Within the primary coordinated scheme it is proposed to increase the number of school preferences that a parent might name on their application form, from three to four.

With the current pressure on primary school places, parents are faced with a difficult choice when making their preferences if they expect their local schools to be oversubscribed. An increase in the number of primary preferences to four would increase a parent's opportunity to get a school of their preference at the initial allocation and may reduce the number of parents wishing to add additional preferences after the allocation date or appeal for other schools.

Parents would not be obliged to name four preferences and many would not wish to do so, but it would give those parents who wish to the opportunity to apply for an extra school. This in turn is also likely to support undersubscribed schools, as parents might be more willing to name those schools lower down in their preference list without the fear of having to give up one of their more preferred schools.

How can you respond to the consultation?

The consultation on these proposals will run from Wednesday 28 November 2012 to Tuesday 22 January 2013. If you would like to take part please complete an online response form at www.surreycc.gov.uk/schooladmissionconsultation2014. Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondents name and address will be accepted.

What happens next?

After the closing date responses will be collated and presented to the Council's decision-making Cabinet on 26 February 2013. Its decision will then need to be ratified by the full County Council on 19 March 2013. Once determined the final admission arrangements will be placed on Surrey's website at www.surreycc.gov.uk/admissions.

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Consultation on Surrey’s Admission Arrangements for September 2014 for Community and Voluntary Controlled Schools and Coordinated Schemes

Outcome of Consultation

Response to consultation

1. By the closing date, 138 individual response forms had been submitted of which 134 had been submitted online and 4 had been submitted by email. In addition, 3 respondents supplemented their online response with more information within an e-mail.

2. The 138 responses were from:

Chair of Governors	3
District/Borough Councillor	1
Early Years Establishment	1
Family member (other than parent)	6
Governor	7
Headteacher	1
Parent	116
Parish Council	1
Parish Councillor	1
Not defined	1

3. A summary of the responses to questions within the consultation that were received from all sources is set out below in Table A

Table A - Summary of responses to admission consultation for September 2014

Question Number	Proposal	Document	Agree	Disagree
1	Banstead Community Junior School - introduction of feeder link for children at Banstead Infant School	Appendix 1	15	1
2	Reigate Priory - introduction of tiered feeder link for children at Holmesdale and Reigate Parish with priority being given to children who have the school as their nearest school ahead of those who do not	Appendix 1	80	23
3	Southfield Park - introduction of a higher priority for children who have the school as their nearest school when allocating places to children who live outside the catchment	Appendix 1	19	6
4	St Ann’s Heath Junior School - introduction of a feeder link for children at Trumps Green Infant School	Appendix 1	17	3
5	St Ann’s Heath Junior School and Trumps Green Infant School - introduction of a reciprocal sibling link	Annex 2	17	5
6	Tatsfield Primary School - phased introduction of a catchment and a tiered sibling priority based on the	Appendix 1	23*	3#

	catchment			
7	Thames Ditton Junior School - introduction of tiered arrangements so that siblings, children at the feeder school and other children who have the school as their nearest receive priority ahead of those who do not	Appendix 1	17	7
8	Thames Ditton Junior School - reduction in PAN from 120 to 90	Annex 1	9	7
9	Primary Coordinated Scheme - increase to the number of primary preferences that a parent can name, from three to four	Annex 4	51	32
10	Relevant Area	Appendix 2	31	2

* including representation from Tatsfield Parish Council and Tandridge District Councillor for Tatsfield and Titsey

including representation from Chair of Governors at Tatsfield Primary School

Analysis of responses to questions within the 2014 Admission Consultation

4. **Introduction of feeder link to Banstead Community Junior School** - Overall, 15 respondents agreed with the proposal to introduce a feeder link from Banstead Infant School to Banstead Community Junior School, whilst 1 was opposed to it.
5. Of the 15 respondents who supported the proposal 12 were parents, 1 was a Governor, 1 was a Headteacher and 1 was not defined. However, none would appear to be affected by the decision and none lived within the area of Banstead or were representatives of either school.
6. Respondents in support of the proposal indicated that siblings should be kept at the same or in adjoining schools where through primary schools are not available and that the proposal supports established friendships, the sharing of educational needs and parents dropping children off at different schools.
7. The respondent who was opposed to the proposal was a parent. However they did not live in the area of either school and declared that they would not be affected by the proposal. The reason given for not supporting the proposal was that each child should be considered on how close they live to Banstead Junior School at the time of transition.
8. **Introduction of tiered feeder link to Reigate Priory** – Overall, 80 respondents supported the removal of tiered sibling criteria whilst 23 were opposed to it.
9. Of the 80 respondents who supported the proposal 66 were parents, 7 were governors, 4 were other family members, 1 was a Headteacher, 1 was a Chair of Governors and 1 was not defined. One of the parents also declared themselves to be the Chairman of a local Early Years establishment. 63 of the respondents who supported the proposal indicated that they would be affected by the decision.
10. Reasons given for supporting the proposal were as follows:
 - Feeder links will foster continuity in a child’s education, ease the transition from KS1 to KS2 and will support community cohesion
 - Fair that children living close to the school will have priority which makes transport easier, children walking to school are fitter and healthier, less pollution caused by transport and parents save money on petrol and bus fares
 - Support proposals which puts living locally above church attendance

- Provides security to parents who live north of the town and who still have Priory as their nearest school
- Will help parents with siblings as Holmesdale and Priory coordinate start and finish times and inset days
- At present parents from other infant schools choose Priory leaving parents to the north unable to gain a place at this school or any other within three miles which is logistically impossible when there are siblings at different schools
- Both schools are equidistant to Reigate Priory and it is the closest school for the pupils from both schools
- Subject to Reigate Priory being able to take 6 classes each year and not 5
- Feeder links will enable children to stay with their friends
- Reigate Priory is the logical next school for Holmesdale and Reigate Parish
- A tiered system would give residents in the north of Reigate more choice and a greater chance of a place at their closest junior school
- Currently north Reigate children at Holmesdale are offered a place at Sandcross School whilst children living closer to Sandcross will instead be given a place at Priory, which is not equitable
- This would make both more like a Primary school and bring more certainty
- Will give clarity to the admissions process and thus alleviate the stress caused to parents
- Will alleviate the difficulties with childminding arrangements
- To the south of the town there is a greater choice of Year 3 places but the current policy favours children from the south of Reigate

11. Other comments made by those in support of the proposal were as follows:

- Can there be some guarantee that from 2015 onwards the PAN for the Priory will reflect the PAN for Holmesdale and Reigate Parish together?
- It doesn't address the wider issue of school place shortages in Reigate, particularly at infant level
- It will exacerbate the desire for parents to get a place at Holmesdale and Reigate Parish

12. Of the 23 respondents who were opposed to the proposal, 22 were parents and 1 was a Chair of Governors. 13 of the parents who were opposed indicated that they would be affected by the decision.

13. Reasons given for opposing the proposal were as follows:

- Does not provide equal certainty or equal opportunity of choice for parents not attending the linked schools
- Has the potential for further increasing the number of children who have found it difficult to access a local junior place
- Children living nearer the school unlikely to be offered a place if not attending a feeder school
- Either both schools should be full feeder schools or there should be no feeder schools at all
- Will put increased pressure on the two infant schools and will disadvantage children living close to Reigate Priory who do not get in to one of the feeder schools
- Children who get a church place should not be able to queue jump local children for a place at Reigate Priory
- Surely all children close to the school should be treated fairly
- Unfair that parents were not fully informed when they made decisions for infant provision and policy changes should not be introduced for three years following their announcement
- Some pupils at the feeder schools will be driven to school whilst families living in walking distance will be driven elsewhere
- The proposal will discriminate on the grounds of religion and it would be logical for Reigate Parish to feed in to the nearest Christian junior school

- This will lead to an unfair allocation of places geographically around the town with a higher number of places being allocated to children living to the north of the town than in the centre of the town
 - All the proposal does is redistribute the allocation of places and shifts the uncertainty from one group to another in Reigate
 - Will indirectly introduce an element of religious selection in to Reigate Priory, with religious parents who get in to Reigate Parish receiving priority above other children who live closer to the school
 - Holmesdale and Reigate Parish are already difficult to get in to and have a very affluent catchment area
 - Too many families get a place at Holmesdale and Reigate Parish and then move out of the area and yet these would still get priority for Reigate Priory
 - Community schools should be for the community
14. After the end of the consultation period, letters were also received from the Accord Coalition for Inclusive Education and the National Secular Society expressing a concern that a faith school was being proposed as a feeder school to a non-faith school, albeit on a tiered basis, and suggesting that such an arrangement might be unlawful. This view was supported by Crispin Blunt MP who submitted an email, again, after the closing date.
15. **Southfield Park - introduction of a higher priority for children who have the school as their nearest school when allocating places to children who live outside the catchment –** Overall, 19 respondents supported this proposal whilst 6 were opposed to it.
16. Of the 19 respondents who supported the proposal, 17 were parents, 1 was a Governor and 1 was a Headteacher. 5 of the parents who supported the proposal declared that they would be affected by the decision.
17. Reasons given for supporting the proposal were as follows:
- Proximity to school is important
 - More spaces should be created to limit disappointment
 - Drop offs at school and nursery will be easier as some children living on Parkviews currently attend the nursery next to the school
 - Wish for children living on Parkviews who attend the neighbouring nursery to progress to school with their friends
18. Other comments made by those in support of the proposal were as follows:
- The proposal does not go far enough as the catchment does not need to include Livingstone Park which is equidistant to Stamford Green
 - The catchment should be reviewed to include Parkviews or removed and priority given based on distance to the next nearest school
 - Southfield should service all hospital cluster group sites
19. All 6 of the respondents who were opposed to the proposal were parents and of those, 4 declared that they would be affected by the decision. Reasons given for opposing the proposal were as follows:
- The catchment is too small and should include Parkviews as Southfield Park is the nearest school and the only one within walking distance
 - Everyone should be able to get a place at their nearest school so they can walk to school and be part of local community
 - Surely school places was a consideration when planning permission for the hospital sites was granted
 - Difficult to travel a large distance to alternative schools which reduces children's enjoyment of school
 - Children from Parkviews unable to get places at Epsom Primary
 - Will Southfield Park be expanding to accept more children?

- Catchment is outdated and warped and needs major revisions
- Twice as far to any other primary school from Parkviews
- Don't wish to clutter up the roads with more school run traffic
- Siblings should only retain sibling priority if they remain at the same address
- Plans to extend Stamford Green in 2014/15 were already planned to cater for West Park development

20. **Introduction of a feeder link at St Ann's Heath Junior School for children at Trumps Green Infant School** – Overall, 17 respondents supported this proposal whilst 3 were opposed to it.
21. Of the 17 respondents who supported the proposal 15 were parents, 1 was a Governor and 1 was another family member. 6 of the respondents who supported the proposal indicated that they would be affected by the decision.
22. Reasons given for supporting the proposal were as follows:
- Impossible to take children to schools in different areas
 - Enable children to be awarded a school place with their peers
 - Supports proximity to school and cooperation between infant and junior schools
 - Will avoid having to remove daughter from Trumps Green before the end of Year 2 to ensure she moved to a Junior school with existing friendships
 - Makes sense as they are the closest infant and junior school and most children apply for St Ann's Heath from Trumps Green
 - Gives parents confidence of having a junior place near by
 - Will help siblings be in schools close by in the absence of a through primary school
23. All 3 of the respondents who were opposed to this proposal were parents with only one indicating that they would be affected by the decision.
24. Reasons given for opposing this proposal were as follows:
- St Ann's should continue to have a mixture of feeder schools as creating set feeders will disadvantage other infant schools and children
 - The closest should be given priority
25. **Introduction of reciprocal sibling link between St Ann's Heath Junior School and Trumps Green Infant School** - Overall, 17 respondents supported this proposal whilst 5 were opposed to it.
26. Of the 17 respondents who supported the proposal 15 were parents, 1 was a Governor and 1 was another family member. 6 of the respondents who supported the proposal indicated that they would be affected by the decision.
27. Reasons given for supporting the proposal were as follows:
- Essential that older child transfers to a school nearby to avoid siblings at different schools being late for school or the need for morning and after school childcare
 - To avoid worry of siblings being in split schools
 - Relationship between the two schools is strong and this will enhance the sense of community
 - Makes it easier to obtain a place for a younger sibling at Trumps Green
28. All 5 of the respondents who were opposed to this proposal were parents with only one indicating that they would be affected by the decision.
29. Reason given for opposing this proposal was that children attending other schools will be disadvantaged when it comes to the junior transfer

30. **Phased introduction of a catchment and a tiered sibling priority based on the catchment at Tatsfield Primary School** - Overall, 23 respondents supported this proposal whilst 3 were opposed to it.
31. Of the 23 respondents who supported the proposal, 20 were parents, 1 was another family member, 1 was a Borough Councillor and 1 was Tatsfield Parish Council. 3 of the respondents who supported the proposal indicated that they would be affected by the decision.
32. Reasons submitted for supporting the proposal were as follows:
- Children living in Tatsfield should be able to attend Tatsfield school
 - Seems fairer to those children who live close to the school
 - Helps bring the community together
 - Logical as it does not force Tatsfield residents to travel significant distances to other schools
 - Phased introduction is essential to ensure children already in school retain places for younger siblings
 - Prevents parents from having to drive to other schools
 - Children outside the catchment have other schools within their area
 - When Tatsfield school was re-built it was the intention that it should serve Tatsfield children but this is not being fully achieved by the current arrangements
 - Strong evidence that new housing developments and changes in Tatsfield will mean that there will be more children needing a school place from within Tatsfield in the future
 - Unlikely that viability of the school will be affected because of good reputation and popularity of the school, increasing number of Tatsfield children who will be applying and continuing pressure on primary places in the area
33. Of the 3 respondents who were opposed to this proposal 2 were parents and 1 was the Chair of Governors at the school who responded in a personal capacity. Neither parent indicated that they would be affected by the decision.
34. The Chair of Governors at Tatsfield Primary School was opposed to the proposal in a personal capacity due to the local difficulties and distress that a change to admission arrangements would create and felt that applications to the school would be threatened and future viability affected.
35. **Introduction of tiered arrangements at Thames Ditton Junior School so that siblings, children at the feeder school and other children who have the school as their nearest receive priority ahead of those who do not** - Overall, 17 respondents supported this proposal whilst 7 were opposed to it.
36. Of the 17 respondents who supported the proposal, 15 were parents, 1 was a Governor at another local school and 1 was a Headteacher. 2 parents who supported the proposal indicated that they would be affected by the decision.
37. Reasons submitted for supporting the proposal were as follows:
- Critical that children can attend their nearest local school
 - It helps community bonds and takes traffic off the road
 - Enhance integration with the infant school
 - Supports local feeling and fair distribution of school places
 - Ties in with proposals at Long Ditton St Mary's Junior School to establish a priority link with Long Ditton Infants to ensure continuity
38. All 7 of the respondents who were opposed to this proposal were parents of which 4 indicated that they would be affected by the decision.
39. Reasons submitted for opposing the proposal were as follows:

- Having siblings at different schools is complex and difficult for parents
- Children moving in to the area who live closer should not take priority over existing siblings
- Wrong to bring in these changes after a parent has accepted a place at the infant school having taken in to account the current admission arrangements for the junior school
- To move a child unnecessarily from a school can be a major psychological upheaval for children
- Increase in PAN at the infant school has created problems as it has provided places to children from Surbiton and other areas who should not be given priority as they have other nearer schools. Need to invest in increasing the size of other sub 3 form entry schools in the area
- Siblings might have to be taken to different schools.
- Want children to share in their education and attend the same schools and not be separated from their friends
- Would not happen if it were a primary school

40. **Proposal to decrease the Published Admission Numbers (PAN) for Thames Ditton Junior School from 120 to 90** - Overall, 9 respondents supported this proposal whilst 7 were opposed to it.

41. Of the 9 respondents who supported the proposal, 7 were parents, 1 was a Chair of Governors and 1 was a Governor. 3 parents who supported the proposal indicated that they would be affected by the decision.

42. Reasons submitted for supporting the proposal were as follows:

- Without this the junior school will become too large for the site and what is appropriate for a junior school
- The facilities and funding cannot cater for a continued 4 form PAN
- 90 is more than enough to cater for local children for whom it is the nearest school.
- If the PAN is not reduced then the community feel, strength and support will be lost
- Like to see it increased again to accommodate further bulge year from the infant school

43. All 7 of the respondents who were opposed to this proposal were parents of which 3 indicated that they would be affected by it.

44. Reasons submitted for opposing the proposal were as follows:

- Dropping to 90 will cause huge disruption and anxiety to parents and children as Thames Ditton Infant School has a PAN of 120
- Will preclude 30 children from attending the junior school from the infant school which will cause unnecessary psychological upheaval for children and parents
- Enough resource and sufficient grounds to take the extra children

45. **Increase to the number of preferences that can be made for a primary school from three to four** – Overall 51 respondents supported this proposal whilst 32 were opposed to it.

46. Of the 51 respondents who supported the proposal, 44 were parents, 2 were Chairs of Governors, 2 were Governors, 1 was a Headteacher, 1 was another family member and 1 was not defined. 25 parents who supported the proposal indicated that they would be affected by the decision.

47. Reasons submitted for supporting the proposal were as follows:

- Many parents have to look for a school place outside the traditional catchment areas of Chertsey and this increase would hopefully allow greater choice
- To help avoid a completely unwanted school being offered
- Right to give as many choices as possible
- There is effectively no choice but higher likelihood in getting a place in a school I would choose

- To not have a say in a fourth choice would cause further upset
- Increase the chance of a child going to a local school and a school parents are happy with
- Should be compulsory for parents to fill out all preferences
- Allowing parents more options is good
- Support any measure that increases a parents chances for their child to attend particular schools
- With school places being more competitive this seems sensible
- In principle yes, although does not solve the problem that there are not enough places for children to attend their nearest school
- If we had been able to put down a 4th we would probably have got in to that school. It stops this horrible stressful situation happening to others
- It will increase parental choice

48. Of the 32 respondents who were opposed to this proposal, 31 were parents and 1 was a Parish Councillor. One of the parents also declared themselves to be the Chairman of an Early Years establishment.

49. 16 of the respondents who did not support the proposal indicated that they would be affected by the decision.

50. Reasons submitted for opposing the proposal were as follows:

- A person who even gets their third choice will be dissatisfied
- Forces parents to include schools which are not local and therefore could result in having to travel much further distances
- Generally too many preferences already and changing them from three to four will only add to the uncertainty and make administration a challenge
- My second and third are always the back up
- The whole system is flawed
- Don't need a more complicated system we need a simpler system
- There are not 4 choices available to us
- Would increase pressure on 1st preference schools especially if locality was a key player
- Will give The County Council more scope to claim that parents have been offered one of their preferences when in reality most parents want only their first or second choice schools
- Wouldn't it cost the Council more in admin?
- What is the point when it all comes down to catchment?
- Surrey should be able to fill one of three fairly

51. **Proposed Relevant Area** - Overall 31 respondents supported this proposal whilst 2 were opposed.

52. Of the 31 respondents who supported the proposal, 24 were parents, 2 were Chairs of Governors, 2 were Governors, 2 were another family member and 1 was not defined.

53. Both of the respondents who were opposed to this proposal were parents but no reasons were given.

Addressing Inequalities

Equalities Impact Assessment

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

What is being assessed?	Admissions Policy and Coordinated Schemes 2014
Service	Admissions and Transport
Name of assessor/s	Claire Potier
Head of service	Peter-John Wilkinson
Date	31 January 2013
Is this a new or existing function or policy?	Existing policy under review

Write a brief description of your service, policy or function. It is important to focus on the service or policy the project aims to review or improve.

The policies being considered under this EIA set out the processes and criteria for admitting children to Community and Voluntary Controlled schools and how Surrey County Council will coordinate admission applications and outcomes within the County Council and across County borders. In accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent.

Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.

Equality Group	Positive	Negative	No impact	Reason
Age	X			<ul style="list-style-type: none"> • Parents of 4 year olds can ask for their child to defer entry or start Reception full / part-time • Older applicants will be prioritised for

				admission to nursery as they will have less time to spend in nursery
Gender Reassignment			X	
Disability	X			Provision is made for SEN children to be admitted to school Provisions made within the policy for priority to be given to medical need
Sex			X	
Religion and belief	X			Provision made within the admissions timetable for faith schools to rank their applicants
Pregnancy and maternity			X	
Race			X	
Sexual orientation			X	
Carers	X			Potential for child carers to claim for social priority for a school place
Other equality issues – please state	X			Looked After Children, including children who have left care through adoption, a residence order or special guardianship order, receive top priority for a school place by law A translation service is on offer for parents who might find language a barrier to understanding the literature and Surrey’s Schools and Childcare service acts as a Choice Advice service to help parents understand the process

HR and workforce issues			X	
Human Rights implications if relevant			X	

If you find a negative impact on any equality group you will need to complete stage one and move on to stage two and carry out a full EIA.

A full EIA will also need to be carried out if this is a high profile or major policy that will either effect many people or have a severe effect on some people.

Is a full EIA required?	Yes (go to stage two) X	No
If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion.		
Briefly describe any positive impacts identified that have resulted in improved access or services		

For screenings only:

Review date	
Person responsible for review	
Head of Service signed off	
Date completed	

- Signed off electronic version to be kept in your team for review
- Electronic copy to be forwarded to Equality and Diversity Manager for publishing

Stage 2 – Full Equality Impact Assessment - please refer to [equality impact assessment](#) guidance available on Snet

Introduction and background

Using the information from your screening please describe your service

or function. This should include:

- **The aims and scope of the EIA**
- **The main beneficiaries or users**
- **The main equality, accessibility, social exclusion issues and barriers, and the equality groups they relate to (not all assessments will encounter issues relating to every strand)**

The policies being considered under this EIA set out the processes and criteria for admitting children to Community and Voluntary Controlled schools and how Surrey County Council will coordinate admission applications and outcomes within the County Council and across County borders. These are statutory policies required by legislation and in accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent and that comply with equalities legislation and the Human Rights Act.

The main users of the policies will be parents applying for Surrey schools, schools and neighbouring Local Authorities.

The admission policy allows for SEN children to be admitted ahead of other applicants. SEN admissions fall outside the scope of admissions legislation.

The admission criteria make provision for Looked After Children, including children who have left care through adoption, a residence order or special guardianship order, as a top priority for admission. The second criteria for admission allows for children who have a social or medical need for a place at a particular school to be given priority, this might include a child who has a disability or a child who has caring responsibilities for a parent.

Most children start school in the year after they turn 4 years old but all children must be in school in the term after they turn 5 years old. By law the admission arrangements for entry to Reception allow for a parent of a 4 year old to defer their entry until later in the school year and for parents of 4 year olds to ask that their child start school part time.

The arrangements for admission to nursery allow nurseries to give a higher priority to older children who might have less time to spend in nursery.

The policies and application procedure are widely publicised on Surrey County Council's website, in print and through publicity posters throughout the County and the closing dates are broadcast on local radio. Parents are encouraged to apply online and leaflets are sent out widely setting out how parents can apply and how they might obtain a paper copy of the application form. Schools act as a support and advisory point for parents and primary schools are asked to target parents of children in their nursery to make sure they apply for a Reception place. Primary schools are also asked to check the applications made to ensure that all children who are approaching Year 7 transition have made an application. Online application numbers are high at over 95%, which demonstrates that most parents have the access and ability

to apply online. However paper forms are readily available for parents who do not have the access or ability to apply online to ensure that these parents have equal access to school places. There is no evidence that would indicate that these families are not currently accessing the service.

The County Council also employs a dedicated translation service for all written material and the Contact Centre is used to support parents who might have difficulty in understanding and applying the policy.

Now describe how this fits into 'the bigger picture' including other council or local plans and priorities.

Surrey County Council acts as admission authority for Community and Voluntary Controlled schools, whilst the governing body of each school acts as the admission authority for Academies and Foundation, Trust and Voluntary Aided schools. The admission arrangements for all schools must be determined by 15 April each year and the arrangements and processes to determine which children will be admitted must be lawful and comply with the School Admissions Code.

Under the Coordination regulations each Local Authority must coordinate applications for children living in their area and must publish schemes setting out how it will do this.

The over-arching aspect of admission arrangements and coordinated schemes is that they must be fair and objective, give every parent the opportunity to apply for schools that they want for their child, provide parents with clear information and provide support to parents who find it hardest to understand the system.

Evidence gathering and fact-finding

What evidence is available to support your views above? Please include a summary of the available evidence including identifying where there are gaps to be included in the action plan.

Remember to consider accessibility alongside the equality groups

95% of parents applied online in 2012 and paper forms were readily available to parents who could not or chose not to apply online

32 places offered at Community and Voluntary Controlled schools to Looked After Children as top priority in 2012 as part of the normal intake to schools

28 places offered at Community and Voluntary Controlled schools on exceptional grounds (social/medical need) in 2012 as part of the normal intake to schools

Sources of evidence may include:

- Service monitoring reports including equality monitoring data
- User feedback
- Population data – census, Mosaic
- Complaints data
- Published research, local or national.
- Feedback from consultations and focus groups
- Feedback from individuals or organisations representing the interests of key target groups
- Evidence from partner organisations, other council departments, district or borough councils and other local authorities

How have stakeholders been involved in this assessment? Who are they, and what is their view?

Schools which have changes being proposed have been consulted on the changes and are in support. All Community and Voluntary Controlled schools were sent confirmation of the PAN that was to be proposed and were offered the opportunity to query it if they felt it was incorrect or if they had anticipated a change.

The consultation was the opportunity to engage with parents and the wider school community. As part of the consultation process the proposed admission arrangements and coordinated schemes were widely publicised both on the County Council website and in schools and nurseries. All forms of responses were accepted including the standard response form, online responses and any other relevant correspondence. A total of 138 responses were received online and by email/letter.

Of the total online responses, 102 (76%) respondents completed the equality monitoring form. Of those completing a monitoring form:

Age

- 1% of respondents were aged 18 – 29
- 88% of respondents were aged 30 – 49
- 6% of respondents were aged 50 – 64
- 5 % of respondents were aged 65 and over

Race

- 97 % of respondents described themselves as white and British.
- 3% of respondents came from a range of BME groupings with no major cohort being overly represented

Disability

- No respondents indicated that they had a disability
- One respondent indicated that they had a permanent and substantial condition or impairment

Gender

76% of respondents were female
24 % of respondents were male

Faith

66 % of respondents indicated that they were of Christian Faith
29 % of respondents indicated that they had no faith-based affiliation
2 % of respondents preferred not to supply this information
The remaining 3% indicated an affiliation with other faiths

Sexual Orientation

93% of respondents stated that they were heterosexual
2% of respondents stated that they were bisexual
5% of respondents preferred not to supply this information or did not provide an answer

Analysis and assessment

Given the available information, what is the actual or likely impact on minority, disadvantaged, vulnerable and socially excluded groups? Is this impact positive or negative or a mixture of both? (Refer to the EIA guidance for full list of issues to consider when making your analysis)

Based on the assessment of the policies and the evidence, these policies will have an overall positive equality impact.

What can be done to reduce the effects of any negative impacts? Where negative impact cannot be completely diminished, can this be justified, and is it lawful?

No evidence of any negative impact.

Where there are positive impacts, what changes have been or will be made, who are the beneficiaries and how have they benefited?

Recommendations

Please summarise the main recommendations arising from the assessment. If it is impossible to diminish negative impacts to an acceptable or even lawful level the recommendation should be that the proposal or the relevant part of it should not proceed.

Action Plan – actions needed to implement the EIA recommendations

Issue	Action	Expected outcome	Who	Deadline for action

- Actions should have SMART Targets
- Actions should be reported to the Directorate Equality Group (DEG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

Date taken to Directorate Equality Group for challenge and feedback	
Review date	
Person responsible for review	Claire Potier
Head of Service signed off	Peter-John Wilkinson
Date completed	31 January 2013
Date forwarded to EIA coordinator for publishing	

- **Signed off electronic version to be kept in your team for review**
- **Electronic copy to be forwarded to your service EIA coordinator to forward for publishing on the external website**

EIA publishing checklist

- Plain English – will your EIA make sense to the public?
- Acronyms – check that you have explained any specialist names or terminology
- Evidence – will your evidence stand up to scrutiny; can you justify your conclusions?
- Stakeholders and verification – have you included a range of views and perspectives to back up your analysis?
- Gaps and information – have you identified any gaps in services or information that need to be addressed in the action plan?
- Legal framework – have you identified any potential discrimination and included actions to address it?
- Success stories – have you included any positive impacts that have resulted in change for the better?
- Action plan – is your action plan SMART? Have you informed the relevant people to ensure the action plan is carried out?
- Review – have you included a review date and a named person to carry it out?
- Challenge – has your EIA been taken to your DEG for challenge
- Signing off – has your Head of Service signed off your EIA?
- Basics – have you signed and dated your EIA and named it for publishing?

SURREY COUNTY COUNCIL

CABINET

DATE: 26 FEBRUARY 2013

**REPORT OF: MR TONY SAMUELS, CABINET MEMBER FOR ASSETS AND
REGENERATION PROGRAMMES
MRS LINDA KEMENY, CABINET MEMBER FOR CHILDREN
AND LEARNING**



**LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER
PETER-JOHN WILKINSON, ASSISTANT DIRECTOR FOR
SCHOOLS AND LEARNING**

**SUBJECT: SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME
FROM SEPTEMBER 2013**

SUMMARY OF ISSUE:

There is significant demand for new schools places within Surrey and for improvement of existing accommodation, which are largely addressed through the County's five year 2012-17 Medium Term Financial Plan.

Weydon Academy, Farnham and De Stafford School, Caterham have been identified within the programme as requiring expansion through the provision of permanent adaptations and additions to their existing facilities.

Approval is sought for the individual business cases for expansion and creation of additional places at the following schools to meet the above demand at an estimated cost of approximately £15m.

RECOMMENDATIONS:

It is recommended that the expansion and adaptation of the following schools, as detailed in this report, be agreed in principle subject to the consideration and approval of the detailed financial information for each school as set out in Part 2 of this agenda (agenda item 13):

- (i) Weydon Academy: Increase pupil admission numbers (PAN) by 56 places to 308
- (ii) De Stafford: New Kitchen and Dining Block Facilities

REASON FOR RECOMMENDATIONS:

The schemes deliver a value for money expansion and improvements to the schools and their infrastructures, which supports the Authority's statutory obligation to provide additional school places and appropriate facilities 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.

DETAILS:

1. Surrey is on the London fringe and is a popular place to live with a good commercial infrastructure and employer base, commuter rail links to the City and the attainments of students in Surrey schools is generally of a good standard.

The population in Surrey has increased steadily since 1981 and projections from the Office of National Statistics (ONS) suggest that this growth will continue in the foreseeable future with a population rising to 1,230,780 in 2023.

Surrey experienced a significant increase in demand for school places in 2012 and in a number of urban areas across the county officers have signalled this trend will continue and further places will be needed.

Factors attributable to the demand include:

- Applications for places are increasing at a higher rate than the increase in births
- Increasing inward migration – not captured by ONS.
- Housing development (in particular in-fill development) coming forward earlier than district and borough forecasts had indicated.
- External economic factors (e.g. affordability of housing compared with London)
- Expansion of housing in neighbouring counties i.e. Hants

The County has responded to this increased demand for Schools Basic Need with a substantial expansion programme that plans to deliver some 16,000 additional school places over the next 10 years. Capital investment over the Medium Term Financial Plan for 2012/17 amounts to £286m.

2. The Cabinet Member for Children and Learning has considered the educational rationale for the expansion and improvement of the schools set out in this report. .
3. The projects are included in the County Council's capital programmes as part of the 2012/2017 Medium Term Financial Plan.
4. The individual business cases for each school are attached under item 13 in Part 2 of this agenda. Aspects of the financial details for each proposal are considered commercially sensitive, in that releasing the information at this

stage may impact on the Council's ability to gain best value from companies who might potentially bid for the contracts to deliver the projects. It is therefore in the public interest that this detailed financial information be discussed in private at this time. The Cabinet is therefore asked to consider the expansion proposals in principle before approving the individual business cases for each school in Part 2 of the meeting.

Weydon Academy – Increase pupil admission numbers (PAN) by 56 places to 308

5. Primary numbers have increased significantly over recent years in the Farnham area and the 3 secondary schools are heavily oversubscribed, leading to increased pressure on secondary numbers.
6. There are already insufficient secondary places to fulfil demand, with additional bulge classes being provided at Weydon Academy over recent years, even so, there are insufficient places in the Farnham area, and this trend is forecast to increase further.
7. Weydon Academy is a popular and successful secondary school and has previously increased its accommodation and Pupil Admission Numbers (PAN) to 8 Forms of Entry (FE) in response to increased demand for places. Even with this increase, the number of applications significantly exceeds the number of places available.
8. If more places were to be available at Weydon Academy, there would be greater fulfilment of parental preference and there is sufficient demand to justify the expansion at this school.
9. The school as an Academy will develop and deliver a 2 FE expansion scheme in conjunction with their property professionals over three years, by organising itself into 2 colleges, each with 3 houses and 5 year groups.
10. The school has developed a feasibility study and expansion scheme with a four phase plan delivered over 3 years commencing in 2013. This will enable the school to minimise disruption and deliver its curriculum in an efficient and effective manner, whilst maintaining standards.
11. The proposals include significant changes, additions and extensions to the infrastructure, teaching accommodation and sports facilities to support the expansion, comprising: two new two storey teaching blocks and two extensions to provide Dining, Learning Centre, Languages, Science, Music and Drama and a Special Educational Needs Department.

De Stafford Secondary School, Caterham: New kitchen and dining block facilities

12. The De Stafford School is a very popular and highly regarded and academically has shown significant improvement in recent years. It is well regarded and plays a significant role in the local community.
13. The buildings are of an age and design, where maintenance costs are becoming more frequent and expensive to address and the kitchen and dining facilities have attracted much local interest and comment.

14. The current building structure requires substantial levels of maintenance, including complete mechanical and electrical renewal, re-roofing and refenestration, thermal insulation and removal of significant levels of asbestos, which is to be found throughout the building.
15. The study undertaken in November 2011 reviewed a number of options including a phased maintenance programme, refurbishment of the existing facility with temporary on-site dining provided during the building programme and the building of a new facility, with demolition of the current building and creation of external play area and facilities in its place.
16. Following a review by the Property design and cost teams, in conjunction with the schools Head teacher, it was determined that the most cost effective, safest and least disruptive solution was to design and build a new facility as an extension to the school building and demolish the existing.
17. The project will deliver a new kitchen and dining extension to the school, capable of easily being extended should the school expand its intake in future years, a covered link between buildings, service road, demolition of the old building and creation of external play area and seating facilities.

CONSULTATION:

18. The full statutory consultation required for a school prescribed alteration has taken place for each of the proposals.
19. Local consultations have taken place for each proposal. These consultations have included; the governing body of the school; the families of pupils, teachers and other staff at the school; secondary schools in the Borough and District; the local Surrey County Council Members.
20. Where the school is an Academy, as in the case of Weydon, it is for the school and governors to apply to the Secretary of State rather than Surrey County Council to approve the educational proposal regarding expansion. This is undertaken once the Authority confirms that funding to meet the expansion will be made available. Surrey County Council is required to provide the funding for basic need projects.

RISK MANAGEMENT AND IMPLICATIONS:

21. Risks associated with the projects are identified in the individual project business cases and a risk register is being maintained and updated on a regular basis for each.

Financial and Value for Money Implications

22. The current total cost estimate for the schemes is £15m. This will be subject to robust cost challenge and scrutiny to drive optimum value as the schemes progress.

Section 151 Officer Commentary

23. The Section 151 Officer has included comment on each of the individual scheme reports in Part 2, as the financial and business issues differ depending on the scheme.

Legal Implications – Monitoring Officer

24. Section 13 of the Education Act 1996 places a general duty on local education authorities to secure that efficient secondary education is available to meet the needs of the population of their area. Section 14 of the Education Act 1996 places a duty on local education authorities to secure that sufficient schools for providing secondary education are available in their area. Section 5 of the School Standards and Framework Act 1998 places a duty to promote high standards. Therefore, there is a duty to provide efficient education and sufficient schools to do so.
25. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contains the regulations that apply to prescribed alterations. The former Department for Children, Schools and Families (DCSF), now DfE published two pieces of guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a Sixth Form and Making Changes to a Maintained Mainstream School (Other than Expansion). These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

Equalities and Diversity

26. The proposals would enhance educational provision for children in the community served by the schools. Equality Impact Assessments will be undertaken as part of the detailed design development. There are no direct equalities implications arising out of the proposals for our most vulnerable children.
27. Facilities will be fully accessible and meet all Disability Discrimination Act requirements.

Corporate Parenting/Looked After Children implications

28. The proposals will provide increased provision in the county, which would be of benefit to all in the community served by the schools.

Climate change/carbon emissions implications

29. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. New buildings will comply or exceed Building Regulations. For any new build projects, the contractors will be required to provide a Site Waste Management Plan.

WHAT HAPPENS NEXT:

Subject to Cabinet approval each project will be progressed in accordance with the project plan. This will deliver new school places and facilities by 2016.

Contact Officer:

Keith Brown, Schools and Programme Manager – 020 8541 8651

Julie Stockdale, Head of Schools Commissioning and Admissions: 020 8541 8084

Consulted:

David Munro, Local Member for Farnham South

John Orrick, Local Member for, Caterham Hill

Sally Marks, Local Member for, Caterham Valley

Paula Chowdhury, Strategic Finance Manager – Children, Schools and Families

Susan Smyth, Strategic Finance Manager – Change and Efficiency

Schools – Head Teachers and Governors

Parents and pupils

Local Residents

Annexes:

See Part 2 individual business case reports

Sources/background papers:

The Education Act 1996

The School Standards Framework Act 1998

The Education Act 2002

The Education and Inspections Act 2006

Section 151 Finance cleared on:	05/02/2012
Strategic Director cleared on:	06/02/2012
Cabinet Member cleared on:	05/02/2012

SURREY COUNTY COUNCIL

CABINET

DATE: 26 FEBRUARY 2013

REPORT OF: MRS HELYN CLACK, CABINET MEMBER FOR COMMUNITY SERVICES AND THE 2012 GAMES

LEAD OFFICER: YVONNE REES STRATEGIC DIRECTOR FOR CUSTOMERS AND COMMUNITIES

SUBJECT: IMPLEMENTATION OF THE PUBLIC VALUE REVIEW OF COMMUNITY PARTNERSHIP – CONSTITUTIONAL CHANGES

**SUMMARY OF ISSUE:**

In November 2012 the Cabinet considered the Public Value Review (PVR) of Community Partnership which reviewed the role of Surrey County Council's Local Committees and the Community Partnership Team with the aim of delivering improved outcomes and value for money for the residents of Surrey.

The recommendations build on the Localism agenda and aim to provide a greater role for local Members as Community Leaders. The Leader has expressed his belief that, over the next cycle, there is a strong case to increase accountability and scrutiny at Local Committees and that further responsibilities should be passed to Local Committees.

Following engagement with Local Committee Members and Chairmen, the Leader and the Portfolio Holder; and on completion of a Rapid Improvement Event to review financial processes, this report sets out the constitutional changes that are required to implement the PVR recommendations in relation to Member Allocations and the conduct of Local Committee meetings.

The decisions requested are timed to allow the changes to be implemented in readiness for the start of the new council from 22 May 2013.

RECOMMENDATIONS:

Cabinet is asked to agree the following recommendations (recommendations 3-8 are to full Council) and the consequential changes that will be required to the wording of the Council's Constitution, Standing Orders and Financial Framework to implement the recommendations:

RECOMMENDATION 1: That Members' Allocations be moved from the remit of local committees to individual Members, enabling Members to agree the spend within their own division or to pool their allocation with other Members for specific projects. Decisions on approval of the funds are delegated to Officers in consultation with the relevant individual Members or the relevant local committee Chairman where it is not possible to obtain the individual Member's views.

RECOMMENDATION 2: That Local Committee Capital Allocations are pooled at Committee level and decisions on approval of funds are delegated to officers in consultation with all County Members on the relevant Local Committee.

RECOMMENDATION 3: That the guidance for the allocation of Members Allocations and Local Committee Capital Allocations should be strengthened and the language simplified with the introduction of an updated Financial Framework for these allocations as attached in Annex A.

RECOMMENDATION 4: That Local Chairmen should be given greater discretion in relation to public participation at formal Local Committee meetings to make these meetings more engaging for residents. The relevant amendments to Standing Orders are included at Annex B.

RECOMMENDATION 5: That Local Committee Vice-Chairmen be given a greater role in Committee business and that consideration be given to Vice-Chairmen taking on a specific role as Highways Spokesperson for their Local Committee.

RECOMMENDATION 6: That one consistent set of protocols governing public participation in Local Committees is introduced to make processes clearer for residents and more efficient to administer. The relevant amendments to Standing Orders are included at Annex B.

RECOMMENDATION 7: That Local Committees allow equal voting rights for District and Borough Members unless restricted by law. The relevant amendments are included at Annex B.

RECOMMENDATION 8: That each Local Committees decides on whether it wishes to employ the rule of District or Borough Member substitutes or not. The relevant amendments are included at Annex B.

REASON FOR RECOMMENDATIONS:

1. The Community Partnership PVR presented to Cabinet in November 2012 reviewed the role of Surrey County Council's Local Committees and the Community Partnership Team "to improve outcomes for residents by strengthening local democracy and placing much greater emphasis on partnership working." (David Hodge, Leader of SCC).
2. The recommendations are designed to embrace the spirit of Localism and empower local councillors to make a real difference in their local community. This report outlines the decisions that are required to implement the recommendations of the PVR in relation to:
 - Supporting Members in their role as community leaders and champions
 - Preparing Local Committees for a greater scrutiny and accountability role
 - Simplifying the financial and administrative processes for Members' Allocations to increase efficiency and to speed up decision making
 - Making formal Local Committee Meetings more engaging for residents
 - Changing the participation rules of Local Committees to aid partnership working
3. These require a number of changes to the current Constitution of the County Council, for which Full Council approval is required, specifically, standing orders, financial regulations and the Scheme of Delegation. These changes are set out in detail in the following pages.

DETAILS:

Member Allocations and Local Committee Capital Allocations – Simplifying financial processes to increase efficiency.

4. The November 2012 Cabinet report recommended that members should be able to spend their allocation without having to await the next local committee meeting. The Rapid Improvement Event (RIE), which considered this issue, suggested that the most efficient way of speeding up the process and ensuring decisions are taken robustly, was for the approval of both Member revenue allocations and Local Committee capital allocations to be delegated to officers to make decisions on expenditure in consultation with Members.
5. Member allocations are revenue funds, these funds would be allocated to each individual Member and decision would be in consultation with that Member

(Members can also agree to pool budgets for specific projects). Capital Allocations would be allocated to each Local Committee and decision would be taken following consultation with all County Members on that relevant Local Committee.

6. The PVR evidenced that a high proportion of officer time is currently spent on the administration of local funds and grants. Simplifying processes and streamlining approval arrangements would increase efficiency allowing officers to spend time supporting Members in engagement activities.
7. The PVR also recommended that the current delegated threshold of £1,000 for Member Revenue Allocations be removed to enable Members to spend their allocation more freely and to consider larger projects or grants, which in turn should cut the time spent on administering. Members would retain the ability to pool funds toward specific projects. It is envisaged that Capital Allocations would be spent on a few larger capital projects in the Local Committee area. The following table summarises the changes proposed in detail:

Table 1. Member and Local Committee Capital Allocations	
Individual Members' Allocations (Revenue)	<ul style="list-style-type: none"> • Sponsored by individual member • Removal of £1,000 maximum threshold • Funding approved and processed by Community Partnership Manager and Community Partnership Team Leaders in accordance with the Financial Framework for Members' Allocations and Local Committees • Officers advise members and provide oversight ensuring compliance against the criteria for the fund
Pooled Members' Allocations (Revenue)	<ul style="list-style-type: none"> • Pooled by individual project • Projects with pooled Members' Allocations would need the approval of all members wishing to contribute, prior to the dispatch of funds
Local Committee Capital Allocations	<ul style="list-style-type: none"> • Funding to operate as a pooled fund at Local Committee level • Funding approved and processed by Community Partnership Manager and Community Partnership Team Leaders following consultation with all County Members on the relevant Local Committee in accordance with the Financial Framework for Members' Allocations and Local Committees

8. To ensure Member Revenue Allocations and Local Committee Capital Allocations are not spent inappropriately and the reputation of the County Council is safeguarded, updated guidance entitled the 'Financial Framework for Members Allocations and Local Committees' has been produced to accompany this change. A copy of this document is enclosed in Annex A of this report. Within this document the criteria for the allocation of funds has been significantly strengthened and the language simplified to promote understanding of its contents. This document would replace the current financial framework and any local financial management arrangements currently in place. The changes require Council approval.
9. The introduction of the new financial framework and the changes in the approval process will be accompanied by detailed training to be undertaken by all Members as part of the induction process. It is suggested that the relevant training should be completed by all members prior to the allocation of any funds under the new system. Officers will also be fully trained and will advise Members to ensure all spend conforms to the updated guidance.
10. The transparency of funding decisions will be maintained under the new process as funding decisions will continue to be reported to the next relevant Local Committee.

Decisions will also be posted online on enhanced public web pages.

11. Occasionally situations may arise when it is not possible for an individual Member to make recommendations to the officers, for example because of prolonged illness or incapacity. In such situations it is recommended that decisions are made by officers after consultation with the relevant Local Committee Chairman.

RECOMMENDATION 1: That Members' Allocations be moved from the remit of local committees to individual Members, enabling Members to agree the spend within their own division or to pool their allocation with other Members for specific projects. Decisions on approval of the funds are delegated to Officers in consultation with the relevant individual Members or the relevant local committee Chairman where it is not possible to obtain the individual Member's views.

RECOMMENDATION 2: That Local Committee Capital Allocations are pooled at Committee level and decisions on approval of funds are delegated to officers in consultation with all County Members on the relevant Local Committee

RECOMMENDATION 3: That the guidance for the allocation of Members Allocations and Local Committee Capital Allocations should be strengthened and the language simplified with the introduction of an updated Financial Framework for these Allocations as attached in Annex A.

Local Committee meetings – Public Participation

12. Local Committee meetings are governed by legislation surrounding formal decision making in public¹ and the meetings are very formal. The PVR recognised that whilst some formality is legally necessary, it can mean that the meetings are off-putting for those who attend and recommended that steps are taken to make Local Committee meetings more engaging for residents.
13. It is proposed that the Standing Orders with the constitution governing Local Committees are revised to give Chairmen the ability to take questions or statements as they see appropriate during the formal meeting. This change will allow Chairmen to more effectively manage the business of the committee by, for example, allowing petitions and public questions to be taken with a relevant agenda item as opposed to being taken at the beginning of the meeting, which can appear disjointed.
14. Chairmen when exercising this discretion would need to clearly separate formal decision making from any wider discussion on an item, in order to ensure that the committee decisions are taken only by the committee, informed by the papers before it and the contributions made at the meeting.
15. The PVR also recognised that from a resident perspective the existing Local Committee protocols are varied and potentially confusing, as each committee has evolved its procedures in isolation over the last ten years. For example, the deadline for submitting a petition prior to a meeting ranges from three days to fourteen days, and the number of required signatories for a petition ranges from ten to one hundred people.
16. To make the processes clearer for residents, and to improve efficiency, it is recommended that the Constitution of the County Council is updated to ensure Local Committees adopt a consistent approach, as outlined in Table 2 below, whilst still allowing flexibility through Chairman's discretion.

Table 2. Proposed Local Committee Protocol

¹ Local Government Acts 1972 and 2000

Petitions	
Minimum signatories	30 or at Chairman's discretion
Public deadline	2 weeks
Time allowed for the presentation of a petition	3 minutes or at Chairman's discretion
Formal Questions or Public Statements	
Public deadline	4 working days
Member deadline	4 working days

17. The consequential changes to the Standing Orders within the constitution will be accompanied by bespoke training to Local Committee Chairmen for the first time, to guide them through the legislative requirements whilst ensuring effective public engagement. The changes will also require a strong advisory role from officers who will also complete training to provide this support.
18. In recognition of the increased responsibilities of Local Committees, it is suggested that the Vice-Chairmen should provide greater support to Local Committee Chairmen, by playing a stronger role in Committee business and taking the lead on Highways issues as Highways spokesperson.

RECOMMENDATION 4: That Local Chairmen should be given greater discretion in relation to public participation at formal Local Committee meetings to make these meetings more engaging for residents. The relevant amendments to Standing Orders are included at Annex B.

RECOMMENDATION 5: That Local Committee Vice-Chairmen be given a greater role in Committee business and that consideration be given to Vice-Chairmen taking on a specific role as Highways Spokesperson for their Local Committee.

RECOMMENDATION 6: That one consistent set of protocols governing public participation in Local Committees is introduced to make processes clearer for residents and more efficient to administer. The relevant amendments to Standing Orders are included at Annex B.

Local Committee Governance – Voting & Substitutes

19. The PVR identified that the current Local Committee model does not afford District and Borough councillors equal voting rights on all matters. There are statutory restrictions which prevent co-opted members to vote on some matters, for example Youth.² However, the current terms of reference are more restrictive than the law allows. Changes are proposed to the wording within the Constitution of the County Council to make it more permissive and clear on the issue of equal voting at Local Committee.
20. The current practice of substituting, when a Member of the Local Committee is unable to attend, also creates an imbalance. To improve partnership working it is recommended that Local Committees are each allowed to decide whether to allow District or Borough Members of the Committee to substitute or not.

RECOMMENDATION 7 (to Council): That Local Committees allow equal voting rights for District and Borough Members unless restricted by law. The relevant amendments are included at Annex B.

² Local Government (Committees and Political Groups) Regulations 1990

RECOMMENDATION 8 (to Council): That each Local Committees decides on whether it wishes to employ the rule of District or Borough Member substitutes or not. The relevant amendments are included at Annex B.

CONSULTATION:

22. The Community Partnership PVR which ran from January 2012 to November 2012 involved a range of stakeholders including:
- Local Committee Chairmen (monthly meetings)
 - The 11 x Local Committees (individual meetings)
 - The Communities Select Committee
 - The Community Partnership PVR Member Reference Group
 - Corporate Leadership Team
 - SCC officers and the Community Partnership Team
 - District and Boroughs officers
 - Residents (Local Committee Survey and Joint Neighbourhood Survey)
 - Other partners (Representatives from Parish Councils, Police & NHS)
 - Businesses (Surrey Connections)
 - Other Local Authorities
-

RISK MANAGEMENT AND IMPLICATIONS:

23. There are no significant risk management implications arising from this report.
24. The changes recommended to financial and administrative processes for Members' Allocations will be accompanied by the introduction of a strengthened financial framework and the provision of detailed training for both Members and Officers.
25. The recommended changes to the Standing Orders within the constitution will be accompanied by bespoke training to Local Committee Chairmen and all Officers acting in an advisory capacity.
26. Any risks associated with delivering identified improvements and savings will continue to be monitored through the Council's risk management arrangements.
-

Financial and Value for Money Implications

27. The administration of Member Allocations and Local Committee Capital Allocations following the changes proposed in this report will be monitored to assess the operational efficiencies resulting from the proposed changes.
28. The funding available for Members Allocations is subject to the provision made within the Medium Term Financial Plan.
-

Section 151 Officer Commentary

29. The section 151 officer (Chief Finance Officer) confirms that all material financial and business issues and risks have been considered / addressed.
-

Legal Implications – Monitoring Officer

30. The changes proposed by this report are in accordance with the various legal requirements set out in the Local Government Acts and other legislation. The Monitoring Officer and her staff have been directly involved in the formulation of these changes.
-

Equalities and Diversity

31. An Equality Impact Assessment was completed for the November Cabinet Report and a summary of the key impacts and actions was provided and no negative equalities implications were identified at this time.
32. Equalities issues, particularly in relation to any disabilities, will be given consideration in the arrangements for public participation at Local Committees to ensure that anyone with a protected characteristic is not disadvantaged.
33. There are no further impacts arising from this report. The key impacts identified within the Equality Impact Assessment will continue to be reviewed during implementation against this PVR to ensure appropriate mitigation measures are put in place as required.

Other Implications:

34. The potential implications for the following council priorities and policy areas have been considered. A summary of the implications is set out below:

Area Assessed	Direct implications
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report
Climate change	No significant implications arising from this report
Carbon emissions	No significant implications arising from this report

WHAT HAPPENS NEXT

35. Following Cabinet agreement of Recommendation 1 and 2 changes will be made to the delegation of executive powers in relation to Members Allocations and Local Committee Capital Allocations to delegated approval decisions to officers in consultation with members.
36. Following Cabinet endorsement of Recommendations 3 to 8, Full Council approval will then be sought, with a report prepared for 19 March 2013 Full Council recommending that the changes to the wording of the Council's Constitution, Standing Orders and Financial Framework are agreed.
37. Following confirmation of the required constitutional changes, bespoke training will be provided to all Members and Officers on the new procedures and criteria for Members allocations, linked to the Member Induction programme after the 3 May 2013. Local Committee Chairman and relevant Officers will also receive bespoke training concerning the changes to the conduct of formal Local Committees, to be completed prior to the first round of formal Local Committee meetings.
38. Cabinet to receive a progress report back in due course.

Contact Officer:
James Painter

Community Partnerships Manager
E mail james.painter@surreycc.gov.uk

Annexes:

- A. Financial Framework for Members Allocations and Local Committees
- B. Summary Table of Constitution Changes

Sources/background papers:

- The Public Value Review of Community Partnership 27 November 2012
 - Community Partnerships Team Cabinet Report November 2012
 - Public Value Reviews – Year Two Report, Cabinet 27 September 2011
-

<p>Financial Framework for Members' Allocations and Local Committees</p>

Framework Principles

1. As with all expenditure by the Council, spending of members' allocations and budgets delegated to local committees should:
 - Be directed to activities for which the County Council has legal powers;
 - Meet demonstrable local needs;
 - Deliver value for money, so that there is evidence of the outcomes achieved;
 - Be consistent with County Council policies;
 - Be approved through a process that is open and transparent, consultative, accountable, and auditable;
 - Where appropriate, allow opportunities to be taken to pool funds with partner organisations.

Members' Allocations and Local Committee Capital Allocations

2. These are spent to respond to local needs either in accordance with the County Council's general power of competence (as set out within the Localism Act 2011) or another relevant statutory power. They must also be spent in accordance with this Financial Framework which details the financial management arrangements to ensure proper stewardship and accountability and other policies of the County Council. As regards members' allocations a maximum sum is identified in the budget per County Councillor to be spent each year on needs arising in the Member's electoral division or pooled with other allocations to meet local needs in a number of divisions within the relevant Borough/District area.
3. With regards to budget setting and planning:
The County Council will agree each year the actual amount of funding available to each Member and Local Committee, subject to the provision made within the Medium Term Financial Plan.
4. Approval of both Members' allocations and Local Committee capital allocations are delegated to officers within the Community Partnership Team to make decisions on expenditure in consultation with Members.
5. Members' allocations and Local Committee capital allocations are allocated following an agreed application process.

Exclusions

6. The following exclusions apply:
 - Funding of Political organisations is not permitted

- Members' Allocations expenditure is intended to be of a one-off nature or serve as 'pump-priming'. Funding to cover ongoing revenue costs, including salaries is not permitted
 - Funding is not to be used by any other local authority to meet its statutory obligations
 - Projects must not contravene any of the Council's agreed policies or priorities. Funding may not be used to support projects which involve taking sides on a planning dispute or relate to matters in which the County Council is a statutory consultee.
7. Where there is any doubt over the appropriateness of intended expenditure, a local member must seek advice from the Community Partnership Team.

Restrictions

8. The following restrictions apply:
- Funding to individuals, private companies, other local authorities, private clubs or other membership organisations will be considered only in those cases where the wider community benefit/s of the project are clearly demonstrated.
 - Funding may only be used to supplement existing funding available from the County Council towards a project, if the additional community benefits derived from Members' Allocations are clearly demonstrated.
 - Retrospective funding applications are discouraged and will only be considered in cases where the proposed project has been brought to the attention of the Community Partnerships Manager or the Community Partnership Team Leader before the event/ purchase/ expenditure takes place.
 - Caution will be exercised in relation to supporting organisations from Members' Allocations where they are already under contract to the County Council following a tendering process; or receiving a grant from the County Council. In order to avoid hidden subsidies or double funding applicants must state any contractual obligations to the County Council within the application for Members' Allocations.
 - Funding must not be used for costs wholly or mainly incurred for the delivery of the national curriculum as this is already resourced on a formula basis by the County Council.
 - Funding can only be used solely for the purposes specified in the application form.

Guidelines for funding applications

9. The following guidelines apply for both applicants and in assessing applications received:
- Applications need to have regard to the principles of Equality & Diversity (as set out within the Equality Act 2010).
 - Applicants shall have regard to economy, efficiency and effectiveness in all expenditure.

- Applicants will be required to acknowledge the receipt of funds from SCC when publicising the event/project.
- When applying for funding, applicants will be required to state whether they are in receipt of any other funds from SCC, or have any other outstanding applications submitted to SCC.
- Applicants will also be asked to state whether they have previously applied to SCC for funding and for what purpose.
- Any application must not bring the reputation of SCC into disrepute.

Guidelines for Members' Allocations

10. The application must have been endorsed by the appropriate local Member(s) unless it is not possible to obtain these views. (Where it is not possible to obtain an individual member's views, e.g. because of long term illness or incapacity, the relevant Local Committee Chairman's view will be sought prior to the Member's allocation being spent).
 - Proposals must be primarily for the benefit of residents in the Member's division from which funding is sought. Members may contribute to proposals based in other Divisions within the Borough/District area provided there is a benefit to their own residents.
 - Members' allocations are a revenue budget but can also be used to fund capital projects.

Guidelines for Local Committee Capital Allocations

11. All County members on the relevant local committee are to be consulted on applications for funding. Where required the views of the Council Leader may be sought in relation to proposed expenditure.

Capital Expenditure

12. Capital funding can only be used for capital projects, and may not be used to support revenue expenditure, such as staffing. Capital projects are those that create or extend the useful life of an asset and are consistent with the County Council's accounting policies in line with the requirements of the statutory accounting framework.
13. The budget allocation for capital grants must meet the following criteria:
 - (a) it must be applied to physical assets with a life of more than one year; such assets include land, buildings, property refurbishments, vehicles, plant, major items of equipment etc; and
 - (b) this funding must not be applied to meet staffing costs or other routine running costs.
14. The applicant shall not sell or otherwise dispose of any assets purchased wholly or partly using SCC grant funding, nor allow a third party to take a change of such assets without the written consent of SCC.

Devolved Funding to Local Committees

15. Where a local committee receives devolved capital or revenue budgets the committee may not vire this funding to other borough/district areas or delegated responsibilities without the consent of the Section 151 Officer.
16. Devolved budgets are agreed annually in consultation with Members and approved by the Cabinet.
17. Devolved budgets may be supplemented by Members' allocations or Local Committee Capital funds.
18. In relation to devolved highway budgets the local committees must take account of Surrey Transport Plan objectives and maintenance priorities for their area. It is for the Local Committee to determine the split between improvement or maintenance works as they determine appropriate, subject to the restrictions for capital funding as detailed above from paragraph 12.
19. Devolved Highways revenue budgets can be used to supplement Highways capital works, in consultation with Corporate Finance.

Budget Monitoring and Management

20. Where members' or Local Committee capital allocations are used to commission a Surrey County Council service, expenditure will be incurred by the service. There will be a transfer from the allocations budgets to fund this expenditure.
21. Where member allocations or Local Committee capital allocations, are used to commission an external organisation to carry out works for the Council, the normal financial regulations and procurement standing orders for the County Council will apply. Where commissioning voluntary sector services, the requirements of the Surrey Compact and associated codes of practice should be met. The Community Partnerships Team will record and administer payments.
22. Transparency of allocation budget decisions will be maintained as funding decisions and will be reported to the next relevant local committee meeting. Decisions will also be posted online on the Surrey website.
23. Proposals to carry underspendings forward will be subject to Cabinet approval as part of the County Council budget monitoring and outturn reporting processes.
24. To ensure effective use of public funds, applicants will need to keep records that show the cost of the project and the use to which the funding has been put. This can be requested by SCC at any time. Evidence of expenditure and achievement of the objectives must be submitted to SCC

within 12 months of receiving the funding. Failure to supply the evidence against use of funding as requested may result in SCC requiring the return of funding awarded.

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Annex B. Summary Table of Constitution Changes

Member Allocations	
<p><u>Current:</u></p> <p>Current Decisions on Member Allocations funding are made by the Local Committee or via delegated authority to Officers for sums under £1000. This is set out as follows within the terms of reference of Local Committees:</p> <p><i>7.2 Local committees are responsible for the following Decisions relating to general power of competence</i></p> <p><i>a) The County Council members of local committees may take decisions in response to local needs, within the County Council's general power of competence and in accordance with the financial framework and policies of the County Council up to a maximum sum per County Council Member, which will be determined annually as part of the budget process.</i></p> <p>Financial Framework for Local Committees Part 5 pages thirty four – thirty seven of the Constitution</p> <p>Part 3 Scheme of Delegation to Officers LP2</p>	<p><u>Proposed Change:</u></p> <p>The November 2012 Cabinet report recommended that members should be able to spend their allocation without having to await the next local committee meeting. The Rapid Improvement Event (RIE), which considered this issue, suggested that the most efficient way of speeding up the process and ensuring decisions are taken robustly, was for the approval of Members' Allocations and Local Committee Capital Allocations to be delegated to officers to make decisions on expenditure in consultation with members.</p> <p>It is proposed that the current delegation to Local Committees for the approval of Members allocations is changed and the constitution updated so that relevant Officers within the Community Partnership Team would have delegated authority to approve revenue funds in consultation with individual Members. Pooled budgets would need to be agreed by all Members who have contributed funds. The Officer scheme of delegation would be updated to reflect this change. Local Committee Capital Allocations will follow a similar process to Members' Allocations but are to be treated as a 'pooled fund' for the Local Committee. Decisions on the approval of Local Committee Capital Allocations will be delegated to relevant Officer following consultation with all County members on the relevant Local Committee.</p> <p>To ensure Member allocation and Local Committee Capital Allocations are not spent inappropriately and the reputation of the County Council is safeguarded, updated guidance entitled the 'Financial Framework for Members' Allocations and Local Committees' has been produced to accompany this change. This document would replace the current financial framework for Local Committees under part five of the Constitution and would replace any local financial management arrangements which are currently in place.</p> <p>Funding against Members Allocations and Local Committee Capital Allocations would continue to be reported to the next Local Committee maintaining transparency. Information reported would be similar to that reported currently on the Member Portal, which is updated on a monthly basis. The terms of reference of Local Committees would be changed as follows in order to reflect this change:</p> <p>7.3 The Local Committees</p> <p><i>In relation to the exercise of executive functions relating to Members allocations, the Local</i></p>

	<p><i>Committee will receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader .</i></p> <p><i>LP2 delegation Change: Community Partnership Manager and Team Leaders.</i></p> <p><i>To make decisions on approval of Member Allocations in consultation with individual members or the relevant local committee Chairman where it is not possible to obtain the individual member's views.</i></p> <p><i>To make decisions on the approval of Local Committee Capital Allocations following consultation with all County members on the relevant Local Committee.</i></p>
<p>Local Committee meetings - Public Participation</p>	
<p><u>Current:</u></p> <p>Local Committee meetings are highly structured because they are governed by legal requirements surrounding formal decision making in public.</p> <p>Whilst the process for meetings must follow a legal framework the lack of discretion for Chairman to influence the running of the meetings they Chair can currently serve to limit public participation within Local Committees</p> <p>The specific rules governing conduct of the Local Committee meetings is set out within the constitution under Part 4. Standing Orders, Part 3 Cabinet and Committee: Meetings and Procedures.</p>	<p><u>Proposed change:</u></p> <p>To amend the current standing orders to include a new specific section governing public participation at Local Committees to make these less restrictive, by giving Chairmen more discretion and the flexibility to take questions or invite comments as they see appropriate during the formal meeting.</p> <p>Specifically that within the Standing Orders, Chairmen are given greater discretion under provisions SO 68 & 69 governing PUBLIC PARTICIPATION IN LOCAL COMMITTEE BUSINESS*,</p> <p>Namely that in relation to <u>Petitions</u> it is proposed that , <i>'Discussion on a petition at the meeting is at the Chairman's discretion,</i></p> <p>In relation to <u>Public questions and statements</u> it is proposed that, <i>'The Chairman may alternatively permit the question to be asked or statement to be made at the start of an item on the agenda if it relates to that item'</i>. It is also proposed that, <i>'The number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman'</i>.</p> <p>When dealing with any item in which public participation has occurred, as part of these changes it will be important for Chairman to clarify the point at which such public participation is concluded and the Committee's formal discussion and decision making of the item is taking place.</p> <p><i>*(Excluding matters in relation to consideration of a Public Right Of Way (PROW) under which standing order 67 applies).</i></p>
<p>Local Committee meetings - Making Processes Clearer for residents to Understand</p>	
<p><u>Current Issue:</u></p> <p>From a resident perspective the eleven existing different Local Committee protocols are very complex</p>	<p><u>Proposed Change:</u></p> <p>It is recommended that the Constitution of the County Council is updated and that paragraph 41 of Standing Orders that refers to the drawing up of local protocols is deleted in order to ensure Local</p>

and potentially confusing. For example, the deadline for submitting a petition prior to a meeting ranges from three days to fourteen days, and the number of required signatories for a petition ranges from ten to 100 people.

Committees adopt a more consistent approach. In support of this more consistent approach paragraph 47.2 of Standing Orders would be amended to bring the deadlines for notice of Member questions for Local Committees into line with the current deadline for questions to Cabinet Members and Committees, at four working days before the meeting.

In place of the current different local protocols, within the constitution it is proposed that separate provisions are introduced at the end of Part 3 of the Standing Orders governing PUBLIC PARTICIPATION IN LOCAL COMMITTEE BUSINESS, this is set out as follows (numbering to be confirmed) :

Petitions 68.1 *Any member of the public who lives, works or studies in the Surrey County Council area may present a petition, containing 30 or more signatures or at Chairman's discretion, relating to a matter within the terms of reference of the Local Committee. The presentation of a petition on the following business will not be allowed:*

- (a) *matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985;*
- (b) *planning applications; and*
- (c) *matters in relation to public rights of way under consideration by the local committee.*

68.2 *A spokesman for the petitioners may address the Local Committee on the petition for up to 3 minutes, or longer, if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman's discretion. The petition may be referred to the next appropriate meeting of the Committee or to the Cabinet, a Cabinet Member or other committee at the discretion of the Chairman.*

68.3 *Notice must be given in writing to the Community Partnership and Committee Officer on behalf of the Chief Executive at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.*

68.4 *No more than three petitions may be presented at any one meeting of the committee unless agreed otherwise by the Chairman.*

68.5 *The Community Partnership & Committee Officer may amalgamate within the first received petition other petitions of like effect on the same subject.*

68.6 *The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman's discretion*

Public questions and statements

- 69.1 *At the start of any ordinary meeting of the Local Committee, any member of the public who lives, works or studies in the Surrey County Council area may ask one question or make a statement relating to a matter within the Local Committee's terms of reference. The Chairman may alternatively permit the question to be asked or statement to be made at the start of an item on the agenda if it relates to that item.*
- 69.2 *Questions or statements will not be allowed on matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985 or on planning applications or public rights of way matters under consideration.*
- 69.3 *Notice of questions or statements must be given in writing or by e-mail to the relevant Community Partnership or Committee Officer with details of the question or statement, by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous day.*
- 69.4 *Written questions and statements must be submitted by the deadline set out in section 69.3. The Chairman may alternatively permit questions or statements to be made under relevant agenda items as they consider appropriate during the formal meeting.*
- 69.5 *The Community Partnership and Committee Officer may, having consulted a questioner, reword any question or statement received to bring it into proper form and to secure reasonable brevity. Copies will be tabled and made available in the meeting room for members of the Local Committee and any member of the public in attendance.*
- 69.6 *Questions and statements will be taken in the order in which they are received by the Community Partnership and Committee Officer. The provision of answers to questions being asked, any response to statements, and any discussion of the question or statement will be at the discretion of the Chairman.*
- 69.7 *Following any initial reply to a question, one or more supplementary question/s in relation to the response provided may be asked by the questioner at the discretion of the Chairman. The provision of answers to supplementary questions being asked and any discussion of these questions will be at the discretion of the Chairman.*
- 69.8 *The total number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman. The Chairman may decide that questions or statements can be held over to the following meeting, or dealt with in writing and may*

	<p><i>disallow questions or statements which are repetitious</i></p> <p>69.9 <i>When dealing with any item in which public participation has occurred, the Chairman shall clarify the point at which such public participation is concluded and the Committee's formal discussion and decision making of the item is taking place.</i></p> <p>One benefit of this change is that any specific local need could be addressed under the discretion provided to each Chairman.</p>
Local Committee Governance – Voting	
<p><u>Current Issue:</u></p> <p>District & Borough (D&B) Councillors on local committees are not afforded equal voting rights. This is because D&B councillors are 'co-opted' and therefore unable to vote on Education and Youth matters¹. Whilst a point of law, this can undermine the sense of partnership. It was recognised that the wording of the SCC's Constitution is currently quite restrictive surrounding D&Bs voting rights and that there is also some confusion over who can vote on what.</p>	<p><u>Proposed Change:</u></p> <p>In line with the recommendations of the PVR, changes are proposed to make SCC's Constitution more permissive and clear on the issue of Equal voting. Specifically new wording is proposed under Standing Order 33 stating that: 'Borough/district councillors appointed to local committees in relation to all matters, with the exception of Education, Youth and Member Allocations. To ensure consistency it is also recommended that paragraph 7.1 within the Terms of Reference for Local Committees is updated to state, 'with voting rights in relation to all matters, with the exception of Education, Youth and Member Allocations.', to reflect this change.</p>
Local Committee Governance – Substitutes	
<p><u>Current Issue:</u></p> <p>The PVR report identified that the current practice of substituting, when a member of the Local Committee is unable to attend, also creates an imbalance. It is less fair for County Councillors, who are unable to nominate a local substitute Councillor. The report recommended that Local Committees have the option to end the practice of substitutes in order to make Local Committees more equal.</p>	<p><u>Proposed Change:</u></p> <p>In line with the recommendations of the PVR the County Council Constitution has been updated so that that each Local Committee can decide on whether it wishes to employ the rule of District or Borough Member substitutes or not. Specifically within paragraph under Part 4. Standing Orders, Part 3 Cabinet and Committee, it is proposed that the following amendment is made to paragraph 40 (f):</p> <p><i>No substitutes are permitted for district/borough council co-opted members of local committees, unless a local committee agrees otherwise at its first meeting following the Council's annual meeting and in relation to all meetings in the following year, upon which named substitutes will be appointed to the Local Committee on the nomination of the relevant district/borough council.</i></p>

¹ Local Government (Committees and Political Groups) Regulations 1990

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SURREY COUNTY COUNCIL

CABINET

DATE: 26 FEBRUARY 2013

REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL

LEAD OFFICER: SHEILA LITTLE, CHIEF FINANCE OFFICER AND DEPUTY DIRECTOR FOR CHANGE AND EFFICIENCY

SUBJECT: BUDGET MONITORING FORECAST 2012/13 (PERIOD ENDING JANUARY 2013)



SUMMARY OF ISSUE:

To note:

- the year-end revenue and capital budget monitoring projections as at the end of January 2013.

Please note that the Annex 1 to this report will be circulated separately prior to the Cabinet meeting.

RECOMMENDATIONS:

It is recommended that the Cabinet:

1. notes the projected revenue budget underspend; (Annex 1 – Section A) and the Capital programme direction; (Section B)
2. confirms that government grant changes are reflected in directorate budgets; (Section C)

REASON FOR RECOMMENDATIONS:

To comply with the agreed strategy of providing a monthly budget monitoring report to cabinet for approval and action as necessary.

DETAILS:

1. The council's 2012/13 financial year commenced on 1 April 2012 and this is the eighth financial report of this financial year.
2. The council has implemented a risk based approach to budget monitoring across all directorates and services. The risk based approach is to ensure that resources are focused on monitoring those budgets assessed high risk, due to their value or volatility. There is a set of criteria to evaluate all budgets into high, medium and low risk.

3. High risk areas report monthly, where as low risk services areas report on an exception basis. This is if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower.
4. Annex – Section A to this report sets out the council’s revenue budget forecast year end outturn as at the end of January 2013. The forecast is based upon current year to date income and expenditure as well as projections using information available to the end of the month. The report provides explanations for significant variations from the budget.
5. Annex – Section B to this report updates Cabinet on the council’s capital budget.
6. Annex – Section C provides details of the revenue changes to government grants and other budget virements.

Consultation:

7. All Cabinet Members will have consulted their relevant Strategic Director on the financial positions of their portfolios.

Risk management and implications:

8. Risk implications are stated throughout the report and each Strategic Director has updated their strategic and or service risk registers accordingly. In addition, the Leadership risk register continues to reflect the increasing uncertainty of future funding likely to be allocated to the council.

Financial and value for money implications

9. The financial and value for money implications are considered throughout this report and will be further scrutinised in future budget monitoring reports. The council continues to have a strong focus on its key objective of providing excellent value for money.

Section 151 Officer commentary

10. The Section 151 officer confirms that all material, financial and business issues and risks are considered throughout the report.

Legal implications – Monitoring Officer

11. There are no legal issues and risks.

Equalities and Diversity

12. Any impacts of the budget monitoring actions will be evaluated by the individual services as they implement the management actions necessary.

Climate change/carbon emissions implications

13. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
14. Any impacts on climate change and carbon emissions to achieve the Council's aim will be considered by the relevant service affected as they implement any actions agreed.

WHAT HAPPENS NEXT:

The relevant adjustments from the recommendations will be made to the council's accounts.

Contact Officer:

Sheila Little, Chief Finance Officer and Deputy Director for Change and Efficiency
020 8541 7012

Consulted:

Cabinet / Corporate Leadership Team

Annexes:

Annex 1 – Section A – Revenue Budget Summary
Annex 1 – Section B – Capital Budget Summary
Annex 1 – Section C – Revenue Budget movements

Sources/background papers:

None

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Budget Monitoring – January 2013

Summary - Revenue

The Council set its budget for the next financial year on 12 February 2013 and in doing so demonstrated the multi year approach to financial management and control that it has adopted. The council recognises that some projects and schemes do not complete by the end of year deadline, and will straddle two financial years. This is highlighted by service requests to use current year budget to support continuing schemes in the next financial year totalling £5.5m. As a part of the 2013/14 budget, £11m from the current year's budget was included to support service expenditure through the use of the Budget Equalisation Reserve. In addition, and as a result of the unused contingency for the Olympics, £1m will be used as a response to the winter damage to roads. If these transfers to the Budget Equalisation Reserve are approved, then the council's services would face a small overspend, which would be offset by forecast savings on capital financing and other central costs.

The council set its self a target of making £71m in efficiencies and reductions for this year. To date £52.5m has been achieved with a further £13.2m expected to be achieved in the remaining two months of the year.

Summary - Capital

The council's capital budget aims to support, maintain and improve service delivery and also to provide a stimulus to economic activity in the county of Surrey. For the ten months to the end of January 2013, the council had spent and committed £140m of capital expenditure and forecasts a further £10m by the financial year end. This includes the council's investment in the Woking town centre by the year end and the council is looking to bring forward other projects that will provide a presence in other town centres from which services can be provided. These form a part of the strategy for stimulating economic activity across the county and have been delivered with fewer resources than in previous years.

Recommendations:

That Cabinet:

1. notes the projected revenue budget underspend; (Annex 1 – Section A) and the capital programme direction; (Section B)
2. confirms that government grant changes are reflected in directorate budgets; (Section C)

Revenue Budget - Month End Financial Position – January 2013

1. Table A1 shows the current full year funding and net expenditure budgets for council services, and schools, along with the forecast outturn.

Table A1 – Updated income and expenditure budget and year-end forecast

	Year to Date Budget	Year to Date Actual	Full Year Budget	Remaining Forecast Income and Spend	Outturn Forecast	Forecast Variance
	£m	£m	£m	£m	£m	£m
Funding:						
Council Tax (ten instalments)	-464	-406	-580	-174.0	-580	0
Government Grants (incl Formula Grant)	-774	-696.5	-928.8	-232.3	-928.8	0
Total Income	-1,238.00	-1,102.50	-1,508.80	-406.3	-1,508.80	0
Net Revenue Expenditure:						
Service Income	-112.2	-112.2	-133.3	-28.2	-140.4	-7.1
Service staffing costs	254.8	246.4	306	51.4	297.8	-8.2
Service non-staffing costs	686	677.2	841.2	177.0	854.2	13.0
Schools - net expenditure	522.4	429.7	522.4	92.7	522.4	0.0
Total Net Revenue Expenditure	1,351.0	1,241.1	1,536.3	292.9	1,534.0	-2.3
Increase(-)/ decrease in reserves & balances	113.0	138.6	27.5	-113.4	25.2	-2.3

2. The updated revenue budget for the 2012/13 financial year is £1,536.3 million. Annex 1 Section C provides more details on this along with changes to government grants and inter-directorate virements.
3. Table A2 shows the updated net revenue budget for each directorate and also schools.
4. The Council set aside a risk contingency of £9.0m and this will be earmarked to offset additional pressures. It is now very unlikely that this will be used and following the Council's budget recommendation to support the 2013/14 budget with earmarked reserves, this will be transferred to the Budget Equalisation Reserve. There are £6.5m worth of projects and schemes that will not be complete by the end of the financial year and, if approved, would also transfer to the budget equalisation reserve, which will fund these schemes and projects to completion.
5. In addition to the above earmarked pressures, Environment & Infrastructure is predicting an overspend (+£0.8m). Offsetting this overspend are Children, Schools and Families (-£3.8m), Customers & Communities (-£2.1m), Change & Efficiency (-£3.9m) and Central Income & Expenditure (-£3.6m). This leads to a -£2.3m underspend.

Table A2 – Directorate net revenue budgets, expenditure and forecasts

	Year to Date Budget	Year to Date Actual	Full Year Budget	Remaining Forecast Spend	Outturn Forecast	Forecast Variance
	£m	£m	£m	£m	£m	£m
Adult Social Care	280.9	283.6	337.2	55.5	339.1	1.9
Children, Schools & Families	244.7	236.1	295.5	55.6	291.7	-3.8
Schools	522.2	429.6	522.4	92.8	522.4	0
Customers & Communities	61.6	59.7	74.4	12.6	72.3	-2.1
Environment & Infrastructure	104.6	103.3	130	27.5	130.8	0.8
Change & Efficiency	72.6	67.2	87.8	16.7	83.9	-3.9
Chief Executive's Office	11.6	11.4	14	2.5	13.9	-0.1
Budget Equalisation Reserve	0	0	9.0	17.5	17.5	8.5
Net Service Expenditure	1,298.2	1,190.9	1,470.3	280.7	1,471.6	1.3
Central Income & Expenditure	52.8	50.2	66.0	12.2	62.4	-3.6
Net Revenue Expenditure	1,351.0	1,241.1	1,536.3	292.9	1,534.0	-2.3

Adults Social Care: (Current Forecast: is an overspend of +£1.9m or +0.6%, a decrease in overspend of -£2.4m from the previous month)

6. The directorate is predicting to be overspent by +£1.9m at year end, a decrease in overspend of -£2.4m from the November position. The key change from the December position has been the receipt of £2.2m of Department of Health funding allocated to the County Council via the PCT for winter pressures.
7. The ASC budget continues to face considerable pressures, leading to the forecast that an overspend of £1.9m is likely at year end. The main reasons for this follow:
 - all of the £3.8m underspend carried forward from 2011/12 has now been used to fund new pressures,
 - there are growing demand pressures within the main client groups, including transition from children's services, a trend which has increased since November but has been offset by increased income and,
 - staff recruitment difficulties and the need for complex partnership working have slowed delivery of some savings.

8. The Whole Systems funding programme is in the second of its four years, with £10.2m allocation received in 2012/13. Joint plans have been agreed with NHS Surrey to spend this money on new projects which should help in the longer term to reduce pressures on care and health budgets through preventative mechanisms such as telecare and telehealth. The funding is being retained on the balance sheet and drawn down to match expenditure as it is incurred. Due to growing demand pressures it is proposed that £0.8m of Whole Systems funds will be drawn down as a contribution to help offset these pressures. This represents a reallocation of funding previously set aside for internal ASC projects and as such would not directly affect plans agreed with health and other partners.
9. In addition to the Whole Systems funding, £2.4m of Department of Health (DoH) funding allocated to the County Council via the PCT was received late in 2011/12 and so remained unspent at year-end. Given the reduction in this year's forecast of achievable savings, £2m of this funding is drawn down as a contribution towards ASC's wider budget pressures. Every effort will be made to maximise savings in the remainder of the year, which may reduce the amount of Department of Health funding needed for this purpose.
10. The policy line summary shown above for Adult Social Care does not include a £1m contribution from the corporate centre to fund additional temporary staff to support more rapid progress with personalisation, which is to be matched by a £1m contribution from ASC. The recruitment of these staff is now due to take place next year, so hence the £1m corporate contribution has been included in the 2013/14 budget as part of the forward budget setting process.
11. This position does include the £1m corporate contribution towards partnership working with the districts and borough councils, which is matched by £1m from ASC. It is expected that this £2m will be spent in year, but in view of the separate identification of the sum by the leader for this partnership purpose, any balance will be retained on the balance sheet if not fully spent in 2012-13 for draw down in 2013-14.

Summary of Management Actions included in the January projections

Forecast Efficiency Savings in the remainder of 2012/13:

- £(1.0) m - Maximising Income through partnership arrangements. Continuing Health Care (CHC) savings of £ (1.2) m have been validated as at the end of January 2013. Based on 2011/12 performance and the backlog of cases still awaiting assessment additional savings are expected, but full year savings have been reduced to £3m because of risks brought about by changes in health economy and growing numbers of individuals losing CHC with associated backdated payments to health that reduce the net CHC savings the department secures.
- £2.4m – Additional DoH winter pressure funding for 2012-13 is being drawn down as a contribution towards ASC's wider budget pressures.
- £ (0.03) m - S256 Attrition - £ (2.2) m of savings were achieved in full as at the end of January 2013. A further £ (0.03) m of savings are projected for the remainder of the financial year.
- £(0.1)m - Consistent application of the Resource Allocation System (RAS) - it is anticipated that a proportion of service users currently receiving a direct payment, will be identified as needing lower cost packages which will lead to reclaims of surplus balances. £2.3m of reclaims had been achieved by the end of January 2012.
- £(2.0)m - As a result of the reduction in this year's forecast savings it is now proposed that £2m of Additional Department of Health funding is drawn down as a contribution towards ASC's wider budget pressures.
- £(0.6)m - An adjustment has been applied to Older People Home Care projections to account to breaks in service and ceases not yet actioned in the Adults Information System (AIS). This is in line with prior years' trends.
- £(0.8)m - £0.8m of Whole Systems funding previously set aside for internal ASC projects is now planned to be drawn down as a contribution to the wider ASC budget pressures.

Older People: £4.8m overspend, an increase of +£0.4m from December

The key variances within Older People services are:

- £4.0m - Overspend on Nursing and Residential placements mainly due to demand pressures that it has not been possible to absorb within the budget and underachievement against preventative, CHC and RAS savings against these policy lines.
- £0.8m - Spot Home Based Care pressures primarily due to MTFP efficiencies in relation to preventative savings not expected to be fully achieved within the current financial year.
- £1.3m - Overspend in relation to Other Community Services, including respite, day care and transport due to strategic shift as part of the personalisation agenda.
- £0.7m - Overspend within In-House residential homes including Day Care, due to MTFP efficiencies ascribed to this budget area being achieved within other areas in Service Delivery.
- £(1.4)m - Underspend within the Reablement service due to a high level of vacancies and delays in the appointment process.

- £(0.6)m - Underspend on Direct Payments primarily due to a reduction in the actual start position and an overachievement against the demography and inflation efficiencies.

£(0.7)m of management actions are included in the January monitoring position for Older People.

The main changes from last month are:

- £0.5m - Increase across Older People spot care packages mainly in Nursing due to a net increase of 8 placements, price pressures due to 24% of placements being above the fee guidance and 2011-12 accrual pressures.
- £0.2m - Reduction in Management Actions
- -£0.4m – Reduction in HBC protections due to a higher level of ceased packages (198) in January compared to the new packages.
- -£0.1m Reduction in reablement costs due to continues recruitment delays.
- £0.2m Increase in in-house Residential Homes and Day Care Services.

Physical Disabilities: £1.7m overspend, a decrease of £0.3m from December

The key variances within Physical Disability services are:

- £1.5m - Overspend on Direct Payments due to the start position in spot care being higher than budgeted and a net increase of 121 direct payments services from April to December 2012/13.
- £0.6m - Overspend on Supported Living due to the start position in spot care being higher than budgeted, together with the under-achievement against preventative and strategic shift efficiencies.
- £0.3m - Overspend on Nursing spot care, mainly due a net increase of 9 spot nursing care packages so far this year plus some MTFP savings being achieved against other policy lines.
- £(0.4)m - Underspend on Residential care, primarily due to lower than anticipated volumes of physical and sensory difficulties (PSD) transition clients.
- £(0.4)m – Underspend on Community services due to a reduction in PSD commissioned services

£(0.05)m of management actions are included in the January monitoring position for PSD.

The main changes from last month were:

- £(0.1)m – Decrease in spot services primarily in Supported Living due to a net reduction of 7 services in January
- £(0.3)m – Decrease in Commissioning PSD contracts including HIV and Equipment Pool..
- £0.1m - Reduction in Management Action planned savings.

Learning Disabilities: £8.3m overspend, an increase of £0.2m from December

The key variances within People with Learning Disabilities (PLD) services are:

- £2.7m - Overspend for PLD Transition clients due to growing demand pressures and increased volumes above those previously anticipated, forecast non-achievement of the £1m Optimisation of Transition Pathways efficiency and a number of high cost packages that the department has had to pick up this year.
- £2.5m - Overspend on Residential spot care mainly due to forecast under-achievement against strategic supplier review, preventative efficiencies, LD PVR and strategic shift efficiencies.
- £2.1m - Overspend on Supported Living spot care excluding S256 and Transition clients primarily because the start position was £1m higher than budgeted due to increased volumes in late 2011/12 (in line with the focus on community based provisions as part of personalisation), a net increase of 55 Supported Living services between April and January 2013 and under-achievement against preventative savings.
- £1.1m - Overspend on PLD clients, who transferred from the health sector under S256 of the National Health Act 2006, due to anticipated under-achievement against MTFP efficiencies.
- £0.3m - Overspend on Nursing spot care due to a net increase of 4 services since the start of the financial year.
- £(0.3)m - Underspend across other community services due to Direct Payments reclaims and reduction of other community service projections
- £(0.1)m - Underspend on In-house Supported Living, Day Services and Residential care.

£(0.05)m of management actions are included in the January monitoring position for PLD.

The main changes from last month were:

- £0.5m - Reduction in Management Action planned savings, mainly relating to the reduction in forecast LD PVR savings this year.
- £(0.5)m - Decrease in Residential spot care due to a net reduction of 3 placements in January.
- £0.2m – Increase in external Day Care due to an increase in one to one recharges offset against decreases within in-house services together with additional volumes.
- £(0.2m) – Reduction in Direct Payment projections due to a net reduction of 3 services in January and increased DIRECT PAYMENTS reclaims.
- £0.1m – Increase in Nursing spot placement costs relating to a new placement in January.
- £0.1m - Increase in in-house services including Kingston & Wimbledon YMCA establishments.

Mental Health: £(0.2)m underspend, no significant change in projection from December

The £0.2m underspend on Mental Health is due to an underspend on Substance Misuse within Residential Care offset by an overspend within Supported Living/Home Based care services

No significant change from the December report.

Other expenditure: £(5.8)m underspend, an increased underspend of £(0.6)m from December

The key reasons for the underspend on Other Expenditure are:

- £(3.0)m - Underspend on core establishment including on-costs due to ongoing workforce reconfiguration and delays in recruitment.
- £(2.1)m - Funds brought forward from 2011/12 being used to offset pressures within the main client group budgets.
- £(0.7)m - Underspend on Supporting People – this is due to achievement of the Supporting People efficiency through the renegotiation of contracts in respect of volume and unit costs ahead of the 4 year plan.

No management actions are included in the January monitoring position for Other Expenditure.

The main changes from last month were:

- £(0.4)m - Increased underspend on core establishment budgets due to further recruitment delays and a senior management decision to not commence any new recruitment until the start of the next financial year.
- £(0.1)m - Increased underspend on funds carried forward from 2011/12 as a contribution to pressures within the main client groups.
- £(0.1)m - Reduction in the Supporting People spend due to the renegotiation of contracts.

Income: £(7.0)m surplus, an increased surplus of £(2.1)m from December

The key variances that make up the overall surplus forecast on income are:

- £(7.5)m - Surplus on Other Income due to £(5.7)m of draw downs of Additional Department of Health funding, Whole Systems and other historic balance sheet funding to help offset wider pressure, unbudgeted refunds for clients who are determined as CHC with a backdated effective date £(1.4)m, unbudgeted income within Service Delivery of £(0.3)m and £(0.1)m additional Carers income.
- £(0.9)m - Potential surplus on Fees & Charges based on the year to date position.
- £1.1m - Shortfall on Joint Funded care package income, mainly caused by a reduction in the number of joint funded clients due to ongoing reviews of historical joint funding arrangements which usually result in clients being determined as either 100% CHC or 100% social care.
- £0.3m - Shortfall on Section 256 fees & charges and Section 256 Mental Health income caused by reductions in S256 user numbers and offset by reductions in expenditure as a result.

£(6.0)m of management actions are included in the December monitoring position for Income.

The key changes from last month were:

- £(1.7)m - Increase in Other Income due to the inclusion of £(2.2m) DoH winter pressure funding for 2012-13 offset by £0.5m changes in CHC management actions.
- £(0.4)m - Increase in Fees & Charges due to an increase in the Management Action to reflect a potential overachievement of fees and charges across this financial year based on current billed income.

Children, Schools & Families: (Current Forecast: Underspent by -£3.8m or -1.2%, -£0.3m increase in underspend since December).

12. The projected year end revenue position for Children Schools and Families is for an underspend of -£3.8m. This represents an increase in underspend of £0.3m. The main reason for this is recognising that the remaining resources held by the strategic director for change and other initiatives is unlikely to be spent in 2012/13, an improvement in the position for children's services, offset by a fall in commercial services anticipated income for the remainder of the financial year.
13. In addition Children Schools and Families projects a £2.0m underspend related to Dedicated Schools Grant funded services which is determined by the Schools Forum.
14. The total Children, Schools and Families request for carry forward is £2.5m. The carry forward from 2011/12 into 2012/13 was intended to cover two years worth of work designed to deliver the required medium term financial plan savings of £40m as well as developing some key initiatives, all designed to improve outcomes for vulnerable families. There are several projects which have started but will span two financial years - the second year of the CSF Public Value Change Program requires continued funding of £970,000; the implementation of the RIE around homelessness requires an investment of £150,000 which is aimed to reduce costly bed and breakfast spend through improved housing contracts with providers; the implementation of the national Troubled Families initiative across Surrey partners will span 2 or 3 years and requires the second year investment of £250,000; the implementation of the youth service skills centre contracts in the latter half of 2012/13 require the continuing investment of £150,000 to reduce NEETs; the recent inspection identified the need for improved partnership working and an investment of £100,000 is required. The continued cost of locum cover in Children's Services is an issue as the number of child protection cases continues to impact on frontline staff caseloads. The Council is looking into the options of supporting newly qualified social workers so they develop their experience and are then appointable to vacancies. This may require investment of up to £900,000 over a two year period.

Children's Services

15. The projected overspend has reduced slightly since last month by £0.1m to £2.5m, of which £0.4m relates to DSG funded activities. As previously reported the main reason for the overspend is an increase in the number of children receiving services despite the service largely meeting its efficiency targets. The main variations giving rise to the overspend and changes from last month are:
 - Looked After Children and Children in Need, both staffing and care costs - these budgets remain under pressure due to the impact of increased referral rates (+£0.8m) and the need to cover statutory work with agency staff in vacant positions (+£0.7m). There has been a small decrease in the anticipated overspend of £0.1m as both care and team commitments have been reviewed across the board prior to year end.
 - Agency Placements - the projected overspend remains at £2.1m for both children with disabilities and care. This reflects the increasing number of placements being made throughout the year. Management action to avoid high cost placements continues.
 - Fostering and Adoption Allowances – There is no change to the projection this month. The overall pressure on this budget (+£0.6m) reflects a rising number of allowances and Special Guardianship orders.

- Leaving Care and Asylum Seekers – the overspend on these services has increased slightly this month and now stands at +£0.5m resulting from a steady increase in the numbers requiring a service.
 - Safeguarding Services – the overspend had reduced following Cabinet Member approval of a virement from centrally held budgets to relieve the pressure on the service.
16. Overall service pressures are being offset by underspent staffing budgets across the service (-£0.9m) and by the holding of unallocated resourced within central budgets (-£0.7m). Also within Children with Disabilities (CwD) specialist care services underspends are anticipated on contracts and services linked to the “Aiming High” Programme (-£0.4m).

Schools & Learning

17. The anticipated underspend for schools and learning has reduced this month by £1m to -£3.5m on county funded services, although £0.5m of this reduction relates to the treatment of income from schools in relation to the delayed broadband project as income in advance. There is a further underspend of -£2.4m relating to DSG funded areas as last month. A further -£0.5m underspend relates to broadband provision in schools and is funded by them from delegated budgets. The project is delayed and the budget will underspend although it and the matching schools funding will be carried forward.
18. The main reason for the decreased underspend is a reduction in the anticipated underspend by commercial services (£0.6m) as activity and income has reduced below that anticipated in December. Also additional commitments have been identified in relation to school improvement (0.3m).
19. A further underspend has been identified in relation to early years of -£0.1m mainly in relation to DSG funded activity in Children’s Centres bringing the overall projected position for the service to -£4.1m. The other main reasons for the Early Years underspend relate to: three and four year old (DSG) provision (-£1.7m), provision for two year olds (-£0.85m), building a world class workforce bursaries underutilised (-£0.3m), application of grant from previous years (-£0.2m), children’s centres (-£0.6m) and staffing vacancies (-£0.4m).
20. The transport budgets are now expected to overspend by £0.2m compared to a breakeven position last month. This overspend is mainly related to SEN transport where the number of routes has increased.
21. The anticipated underspend on ISPB allocations remains at £0.4m. The overspend on agency placements however has increased by £0.2m to £0.7m.
22. In addition to the above there are staffing underspends across the directorate of -£1.8m largely arising from the implementation of the service restructure and decisions to hold vacant posts pending clarifications of future funding arrangements and delegation.

Services for Young People

23. Services for Young People are projecting a small underspend of -£0.1m.

Strategic and Central Resources

24. The main budget item under the Strategic Director's control is the residual balance of the carried forward underspend from 2011/12 not yet allocated. The total carry forward was £7.4m of which £3.6m was transferred to the Child Protection Reserve, £1m for ongoing funding of the CSF Change Programme and £0.4m for schools' broadband. A budget of

£1.9m remains to be allocated at the end of January 2013 and is unlikely to be spent in 2012/13.

Customer & Communities (Current Forecast: -£2.1m underspend or -2.9%, an increase in underspend of £0.2m from last month)

25. The directorate is currently projecting an underspend of -£2.1m against a budget of £74.4m. This is predominantly due to confirmation that there are no commitments against the Olympics contingency (£1.0m), underspends in member allocations (£0.5m) and community improvement fund (£0.1m) where payments are unable to be made this financial year (£0.5m), increased income in Registration (£0.3m) and miscellaneous savings across the remaining services.
26. There is a projected underspend of £1.3m in Directorate Support. This is mainly due to there being no call against the Olympic contingency (£1.0m). In addition there are net underspends within the team on staffing, (£0.2m), projects (£0.1m), and Olympic cycle races (£34,000) against the £2m cap.
27. Community partnership and safety are projecting an underspend of £0.7m. This is due to an expected underspend on member allocations (£0.5m) and Community Improvement fund arising from anticipated delays in receiving signed funding agreements preventing payments being made before 31 March. The service will have a firmer position on the likely committed underspend by the end of February and will request that this be carried forward to allow these to be honoured early in 2013/14.
28. The directorate budget excludes offsetting government grant funding of £11.8m which is accounted for centrally. Variations in grant funded expenditure are therefore reflected within the directorate report, offset by equivalent variations in the centrally held budget. Periodic budget virements are processed to reflect these changes. During the last month there was an increase of £0.2m in relation to fire and Olympic look and feel.

Environment & Infrastructure (Current forecast: +£0.8m overspend, an decrease in overspend of £0.4 from last month)

29. The directorate is forecasting a +£0.8m overspend: Highways are predicting a +£0.5m overspend, Economy, Planning and Transport are predicting a +£0.2m overspend, and Environment are predicting a £0.2m overspend. Offsetting these overspends is a -£0.1m underspend in other Directorate costs.
30. Highways capital recharges + £0.5m (overspend): There is likely to be a shortfall in the recharge of staff costs to capital schemes, as a result of the phasing of applicable activities (e.g. for design and preparation works).
31. Staffing - £1.2m (underspend): Following a review an underspend of £1.2m is now expected, primarily in Highways. Recruitment has taken place throughout the year, and in some cases additional temporary staff have been employed to deliver projects across the Directorate.
32. Local bus services & concessionary fares + £0.5m (overspend): Local bus services are expected to overspend by +£0.3m, primarily due to the need to replace services previously operated by Countryliner. The Concessionary Fares scheme for reimbursement of travel costs for elderly and disabled passengers is currently expected to overspend by +£0.2m.
33. Highways maintenance +£0.8m (overspend): An overspend is expected primarily due to additional emergency road maintenance and illuminated street furniture.

34. New Homes Bonus - -£0.5m underspend. The New Homes Bonus grant has been transferred to E & I during the year for a number of projects. Currently an underspend of £0.5m is expected primarily associated with Olympic legacy and development of major transport schemes.
35. Local Sustainable Transport Fund grant – the Department of Transport agrees to reprofile LSTF grant, carrying forward £0.6m into 2013/14. Revenue budgets have been adjusted accordingly.
36. Carry forwards totalling £1.6m will be requested to allow completion of New Homes Bonus projects (£0.45m) and road safety schemes (£0.2m). In addition, and following the success of the Olympics in the county, the £1m unused contingency will be used as a response to winter damage.
37. Other variations – other variations, including overspends on waste management (£0.3m) and streetworks income (£0.2m) combine to a net overspend of £0.6m.
- 38. Change & Efficiency (Current forecast: -£3.9m underspend or -4.4%, an increase in underspend of £1.4m from the previous month)**
39. Overall, the Change and Efficiency revenue budget is projected to underspend by -£3.9m for the year consisting of underspends in Property (-£3.5m), Human Resources (-£0.5m), Finance (-£0.5m), other minor variations (-£0.3m), offsetting an overspend in IMT of £1.7m
40. The budget for the directorate includes efficiency savings of £7.9m, of which £7.1m will be delivered. The shortfall is in relation to IMT where one-off network savings from Cable and Wireless (£0.5m) will not be achieved, nor will the expected income from partner contributions to the Data Centre. However, the ongoing network savings from 2013-14 through the new Unicorn contract are on course to be delivered and partners are expected to begin to take space in the Data Centre in the new financial year, following the implementation of the shared network (Unicorn), which will significantly reduce the implementation cost for participation.
41. Significant savings of £1.2m are expected on the Carbon Reduction Commitment budget. Data has now been submitted to the CRC commission and following a review of the quality of the data, the likelihood of fines has been significantly reduced. In addition, in view of the number of licences purchased last year together with reductions in energy consumption achieved, it is unlikely that the cost of allowances will reach the levels expected during budget setting.
42. There is expected to be a saving on the utilities budget of £0.6m. This is based on the estimated energy prices (from October) through the Laser contract. This saving is due to two key factors - procurement activity to deliver a reduction in electricity prices and a lower increase in gas prices than originally expected. It is also due to the capital investment made, including new boilers and smart metering which facilitate greater control over energy usage. The forecast is subject to weather conditions over the winter months, and further savings will be made if temperatures are fairly mild over the peak consumption period. Conversely, if temperatures are extremely cold for a significant period the savings may reduce.
43. Further savings (£1m) are expected through the reconfiguration of the office portfolio, where some moves have happened in advance of the original plan, allowing us to relinquish our rent liability earlier than expected and as a result of rent-free periods negotiated on new leases such as the main data centre.

44. A comprehensive review of the planned maintenance budget has been completed and confirms a projected underspend of £1.0m, as a result of the new contracts implemented this year. Part of this is a reduction in work delivered during the transition, however the new contracts have delivered procurement savings in the region of 11%. These savings are partly offset by an increase in responsive repairs and maintenance (+£0.4m) as a result of the heavy rainfall earlier in the year. Income from rents is expected to be below budget as a result of Countryliner going into administration (+£0.1m), incorrect budget assumptions in respect of rents Mayford Business Centre and Gypsy sites (+£0.2m), lower occupancy at Business Centres (£0.1m) and less income from smallholdings due to the sale of houses (£0.1m).
45. An underspend of £0.6m is expected within Human Resources and Finance on staffing costs as a result of the prudent holding of vacancies prior to restructure implementation in order to reduce redundancy costs. In both cases, recruitment to posts is substantially completed however the majority of new starters are unlikely to be in place until the new (calendar) year. A further underspend of £0.1m is expected within Procurement as result of vacancies and the sharing of resources with East Sussex.
46. There will be a saving of £0.2m in the Finance budget as a result of external audit fees being reduced. The move from the Audit Commission to Grant Thornton is expected to deliver a saving of 40%.
47. There will be an underspend in the Smarter Working team of £0.2m, which will be requested as a carry-forward in order to fund staff on secondment who are working with services to help maximise the benefits of the recent investment in mobile technology.
48. All of the above savings help to offset an overspend in IMT totalling £1.7m. In particular there is an increased spend in IMT of £0.3m for dual running costs in the final quarter to ensure the new Unicorn contract with BT can go live on 1 April and efficiency savings of £0.5m have not been met with regard to the Cable & Wireless contract, costs associated with bringing SAP hosting in-house were higher than originally anticipated due to timing changes. In addition, in order to escalate the delivery of a step-change in IT capability across the organisation, some investment planned for next year will be brought forward. These initiatives include an improved and more resilient scanning solution and upgrade to the Citrix hardware.

Chief Executive's Office (Current Forecast: £0.1m underspend or 0.4%, an increase in underspend of £0.2m from last month.)

49. The overall projection for the directorate is a small underspend of £0.1m against a total revenue budget of £14.0m. The directorate is managing a large pressure within Legal (£0.4m) through the careful management of staff vacancies and early achievement of efficiencies within Policy and Performance.
50. Legal and Democratic Services are forecasting an overspend of £0.4m due to the expected continuation of high levels of complex Child Protection cases in 2012/13, despite additional funding of £185,000 being added from Children's, Schools and Families' carry forward to provide additional staffing. Management action is being taken to minimise the impact. Underspends in other departments, in particular within Policy, Performance & Audit (£0.2m) due to current staff vacancies offset this pressure to result in the net predicted budget position.

Central Income & Expenditure (Current Forecast: -£3.5m underspend or -4.6%, an increase in underspend of £1.5m from last month)

51. The full year forecast for the Central Income and Expenditure budget is for an underspending of -£3.5m. This is an increase of £1.5m from last month. This increase is in relation to the New Homes Bonus grant, which will not all be used in the current year and will be proposed to be carried forward to fund the economic development schemes planned for 2013/14. The projected costs in relation for protected salaries and redundancies have also been updated.
52. The Central Income and Expenditure budget included £2m in relation to the New Homes Bonus funding, of which £0.5m was transferred to Economic Development earlier in the year for committed schemes. The remaining £1.5m is now unlikely to be required this financial year. This underspend will be requested as a carry-forward, as schemes have been identified to be funded from this during 2013/14.
53. A lower Minimum Revenue Provision (MRP) charge than estimated has been incurred (£1.2m)., This is due to underspends in the 11/12 capital programme resulting in less capital expenditure being funded from borrowing than anticipated.
54. The budget for interest on short term investments is based on assumptions around available cash balances and interest rates. Although interest rates have not risen, cash balances are higher than forecast and it is expected that the council will receive interest income of 0.6m in excess of the budget. In addition, a provision is made in the budget for interest to be paid to schools on their balances. With continuing low interest rates this is unlikely to occur leading to an underspending of -£0.2
55. Expenditure on Redundancy and Compensation is currently expected to overspend by £500k, based on cases approved to date this year. There have been 118 new cases approved this year against 138 assumed in the budget - an increase of 7 from December. Expenditure on this budget going forward depends on the decisions and outcomes of service re-structures and also the possibility of some people being re-deployed. Therefore the number of cases may increase in future months so this budget will continue to be closely monitored

Staffing Costs

56. The Council's total full year budget for staffing is £306.0m. Expenditure to the end of January 2013 is £246.64m.
57. The Council employs three categories of paid staff.
 - Contracted staff are employed on a permanent or fixed term basis and are paid through the Council's payroll. These staff are contracted to work full time, or part time.
 - Bank staff are contracted to the Council and paid through the payroll but have no guaranteed hours.
 - Agency staff are employed through an agency with which the Council has a contract.
58. Bank and agency staff enable managers to manage short term variations in demand for services or vacancies for contracted staff.
59. A sensible degree of flexibility in the staffing budget is good, as is some staff turnover, which allows new ideas and thinking into the workforce from other organisations. The Council aims to incur between 88% and 95% of its staffing costs from contracted staff, depending on the

particular Directorate service needs. The current level of 92% has been stable for most of the current year.

60. Table A2 shows the staffing expenditure for the first ten months of the year against budget, analysed among the three staff categories.

Table A2 – Staffing costs to end of January 2013.

	Budget £m	Actual £m	Variance %	Variance £m
Contracted		226.1	92%	
Agency		12.0	5%	
Bank		8.5	3%	
Total Staffing Cost	254.8	246.6		-8.2

61. The favourable current variance of £8.2m is due to a combination of vacancies in the process of being filled, vacancies being held unfilled prior to restructures and a more economical mix of staffing grades being employed than budgeted.

62. In setting the budget, the Council based the staffing cost estimate on 7,700 full time equivalent (FTE) staff. Table A3 shows that there are 7,408 contracted FTEs in post at the end of January.

Table A3: Full Time Equivalent by directorate

Directorate	Jan FTE	Dec FTE
Adult Social Care	1,901	1,887
Children Schools & Families	2,569	2,533
Customer and Communities	1,469	1,464
Environment & Infrastructure	507	502
Change & Efficiency	785	772
Chief Executive Office	177	176
Total	7,408	7,334

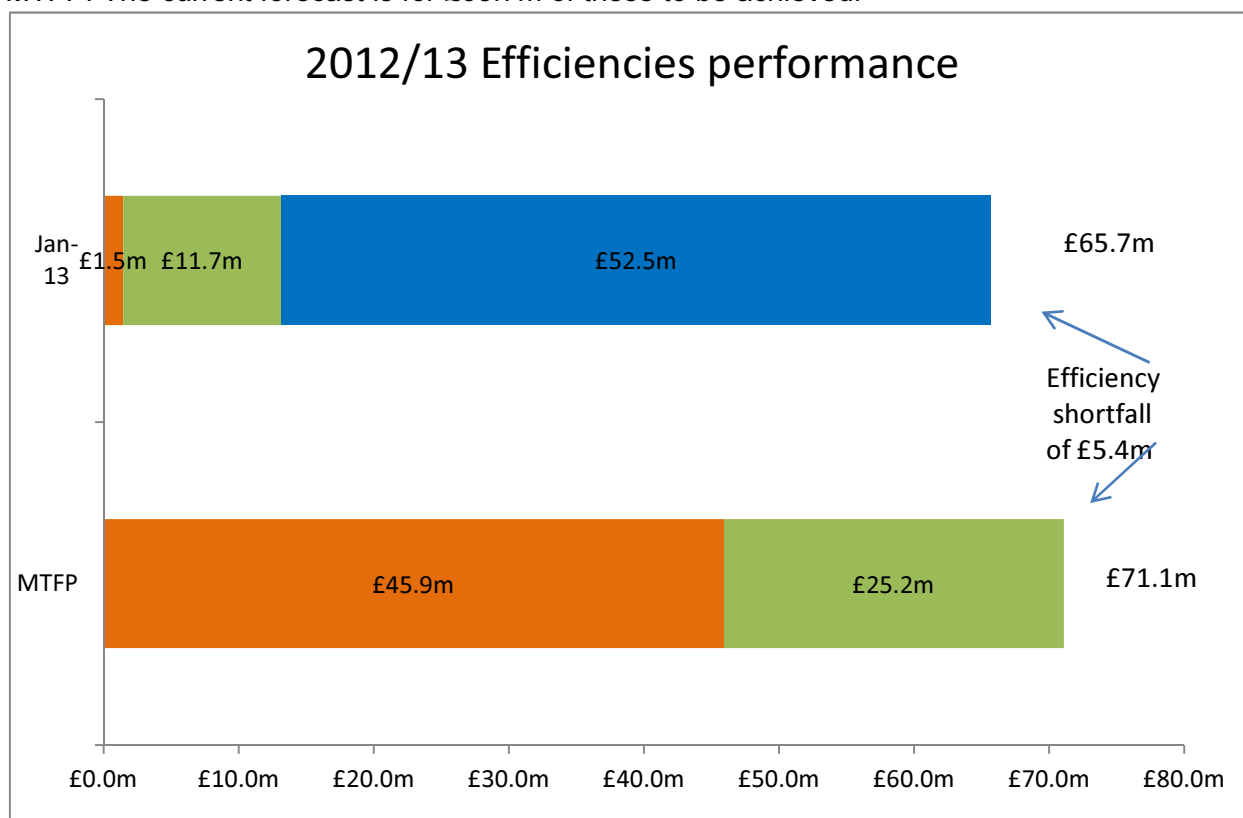
63. There are 118 “live” vacancies, for which active recruitment is currently taking place. The remaining vacancies are either filled by agency and bank staff on a short term basis or not being actively recruited to at present.

Table A4- full time equivalents in post and vacancies

	Dec FTE	Jan FTE
Budget	7,700	7,700
Occupied contracted FTE	7,334	7,408
“Live” vacancies (ie: actively recruiting)	127	118
Vacancies not occupied by contracted FTEs	239	174

Efficiencies

64. For the current year the Council has a savings target of £71.1m, which was set out in the MTFP. The current forecast is for £65.7m of these to be achieved.



65. Although there is a shortfall in achieving the efficiencies in the Medium Term Financial Plan, Strategic Directors are looking to deliver all of their £1.5m amber savings to add to the £11.7m green savings and £52.5m already delivered. The MTFP 2012-17 savings are long term savings but directorates are supporting long term saving shortfalls with one-off savings or expenditure under spends.

Adult Social Care

66. A comprehensive review of savings plans conducted in September led to the removal of some high risk savings from the previous month's projections and their replacement largely with temporary one-off measures (£8.4m) which will help to contain this year's overspend, but will leave a sustainable challenge in the following years. The need to replace these one-off measures is being highlighted as part of the forward budget setting process. The Directorate is progressing well in achieving the forecast savings.

Children Schools & Families

67. A number of challenging savings targets in 2012/13 are no longer achievable for a variety of reasons: savings through restructuring of Schools & Learning of £0.5m due to the need to create a structure to meet increasing demand from demographic growth; the £0.8m saving by outsourcing some preventative services is delayed; savings by managing transport contracts of £0.4m. Schools and Learning had set aside a contingency of £2.0m in order to meet any demographic growth pressures in year, £1.5m of which is effectively being used to meet these costs of managing demand. A virement has now been approved and actioned to realign budgets to reflect anticipated activity and costs.

Environment & Infrastructure

68. A comprehensive review of performance against efficiency targets is under way. At this stage a number of shortfalls are expected, primarily in respect of contract cost savings, recharge of staff costs to the Local Sustainable Transport Fund grant, and the cost of concessionary fares where increased patronage has impacted on costs. In future years, planned savings from parking income are not now expected to be made.

Central Income & Expenditure

69. The budget included a savings target of £0.2m on the Minimum Revenue Provision for the current year. However, following the final audit of the 2011/12 accounts, capital expenditure and borrowing was lower than forecast and this has led to an ongoing saving of £1.2m more than anticipated. The budget also included an increase in income from short term investments of £0.3m. Due to higher cash balances, the council has earned an additional £0.6m in addition to the target budget.

Capital Budget - Month End Financial Position – January 2013

70. In agreeing significant capital investment as part of the MTFP for 2012-17 in February 2012, the Council demonstrated its firm long term commitment to stimulating economic recovery in Surrey. The increase in investment and capital expenditure during this year has stimulated economic activity in the county and been delivered with fewer resources than in previous years. The total capital programme is £685m over the 5 year MTFP (2012/17) period, with £148.9m planned in 2012/13. This is an increase of £1.0m on the budget reported in December, which is mostly due to third party contribution to schools.
71. The current forecast is for the in-year budget to be fully spent and in addition will include economic development projects which are due to be financed in future years. An example of this is the Woking Bandstand Joint Venture investment
72. On a scheme by scheme basis the budgets include the funding brought forward for projects continuing from 2011/12. With all large capital programmes there will inevitably be some in-year variation through changes to the timing of some spend and through successful delivery of efficiencies. Due to these risks a corporate adjustment to the forecast of £9.5m was made earlier in the year.

Table B1- 2012/13 Capital budget

	Revised Full Year Budget £000s	YTD Actual £000s	Committed £000s	Apr –Jan YTD & Committed £000s	Feb - Mar Remaining Forecast £000s	Full Year Forecast £000s	Full Year Variance £000s
Adult Social Care	1,687	465	418	883	319	1,202	-485
Children, Schools & Families	9,455	10,227	172	10,399	1,889	8,510	-945
Schools Basic Need	31,992	26,017	2,549	28,566	1,418	29,984	-2,008
Customers & Communities	5,402	1,923	191	2,114	293	2,407	-2,995
Environment & Infrastructure	49,980	37,945	18,821	56,766	-8,080	48,686	-1,294
Change & Efficiency	47,761	27,818	13,090	40,908	17,102	58,010	10,249
Chief Executive's Office	10,173	173	0	173	150	323	-9,850
c.fwd adjustment	-9,525			0	0	0	9,525
Total	146,925	104,568	35,241	139,809	9,313	149,122	2,197

Children, Schools & Families

73. The forecast under spend of -£0.9m is principally caused by additional funding received for school funded capital projects.

School Basic Need

74. The Schools Basic Need programme is expected to be -£2.0m under budget; which is the net result of bringing schemes forward and of procurement savings made on the demountables programme and reductions in the programme where schemes are no longer required.

Customer & Communities

75. The Fire & Rescue Service vehicle and equipment replacement scheme is currently underspent by £1.3m. There is a significant programme of purchases underway for the financial year. It is estimated that a further £124,000 will be committed and goods

received within this financial year. Additional commitments are planned but it is likely that all will be received by 31 March 2013 due to the lead time for procurement.

76. The Fire Service, Mobilising Control scheme is currently £1.6m underspent. This is a complex two year project and the service are working hard to ensure that they maximise the benefits from the resulting acquisitions. The budget will need to be reprofiled as expenditure will be incurred over the two year grant life.

Environment & Infrastructure

77. The Directorate is forecasting a £1.3m underspend:

- **Developer funded schemes - £1.0m (underspend).** This includes schemes funded from S106 developer contributions which form part of the Local Sustainable Transport Fund project. Following the re-profiling of grant agreed with the Department for Transport this will be spent in future years.
- **Highways maintenance +£0.7m (overspend).** Additional schemes have been carried out this year, and additional costs have been incurred disposing of tarmac.
- **Pay and display - £0.4m (underspend).** Fewer schemes are expected to be progressed this year. The programme is under review to determine whether this underspend is required in future years.
- **Other variations -£0.6m (underspend).** Smaller variations, including underspends on bridge strengthening and maintenance at closed landfill sites combine to this underspend.
- **Local Sustainable Transport Fund grant** – the DfT have agreed to reprofile LSTF grant, moving £1.7m into 2013/14. Capital budgets have been adjusted accordingly.

Change & Efficiency

78. Following the Cabinet's approving Phase One of the Woking Bandstand Project, the directorate's capital budget will be fully spent for this financial year. After completion of the due-diligence and establishment of the Joint Venture Company, it is expected that the first tranche of Phase 1 funding commitment will be paid in February. This Project forms a part of the council's strategy for encouraging economic growth and will be self financing in future years. The council is looking to bring forward other projects that will provide a presence in other town centres from which services can be provided. These also form a part of the strategy for economic growth across the county. If these projects complete before the 31 March 2013, then this will further increase capital expenditure, which is self-financing in future years.
79. Schools projects are expected to be under-spent by £2.1m. The tender process for the replacement of aged demountables has delivered a saving of £0.4m however work will not now start until the new financial year, creating an in-year underspend. Also, the change in specification (to modular lights) requires permanent planning permission and so the work will not now start until the new financial year, creating an underspend for this year.
80. Non-schools projects will underspend by £5.0m. The overage payment of £2.1m in relation to the Waste site at Charlton Lane is now unlikely to proceed this financial year. Other variances are primarily as a result of planning issues particularly in relation to Gypsy sites and Cobham Library re-provision. The Fire Station reconfiguration project (of

which £0.5m was expected to be incurred this year) has been delayed on request by the Fire Service.

81. There is a projected overspend on IT projects (£0.9m) funded by the Equipment Renewal Reserve in the current year. This is due to the significantly increased number of laptops that were purchased as part of the desktop refresh in order to facilitate more mobile and remote working. Additional contributions to the reserve have been made this year from the revenue budget to cover the expenditure. The Adult Social Care Infrastructure Grant (-£0.6m) needs to be carried forward to fund systems improvements in the future.
82. The award of a contract to replace the SWAN network with a Surrey wide Public Sector network is proceeding following approval from Cabinet. In order for the network to be ready there will be a significant up-front investment of £4m. Options appraisal was completed which determined that the most cost effective methodology would be for the council to purchase equipment required rather than paying over the life of the contract. Savings of will be achieved in future years' revenue expenditure.

Chief Executive Office

83. The Chief Executive Office has responsibility for delivering the superfast broadband initiative. The Cabinet has committed to ensuring that access to superfast broadband is available to all business and residential premises in Surrey. In addition to this the Surrey Public Sector Network project will focus on broadband access for Public Sector and third sector bodies.
84. Cabinet approved the preferred bidder in July and the contract was awarded in September. State aid approval has now been received, enabling the contract to start. Detailed planning has commenced, but not completed, with the contractor clarifying the likely profile of expenditure from 2012 to 2014. Due to delays it is anticipated that only £150,000 will be spent in 2012/13 with a further £11m in 2013/14, and then the balance in 2014/15. It is anticipated that the costs of the JOC (approx. £0.6m for 2 years) will be funded from the £1.3m provided by Broadband Delivery UK (BDUK).

Government grants and budget revenue budget virements

Updated Budget

85. The Council's 2012/13 revenue expenditure budget was initially approved at £1,512.7 million. Subsequently the Cabinet approved the use of reserves built up in 2011/12 to augment this. This approval increased the budget to £1,527.3m. In addition to grant changes, DSG carry forwards, academy conversions and other minor movements in quarters 1-3, there was a school adjustment in December and other minor movements. These changes are summarised in table C1.

Table C1: Movement of 2012/13 revenue expenditure budget

	Council Tax £m	Formula Grant £m	Government Grants £m	Reserves £m	Total £m
Original MTFP	580.0	148.6	767.3	16.8	1,512.7
<u>Previous changes</u>					
Q1 changes			0.9	11.7	12.6
Q2 changes		1.0	16.6	-1.0	16.6
Q3 changes			-7.1		-7.1
Previous changes		1.0	10.4	10.7	22.1
<u>January changes</u>					
LSTF			1.5		1.5
School adjustments for January			0.1		0.1
Minor changes			-0.1		-0.1
January changes	0.0	0.0	1.5	0.0	1.5
Updated budget – Jan 2013	580.0	149.6	779.2	27.5	1,536.3

86. When the Council agreed the 2012-2017 MTFP in February 2012, government departments had not determined the final amount for a number of grants. Services therefore made an estimate of the likely level of grant. The general principle agreed by Cabinet was that any changes in the final amounts, whether higher or lower, would be represented in the service's expenditure budget.

87. Government grant changes in January totalled £326,629. This comprised:

- school adjustments totalling £133,560
- minor changes in Customer & Communities and Children, Schools and Families.

88. The Cabinet is asked to note these grant changes and approve that they are allocated to the relevant services.

89. In controlling the budget during the year, budget managers are occasionally required to transfer, or vire, budgets from one area to another. In most cases these are administrative or technical in nature, or of a value that is approved by the Chief Finance Officer. Virements above £250,000 require the approval of the Cabinet Member. There were no virements above this amount in January. Table C2 below shows the updated

revenue budget that includes the changes in government grants and virements since the beginning of the year;

Table C2: 2012/13 updated revenue expenditure budget – January 2013

	Original MTFP Budget £m	2011/12 Carry Forwards £m	Government Grants £m	Virements £m	Full Year Updated Budget £m
Adult Social Care	331.5	3.8		1.9	337.2
Children, Schools and Families	289.3	2.6	3.7	-0.2	295.5
Schools	518.9		4.1	-0.6	522.4
Customers and Communities	70.6	1.8	1.1	1.0	74.4
Environment and Infrastructure	125.6	0.9	2.6	1.0	130.0
Change and Efficiency	84.7	2.3	0.1	0.7	87.8
Chief Executive's Office	13.6	0.1		0.3	14.0
Corporate Projects	1.5			-1.5	0.0
Risk Contingency/ Budget Equalisation Reserve	9.0	0.0	0.0	0.0	9.0
Service Revenue	1,444.7	11.5	11.6	2.6	1,527.3
Expenditure					
Central Income / Expd.	68.1	0.1	0.3	-2.6	66.0
Total Revenue Expenditure	1,512.8	11.6	11.9	0.0	1,536.3

SURREY COUNTY COUNCIL**CABINET****DATE: 26 FEBRUARY 2013****REPORT OF: MR PETER MARTIN, DEPUTY LEADER****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR, ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: SUPPORT FOR ECONOMIC GROWTH****SUMMARY OF ISSUE:**

This report identifies economic growth as a key priority for the county council, both to secure an increase in the size and value of the economy and to generate employment. Surrey is a large and strong economy with a Gross Value Added (GVA) in excess of £30 billion (2011 actual). Surrey's very success creates a significant challenge to its global competitiveness because of the way in which investment in critical infrastructure lags behind the need generated by strong growth. Actions proposed in this report promote growth and also address constraints to the global competitiveness of the county. They will benefit both residents and businesses in Surrey. Additional powers and funding, particularly from the Government would significantly enhance the implementation and effectiveness of these proposed actions.

The report is not a list of all the activity to support economic growth within the county and does not seek to provide an answer for every economically related issue. The paper should be seen as a statement of intent rather than as an economic strategy or action plan. Applying the One Team ethos, it recognises the key leadership role of the county council working with district and borough councils, businesses and other public sector partners across Surrey to push forward economic growth.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet endorses the approach set out in this paper to support economic growth, including further exploration of the specific delivery mechanisms detailed in the report, as outlined in paragraphs 12 and 13.
2. Cabinet agrees to working towards the development of potential deals with Government, in partnership with district and borough councils that wish to take part, with a view to securing greater financial and other powers and freedoms and investment in the county to support growth.

REASON FOR RECOMMENDATIONS:

The approach will assist the council in achieving the One County, One Team Corporate Strategy 2012-17 (as endorsed by Cabinet on 31 January 2012 and by full Council on 7 February 2012), which includes a specific priority to make Surrey's economy strong and competitive. It would support the council in its efforts to secure investment in Surrey, which would, in turn, help maintain the quality of life in the

county.

Delivery of the proposed mechanisms will bring benefits to Surrey residents and businesses in terms of improved employment opportunities and funding both for economic infrastructure and public services. It should also enhance the county council's reputation with the business community.

DETAILS:

1. Over the last two decades, the Surrey economy has gone from strength to strength experiencing a trend rate of growth in GVA (which measures the production of goods and services) above the national average. GVA in 2011 rose by 3.5% to over £30 billion. The county benefits significantly from major international gateways, particularly the airports, and from proximity to London and associated road and rail connections. Economic growth has come primarily from high value business sectors, many of which are global in reach. The economy continues to be differentiated between a small number of very large firms and a much larger number of small and often micro businesses that employ fewer than 10 staff. Rising employment has contributed significantly to growth; indeed there are around 600,000 jobs in Surrey. While unemployment levels have risen due to the recession, they remain well below the national average. The economy has a high level of knowledge based businesses in a number of key growth sectors: advanced manufacturing, computer gaming and digital and creative technologies, pharmaceuticals, electrical and mechanical engineering, and financial, business and professional services.
2. Surrey residents are highly skilled: more than 70% are educated to NVQ level 2 or higher and over 40% have attained a degree. The county has an attractive environment and offers a good quality of life. Surrey's already well established businesses, ranging from 250 international corporates through some 60,000 successful small and medium sized enterprises (SMEs), are happy to identify Surrey as their home.
3. GVA rose by 3.5% in both 2010 and 2011 and now stands at £30.3 billion. Despite the recession, the Surrey economy has grown by 7% since 2009, during which time the UK economy has struggled to achieve modest growth. Surrey remains a highly desirable place to live, work, start and grow a business. However, Surrey's global competitiveness and economic strength risks being weakened in the absence of additional investment in the county's infrastructure. The attractiveness of the southeast and Surrey for some of the major global and national businesses located in the county, as well as SMEs, has reduced due to inadequate infrastructure and other constraints, principally congestion, skills and housing. The economy is also being constrained by higher unemployment, in particular increasingly stubborn and significant rates of youth unemployment.
4. Inevitably, the performance of the Surrey economy is closely tied to that of London and the airports, but economic success has led to congested roads, inadequate infrastructure and high house prices. The attractiveness of Surrey as a place to do business is also being threatened by inadequacies in respect of:

- business critical infrastructure
 - commercial land and premises for a range of business types
 - inward investment and access to investment finance
 - people with the right skills (either at entry or junior levels or at more senior levels)
 - housing and provision of more affordable housing to allow entry level recruitment and then retention of staff; and
 - town centre regeneration.
5. Against this background, the county council has the opportunity to set out a commitment to growth and the development needed to support it, and in particular:
- articulate a **narrative on growth** to support the council's existing commitment to a strong and competitive economy, setting out why growth is needed, the benefits to Surrey residents, why investing in Surrey makes sense and the main ways in which the county council will support it through its powers, resources and community leadership activity, particularly to lobby on the basis of collective support for specific improvements and investment
 - the development of appropriate **mechanisms** to provide funding for initiatives to support economic growth, which might form a Surrey Proposition, in partnership with districts and boroughs, which can then be used as the basis for a wider approach supplemented by deals with Government and with others to enhance its effectiveness; and
 - an **action plan** bringing together existing and planned work to identify specific infrastructure and other developments to which the new and existing mechanisms would be applied to give them practical effect.

A Growth Narrative

6. The Surrey economy is sizeable and impressive. With a GVA of over £30 billion per annum, it is larger than many major UK cities such as Birmingham, Liverpool and Leeds. Surrey contributes almost £6 billion a year in personal income taxation to the Exchequer, second only to London, making it the south east region's largest contributor and bigger than the metropolitan areas of Greater Manchester, West Midlands, West Yorkshire and Merseyside. Surrey is home to major international businesses, and has many towns that are amongst the most competitive in the country. The Surrey economy can be seen, in basic terms, as having four principle components:

(a) globally competitive and other large businesses attracted by international gateway connectivity and proximity to London. For this sector the main issues in terms of staying in the county and growing their businesses are the pressures on **infrastructure** (such as congestion, capacity of public transport and the availability of other linkages such as high speed broadband which affect their connectivity); availability of **employment land** and **premises** (including space for parking); an appropriately **skilled workforce**; and suitable **housing** (both for executives and affordable housing for less senior employees)

(b) high-end technology based firms which often form clusters and need **employment land and premises close to knowledge hubs and investment finance** for development

(c) SMEs (including many micro-businesses) which are by far the largest part of the economy by numbers of firms (82% of businesses in Surrey employ fewer than 10 staff), require **advice, support (including leadership support) and access to finance**

(d) town centres across the county which provide a local retail focus and direct employment opportunities for local residents, but are in some cases in need of **regeneration** to improve footfall and attract new businesses.

7. The One County, One Team Corporate Strategy 2012-17 sets out the priority to make Surrey's economy strong and competitive, and the council has taken action to support it, particularly through:
- setting up **Surrey Connects**, a business - local government partnership working with stakeholders to stimulate enterprise growth across Surrey. Surrey Connects has a headline ambition to double the value of the Surrey economy to £52 billion by 2030 (based on a GVA of £26 billion in 2010), through supporting Surrey's key growth and globally competitive sectors to achieve smart economic growth
 - the **Surrey Future** initiative to agree, in partnership with districts and boroughs, infrastructure priorities for the next 15 – 20 years to support Surrey's economic development, and to build consensus around how we manage planned growth sustainably
 - creating the **Supply2Surrey** portal, including the Build Surrey portal launched on 7 February, to help local businesses bid for council contracts as part of the council's pledge to ensure that 60% of its spending goes to local businesses
 - promoting and supporting **apprenticeships**. As described in paragraph 12, the council will extend the successful incentive scheme for Surrey businesses to take on apprentices which is already supporting 265 apprenticeships for young people in 2012-13
 - **engaging** with strategically important local businesses
 - **enhancing relationships and collaboration with business representative bodies:** the Federation of Small Businesses, the Surrey Institute of Directors and Surrey Chambers of Commerce (signing Memoranda of Understanding with the latter two bodies).
8. The argument that growth should now become a specific priority to which the council should devote targeted effort is supported by the analysis that:
- growth has stalled nationally in the recession. Surrey's economy continues to grow and generate prosperity for the rest of the UK as well as for its own residents and businesses

- the international competitiveness of Surrey and the southeast has been falling due to the pressures from congestion, a lack of skills and a lack of affordable housing, which make the area less attractive to business
 - there is a strong sense that Surrey's natural strengths, due to its advantageous location between two international airports and sharing a border with a major global capital city are not being maximised, which if they were would generate greater income for Surrey and the Exchequer
 - many of the constraints on growth, in particular inadequate infrastructure, housing and skills are all issues which affect the well being of Surrey residents directly.
9. Surrey is a good place for government to invest in to support economic and jobs growth. Compared to many other parts of the UK, the resilience of the economy and the strength of existing firms make investment less risky and more likely to lead to a faster and greater return. Surrey has high rates of business creation (a measure of innovation and entrepreneurship), that have been sustained even during the recession and have outpaced all other counties in the south east. This has been affirmed by figures released by Barclays Bank in 2012 which showed that Surrey is the top performing county for business start-ups during the recession era. Around one in seven businesses that started in Surrey over the last three years are now turning over more than £100,000 compared to the national average of one in ten.
10. The emphasis is on **smart economic growth**. This means supporting activity to help Surrey's key growth sectors/ high value businesses to flourish; improved productivity through supporting knowledge, innovation and creativity; investment in skills and training; and activity to address unemployment, particularly youth unemployment among Surrey residents.
11. The outcomes will be an increase in the size of the economy and in employment increasing the return to the Exchequer from the county. This will be achieved through smarter use of resources. The government could use an increased contribution from Surrey to support less well off parts of the country. For Surrey residents and businesses the benefits from a growing and prosperous economy and some of the steps that are needed to achieve it include:
- investment in skills and training for residents
 - attracting, growing and retaining businesses that in turn provide funds for better public services
 - improved local facilities and services supported through the proceeds of development
 - more vibrant town centres and increased spending in the local economy supporting local businesses
 - improved work place health and well being and productivity
 - additional jobs
 - more affordable homes for residents
 - helping residents into employment
 - improved transport infrastructure to help relieve congestion
 - retaining Surrey's existing business wealth

The Council's role in supporting growth

12. The council can play a significant direct and indirect role in developing the Surrey economy as both a provider and commissioner of services, as a large employer and through its wider leadership role. This can be seen as operating at several levels: what the **council can do by itself**; what it can do with **districts and boroughs** and **with others in Surrey and the southeast** and what it could achieve through a wider **deal with Government**. Taking each of these in turn:
- (a) business as usual activity, particularly on the provision of public services which set the context for Surrey as an attractive place to live and do business – schools, roads, the environment and community safety
- (b) specific initiatives that the council has already undertaken such as:
- targeting 60% of council spend with local SMEs, without compromising competition rules or service quality considerations
 - supporting apprenticeships in relation to future workforce strategy. The council will extend the successful incentive scheme for Surrey businesses to take on apprentices to 500 young people in 2013-14. This will be one of the largest county council supported apprenticeship programmes in the country.
 - developing a countywide high speed broadband network that will make Surrey the best connected county in the UK
 - delivering a major programme of road schemes
 - establishing and maintaining a more meaningful engagement with strategically important businesses in Surrey, and with business representative organisations. This is helping the council to understand better how we and other public sector agencies can work with employers to deliver greater prosperity for Surrey
 - supporting Surrey Connects with a focus on supporting innovation and enterprise, competitiveness and the knowledge economy
 - working with the Enterprise M3 and Coast to Capital LEPs to secure investment in economic growth in Surrey.
- (c) focusing other strategies and plans and our strategic influence on growth – a more explicit aim will allow the council to focus other work that the council has underway. Where appropriate, reports will be coming forward to Cabinet for agreement on some of the specific factors and mechanisms which are critical for growth:
- **infrastructure improvement** through Surrey Future and the new Local Transport Bodies (LTBs). The aim of Surrey Future is to support Surrey's economic development through building relationships between public sector partners and business, and agreeing infrastructure priorities for the next 15-20 years that are properly integrated with spatial priorities for growth, and supports other plans and strategies. This will put Surrey in a strong position to both lobby and bid effectively for funding to deliver infrastructure and other

economic initiatives. In November 2012, Cabinet approved preparatory work on a set of schemes for which it will seek funding from the LTBs.

- the use of the council's **asset base** to support economic growth
- **capital investment** in activities to support economic growth, including the major road schemes programme
- attracting (foreign direct) **inward investment** (this work is being led by Surrey Connects with the support of the council and UK Trade and Investment)
- supporting **innovation and enterprise** – including through Surrey Connects
- supporting **skills and training** in the workforce to meet employer needs, and activity to reduce youth unemployment and help young people become ready for work
- developing a strategy for supporting **tourism** reflecting its contribution to economic growth
- **rural development** underpinned by a refresh of the Surrey Rural Strategy.

New Mechanisms: A Surrey Proposition

13. On top of this significant current activity the county council can do more to support economic growth. Accordingly, the council proposes to develop a Proposition to take further action using its own resources to stimulate and support economic growth building on the approach of the infrastructure investment fund which the council is establishing to fund initiatives which will generate savings or income in the longer term. This approach would also provide an offer to Government to secure additional funding or powers (as described in the following section) which would increase the return to the economy from the capital and other resources being used to support growth.
14. Accordingly, the main focus would be the development of arrangements through which Surrey County Council and others would jointly fund infrastructure and other developments to support economic growth including:
 - forward funding to allow stalled developments to proceed particularly where there is a need for enabling infrastructure. Repayments would be made from the Community Infrastructure Levy (CIL) and from developer contributions in the operational phase. There are relatively small public funds for this held by the LEPs (principally the Growing Places Fund), but councils can exert some influence over their use
 - asset backed investment using the council's land or property holdings as an equity investment in joint venture arrangements with private sector partners to bring forward development
 - loan financing or equity investment to provide financial support for commercial developments structured through appropriate legal vehicles such as a joint venture company structure

To implement these approaches, the council would make use, as necessary, of prudential borrowing ensuring that each proposition is financially affordable

and that financial returns are assessed with regard to the risks and benefits delivered.

15. Appropriate partnership or company structures and associated governance would be needed to enter into such arrangements.
16. Business rate arrangements will also change from April 2013 with implications for councils' relationship with business for the use of resource. The scheme also provides an incentive to promote business growth in order to secure additional locally retained receipts (although these are shared between the districts and boroughs and the county council and for the most part replaces grant funding as part of wider changes in the local government finance system).
17. Separately, Surrey Connects and the Surrey Institute of Directors are exploring demand among Surrey businesses for a private equity scheme that could invest in local companies to generate and accelerate economic growth and additional employment. Such a scheme would lever in funds from a range of partners and aim to deliver a return on investment. If a proposition for such a scheme is developed, Cabinet would need to consider the detailed business case for any contribution to be made from council funds.

Collaboration to secure a shift in investment

18. The effectiveness of the measures that the council can take will be greatly expanded and enhanced by securing collective agreement with partners in Surrey about the way forward and seeking wider deals with Government.

Boroughs and Districts

19. The county council already works with boroughs and districts across Surrey on the strategic developments such as Surrey Future in order to secure a collectively supported position on the bidding for investment and support in strategic infrastructure. As Surrey Future develops the detailed work the need for it to focus on the development of the shared economic vision for the county becomes increasingly significant.
20. There is now an opportunity to build on this co-operation with some or all of the boroughs and districts for example on:
 - collective action on economic development activity which could extend to the development of joint or pooled budgets for those councils which wish to take part
 - pooling growth in business rate receipts to back infrastructure or other development that would support economic growth where pooling would increase the aggregate of receipts available for these purposes
 - giving full effect to their roles within the planning system in setting the context for commercial and other developments which would support growth locally and provide benefits to residents.

Local Enterprise Partnerships (LEPs)

21. Local economic growth is now led by Local Enterprise Partnerships (LEPs - new business-civic bodies). There are 39 LEPs covering England; two of which include parts of Surrey: Enterprise M3 (EM3), which covers the western districts, and Coast to Capital (C2C), which covers the eastern districts. The Deputy Leader of the council sits on the board of both LEPs, as well as the board of Surrey Connects. Surrey Connects provides a unified voice for Surrey and champions the county with government; it also represents Surrey in the EM3 and C2C LEPs - a role that is welcomed by both these bodies. Both the council and Surrey Connects are supporting the LEPs to deliver their respective strategies and business plans.
22. Increasingly, Government is passing funding allocations to LEPs. This funding, at present mostly around transport and infrastructure, is subject to competitive bidding with schemes capable of early delivery being prioritised for funding. To date, the LEPs have awarded around £2.3 million in forward funding for several schemes in Surrey, more is expected. It is important that Surrey develops and costs a programme of transport and other schemes ready to attract external funding. This could result in an additional £7-10 million investment in Surrey for transport schemes through the Local Transport Bodies (LTBs), being set up on LEP boundaries, with funding for schemes devolved to them. Funding through the LTBs could help deliver the major schemes programme approved by Cabinet last November.
23. Surrey needs to work with LEPs as delivery bodies/ enablers for smart economic growth in Surrey. Both LEPs are currently having a 'Growth Conversation' with government; these conversations are about possible funding for schemes to unlock growth. Surrey is engaging with the LEPs to seek support for schemes that can be started in the near future, as well as to identify a strategic project eligible for a share of the £5.5 billion of additional infrastructure investment and support for businesses announced by the Government in the Autumn Statement.
24. The Government is currently considering its response to the Heseltine Review 'No Stone Unturned in Pursuit of Growth' and may devolve further significant sums to the LEPs on a competitive basis. The inclusion of some of these additional funds within a single local investment fund would significantly enhance the effectiveness of action in Surrey, particularly on skills and employment support, and the council intends to discuss this with Government.

Wider South East

25. Investment in strategic infrastructure will often need to be with other partners in the greater southeast, particularly for schemes that need the agreement of the Department for Transport, Highways Agency and Network Rail. For example, strategic corridor schemes such as the **London-Portsmouth corridor**, removal of the capacity bottleneck on the rail network immediately west of Woking, and addressing the **capacity issues along the A3** in and around Guildford are both of a scale as to be significant for the southeast as a whole.

Government

26. Having developed its programme to support economic growth and developed effective collaboration with some boroughs and districts and with the LEPs, the overall approach to supporting growth would be greatly enhanced by a dialogue with Government to secure further changes in roles, powers and funding which would enhance the effectiveness of the action that the council and partners are able to take.
27. The council has clear priorities for such a discussion which include control or influence over a much wider range of funding sources in the area. Principally, the council has made clear to Ministers that it would want a **devolved single pot** of funding to include:
- retention of a higher proportion of **business rate growth** and other changes that would increase the benefits of pooling receipts to support economic growth
 - transfer of **Highways Agency budget and powers** for the non-motorway parts of the Strategic Road Network in Surrey to allow local prioritisation of investment, and the strengthening of collaborative working between Surrey, the Highways Agency and other partners to ensure local priorities are better reflected in the Highways Agency's strategic plans
 - funding for **major transport schemes** post 2014
 - the **Skills Funding Agency further education budget** as part of a skills fund, alongside contributions from councils and the private sector to ensure that provision is more relevant to the economy in Surrey.

The council would also want:

- greater influence over and involvement in the operation of the Department of Works and Pensions **Work Programme** aimed at getting people into work
- a more formal working relationship with **Job Centre Plus**, in particular on prioritisation
- greater influence over both **Highways Agency and Network Rail** prioritisation, and a greater say on rail franchising, and
- the unlocking of land that is held by other Government agencies needed for development in Surrey, to allow more asset backed approaches to proceed. Allied to this would be the creation of a **Single Property Board** (comprising all relevant Government departments, Surrey councils, Surrey Police and the NHS) to facilitate integrated management of the public sector portfolio and generate operational efficiencies by co-locating services.

CONSULTATION:

28. The chief executive and chairman of Surrey Connects, and the chief officers of both the EM3 and C2C LEPs have been consulted on the proposed

approach, which has also been discussed with Surrey borough and district council chief executives.

RISK MANAGEMENT AND IMPLICATIONS:

29. A significant change to the local government finance system will commence in April 2013, with local authorities retaining a share of the business rates collected in their area. The scheme provides a limited incentive to promote business growth in order to secure additional locally retained receipts, recognising that these are shared between central government (50%), districts & boroughs (40%) and the county council (10%). There is a risk to the county council if the business rate base declines as funding would reduce but districts and boroughs potentially suffer a greater loss due to the complex mechanics of the scheme.
30. Government funding for infrastructure has significantly reduced in recent years. Unless the council is able to successfully bid for the remaining grant funding available, it will face an increasing responsibility to fund the infrastructure and services needed to support local economic growth. Failure to deliver measures, such as those designed to reduce congestion, will reduce residents' quality of life and would harm Surrey's reputation.
31. An element of the proposed programme is focused on capacity building, e.g. to develop transport schemes that attract external funding to support local economic development. There is no guarantee that external funding will be secured. However, without the early development of these schemes, the council will be hampered in its ability to bid for and secure external funding for economic development.

Financial and Value for Money Implications

32. Elements of the programme to support economic growth will require funding as they are developed, and decisions on the allocation of funds will be sought at the appropriate time.

Section 151 Officer Commentary

33. The Section 151 Officer confirms that the proposals outlined in this paper do not have any immediate financial impact or any further financial considerations above those already considered by Cabinet in preceding papers, for example in relation to the development of transport schemes as described in the November 2012 Cabinet report.
34. Specific proposals will require Cabinet approval based upon a full evaluation of the financial business case and consideration of the risks involved. Appropriate and specific partnership, company structures and governance arrangements may be required in some instances. In addition, the availability and scale of any financial assistance to pursue these objectives will need to be considered alongside other County Council objectives.

Legal Implications – Monitoring Officer

35. Under the power of general competence, contained in Section 1 of the Localism Act 2011 the Council has a wide power to do "anything that individuals generally may do". This could, in principle, include both making

loans and grants and borrowing in order to do so. In exercising its powers the Council must follow its own procedures and act for proper purposes, which would include supporting economic growth in the county. Any decision must also balance any risks against the potential rewards. It will therefore be important to ensure that decisions on any proposal brought forward under these propositions are considered by the relevant decision maker, supported by a proper business case, alongside the Council's fiduciary, equalities and other duties.

Equalities and Diversity

There are no identified negative equalities impacts. Where additional funding for infrastructure and transport schemes is secured, there will be positive impacts though increasing access to services and employment opportunities. Growth in businesses based in Surrey will in some cases generate additional jobs. Focusing skills and training support on young residents will also help positively address Surrey's relatively high level of youth unemployment. Where applicable, equality impact assessments will be undertaken as a part of decisions on individual projects.

Corporate Parenting/Looked After Children implications

The county council recognises it has a responsibility to young people in the county who might struggle to make a successful transition from education to employment, in particular our Looked After Children and young people leaving care. The current economic downturn has reduced the number and variety of jobs that are available in Surrey, with further disproportionate impact on the most disadvantaged groups. Care Leavers aged 16-18 years old are over five times more likely to be NEET (not in employment, education or training) than their peers who have not been in care. Being a 'Corporate Parent' is not just a role for social care services but is everyone's responsibility. For this reason, the county council wants to ensure that a percentage of any work experience, apprenticeships or employment opportunities are targeted at this, and other, key priority groups.

Safeguarding responsibilities for vulnerable children and adults implications

36. Adults with social care support needs are significantly underrepresented in the workplace. Fewer than 10% of adults with learning disabilities are in paid employment and the majority of this number are in part-time work. The current economic climate has made finding suitable employment opportunities to help people back to work more challenging than ever.

Providing effective support for vulnerable adults into employment and reducing inequalities and discriminatory practice is a key priority for the county council. The council uses its purchasing power and community influence to promote employment opportunities, so that people can access these routes back to full social inclusion.

Public Health implications

37. Supporting more people into work will improve well being and productivity and support fitter, more active, more socially linked and more resilient communities. This approach needs to be coupled with maintaining the attractiveness and quality of Surrey's outstanding natural landscape and

environment (which has an economic value in its own right) to encourage more use of these intrinsic assets, to promote health and well being, and reduce the incidence of both long term and chronic illness.

Climate change/carbon emissions implications

38. The county council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
39. The proposed approach includes projects that will contribute to long term improvements in public transport provision and reduce congestion. Other activities in the programme would also contribute to reducing business travel requirements, such as higher levels of home working supported by a countywide high speed broadband network.

WHAT HAPPENS NEXT:

The activities and proposals set out in this paper will be developed as a programme to support economic growth. Many activities are already underway, but priority will now be given to developing the new arrangements described in the paper and refining their scope and focus (including through preliminary discussions with Government officials) so that they can be presented formally to Government at the earliest opportunity.

Agreement to the proposals in this paper is an important commitment to economic growth and will send a strong signal to businesses that the county council is strengthening its efforts to support Surrey's economy. A package of communications measures will be agreed with the Deputy Leader emphasising the additional steps that the council now intends to take.

The county council will continue to play an active role in the EM3 and C2C LEPs in order to secure investment in Surrey's economic future, and in Surrey Connects to support delivery of its strategy and action plan.

Specific approval for elements of the programme will be sought as appropriate.

Contact Officer:

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Consulted:

Cabinet Member for Assets and Regeneration Programmes

Surrey Chief Executives

Strategic Director Environment and Infrastructure

Assistant Director, Economy, Transport and Planning

Chief Executive, Surrey Connects

Chairman, Surrey Connects

Director, Enterprise M3

Director, Coast to Capital

CLT Economic Competitiveness Board

Strategy Group Manager

Sources/background papers:

- Surrey County Council, 'One county, one team corporate strategy 2012 to 2017'
- The Surrey Local Economic Assessment, December 2010
- Surrey Connects Strategy, August 2011
- Surrey Connects action plan, summer 2012
- Cabinet report on superfast broadband in Surrey, 24 July 2012
- Wave 2 City Deals Prospectus, Autumn 2012
- Cabinet report on supporting the economy through investment in transport infrastructure 2012-19, 27 November 2012
- Heseltine Review 'No Stone Unturned', October 2012
- Barclays press release, entitled, 'Surrey revealed as nation's start-up success story' (<http://www.newsroom.barclays.com/Press-releases/Surrey-revealed-as-nation-s-start-up-success-story-87e.aspx>), 6 February 2012

SURREY COUNTY COUNCIL

CABINET

DATE: 26 FEBRUARY 2013



REPORT OF: MS DENISE LE GAL, CABINET MEMBER FOR CHANGE AND EFFICIENCY

MRS HELYN CLACK, CABINET MEMBER FOR COMMUNITY SERVICES AND THE 2012 GAMES

LEAD OFFICER: MR PETER MILTON, HEAD OF CULTURAL SERVICES

SUBJECT: PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK

SUMMARY OF ISSUE:

To award the Contracts to the recommended tenderers for the provision of the selection and supply of library stock to commence on 1 April 2013 for a period of 2 years, with an option to extend for a further period of 2 years. The Report provides details of the procurement process, including the results of the evaluation process, and, in conjunction with the Part 2 Annex (item 12), demonstrates why the recommended Contract awards deliver best value for money.

Due to the commercial sensitivity involved in the contract award process, the names and financial details of the potential suppliers have been circulated as a Part 2 Annex for Members.

RECOMMENDATIONS:

It is recommended that:

1. the background information set out in this report be noted, and
2. the award of Contracts be agreed following consideration of the procurement process set out in the Part 2 Annex (agenda item 12).

REASON FOR RECOMMENDATIONS:

The existing contracts will expire on 31 March 2013. A full tender process, in compliance with the requirement of EU Procurement Regulations and Procurement Standing Orders has been completed, and the recommendations arising out of the above process provide best value for money for the Council following a thorough evaluation process.

DETAILS:

Background and options considered

1. Cultural Services aims to provide easy and equal access to high quality, inspirational and enjoyable cultural facilities for all people living in or visiting

Surrey. For the Library Service this means making libraries a high priority leisure activity and a lifestyle choice for Surrey residents.

2. Libraries need a regular supply of suitable new stock including books, music CDs & DVD films for both adults and children. This stock is promoted and needs to be kept refreshed in order to attract more people into the libraries. The 1964 Public Libraries and Museums Act requires library authorities to “provide a comprehensive and efficient library service”. New stock is central to this.
3. The existing Contracts for the provision of the selection and supply of library stock will expire 31 March 2013. A full tender process, compliant with the European Public Procurement Regulations and Procurement Standing Orders, has been carried out following the receipt of authority from Procurement Review Group (PRG) on 19 September 2012. This included advertising the contract opportunity in the Official Journal of the European Union (OJEU) on 11 October 2012.
4. The previous Contract provided supplier self selection for Adult stock, whereby, the supplier uses its knowledge of the market to choose which titles to provide, rather than the library service placing orders. This is then supplemented by a low volume of orders by the library stock team to ensure a full breadth of stock. The new contract will extend this supplier self selection to Children’s stock, enabling operational efficiencies within the stock team.

Procurement Strategy

5. Several options were considered when completing the Strategic Procurement Plan (SPP) prior to commencing the procurement activity. These options included the option to utilise an existing framework agreement, to go out to tender or to join an existing consortium.
6. After a full and detailed options analysis it was decided to invite tenders as this demonstrated best value for money for Surrey.
7. This was demonstrated through comparison of benchmarking data which clearly showed that Surrey would incur management fees and additional service charges if it joined a consortium or utilised an existing framework Agreement (which would outweigh the costs of the procurement activity). This would have led to a reduction in the funds available to purchase stock and the number of items available for loan.
8. A joint Procurement and project team was set up including representatives from the Library Service, SCC Legal and SCC Finance.

Use of e-Tendering and market management activities

9. Steps were taken to stimulate interest in this new process, which was introduced to the supply base through a series of supplier meetings. The Bravo electronic tender platform was used.
10. Since the council last went out to tender there has been further consolidation of the library supply market. A number of mergers have taken place and the number of library suppliers available nationally has been further reduced. Last time expressions of interest were sought for this requirement a total of 6

suppliers responded. Through the market stimulation activities completed during the planning phase of the procurement process, a total of 5 suppliers responded. This compares favorably to the previous tender exercise given the national reduction in the number of suppliers.

Key Implications

11. By awarding Contracts to the suppliers recommended in the Part 2 Annex, the Council will be ensuring that Cultural Services is able to fulfil its aims outlined in the Background section to this report above.
12. Performance will be monitored through a series of Key Performance Indicators as detailed in the Contract and reviewed at monthly operations meetings.
13. The management responsibility for the Contract lies with the Library Service and will be managed in line with the Contract Management Strategy and plan as laid out in the Contract documentation which also provides for the review of performance and costs.

Competitive Tendering Process

14. The Contracts have been let through a competitive tendering exercise. It was decided that the Open Procedure was appropriate due to the limited nature of the library supply market.
15. There were 4 lots:-
 - Lot one: - Adult fiction and non-fiction.
 - Lot two: - Children's fiction and non-fiction.
 - Lot three:- Music on CD or other electronic format
 - Lot four: - DVD, Blu Ray and games.
16. An invitation to tender (ITT) was sent to 5 suppliers, who were given 45 days to complete and submit their response to the tender. These responses were then evaluated and 2 suppliers are recommended. Details of the evaluation are included in the Part 2 Annex (item 12).

CONSULTATION:

17. The library service has consulted and worked closely with Procurement and Finance on the tender. In addition, the library service constantly monitors the public use of its bookstock using computerised data capture and analysis and regularly reviews the performance of book suppliers and its impact on public satisfaction. Each year the library service carries out a range of customer satisfaction surveys across a number of libraries which include a range of questions on satisfaction with bookstock which is fed into the selection process. This consultation process has been fed back into the tender process. The service also has stock selection for teenagers carried out by young people themselves. In addition we use feedback from our several hundred reading groups, Friends groups and the emerging community partnered libraries.

RISK MANAGEMENT AND IMPLICATIONS:

18. The Contracts include a provision for the Council to terminate the Contract by giving 8 weeks notice to the Supplier should priorities change or should the same level of funding no longer be available.
19. All short listed tenderers successfully completed satisfactory financial checks as well as checks on competency in delivery of similar Contracts as part of the tender evaluation process.
20. The successful contractors will not be required to provide a performance bond against failure as they had sufficient financial stability.
21. The following key risks associated with the Contracts and contract award have been identified, along with mitigation activities:

Category	Risk Description	Mitigation Activity
Financial	Available budget is reduced or withdrawn	The Contract conditions state that any quantities or values given are for guidance only and that the actual value of the goods to be purchase during the contract period is not guaranteed.
	One of the suppliers ceases business	Ongoing monitoring of supplier performance and continued market awareness. All of the suppliers selected have passed comprehensive financial checks.
Reputational	Failure to purchase the correct items leads to a reduction in the number of items borrowed.	Monitoring of supplier management information and issues figures will ensure that items suitable for loan in Surreys libraries are purchased.

Financial and Value for Money Implications

22. Full details of the Contract value and financial implications are set out in the Part 2 Annex (item 12).
23. The procurement activity has delivered a solution within budget with identified savings of approximately 7.5% as a result of improved discounts.
24. As well as a decrease in the cost of the Contracts there will be an improvement in the Key Performance Indicators (KPI) reporting requirements and the service levels being delivered under each Contract. Improvements include the identification of specific performance targets for each type of material to be supplied and the requirement for suppliers to provide a suite of management information reports which are to be available in real time for download via the supplier's website. Reports available will include order fulfilment statistics, a number of spending totals reports, average costs by type of material, year end forecasts and supply times.

Section 151 Officer Commentary

25. The Section 151 Officer (Chief Finance Officer) commentary is included within Part 2 of the report (item 12).

Legal Implications – Monitoring Officer

26. All compliant tenderers supplied a written confirmation that if successful they will accept the Contract Conditions sent to the tenderers with the ITT (Instruction to Tenderers) without any material amendment.
27. Responsibility for the provision of the goods is in line with the statutory requirements. The provision of a “comprehensive and efficient library service” is a legal requirement under the 1964 Public Libraries and Museums Act.
28. Under section 149 of the Equality Act 2010 Cabinet must comply with the public sector equality duty, which requires it to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (b) advance equality of opportunity between persons who share a relevant characteristic and a person who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The equalities impact assessment (attached at Annex 1) sets out the impacts of the recommendations on each of the protected groups. A range of positive impact has been identified for all groups. However, Members will note the potential negative impacts for specific groups which is that carers from “hard to reach or marginalised groups could be unaware of the services”. In order to counteract this, the specification and the terms and conditions of the Contract require the successful provider to work with the Council to warrant that the publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”

Equalities and Diversity

29. The Council has been mindful of its equalities duties in carrying out the Tender and as a result, undertook an equalities impact assessment as mentioned above.
30. A full Equality Impact Assessment was undertaken by the library service in 2010. This is attached as Annex 1. Resource provision is well placed to improve the service to equality groups. The reviews and projects proposed in the EIA, have been either completed or are in progress. We have been working closely with other library service teams, County Council departments and our customers, or potential customers, to enable delivery of these improvements. An update on the actions recommended by the EIA is attached as Annex 2. A new library stock EIA will be undertaken in April 2013.
31. The Contracts which the suppliers will sign stipulate that the supplier will comply with all relevant equality and diversity legislation (including the Equality Act 2010) whilst providing the goods and services. All suppliers submitted their Equalities and Diversity policies as part of their bid submission.
32. The procurement process was undertaken through an EU Procurement procedure, which was advertised to allow suppliers across the EU to express

their interest. The tender was also advertised on SCC's website to attract local interest.

33. Stock provision aims to satisfy the evolving educational, informational, cultural and recreational needs of Surrey residents and supports the corporate policies of the County Council. Stock aims to provide for all levels of ability, varying levels of interest and the needs of all ages in the most appropriate formats.

Corporate Parenting/Looked After Children

34. The availability of well chosen children's books through libraries helps support parenting and the development of literacy and the enjoyment of reading in children.

Public Health

35. Library stock plays an important role in supporting health and well being programmes in libraries – for example Read Yourself Well, Books on Prescription. The library stock in general aims to improve the health and wellbeing of communities, through access to books for leisure and educational use

Climate change

36. Public libraries have a positive impact on climate change by maximising number of readers for each book and recycling ex-library bookstock where possible. In addition, stock is delivered from the supplier to each library in recycled packaging and is itself recycled.

Carbon emissions

37. The availability of good quality, relevant library stock locally reduces the need to travel to other libraries and the retail sector. Deliveries to libraries are grouped as efficiently as possible to reduce transportation.

WHAT HAPPENS NEXT:

38. The timetable for implementation is as follows:

Action	Date
Cabinet decision to award (including 'call in' period)	4 March 2013
'Alcatel' Standstill Period ends	13 March 2013
Contract Signature	14 March 2013
Contract Commencement Date	1 April 2013

39. The Council has an obligation to allow unsuccessful suppliers the opportunity to challenge the proposed Contract award. This period is referred to as the 'Alcatel' standstill period.

Contact Officer:

Lisa Wynn – Category Specialist 020 8541 7972

Alison Gruet – Senior Category Specialist 020 8541 8726

John Case – Property, Environment and Stock Manager 07837 113140

Consulted:

Ross Duguid – Category Manager, Procurement and Commissioning

Andy Tink – Finance Manager

Naz Fox – Senior Lawyer

Rose Wilson – Library Operations Manager

Andrew Forzani – Head of Procurement and Commissioning

Annexes:

Annex 1 - EIA Library Resources 2011

Annex 2 - EIA Update

Part 2 Annex (attached as agenda item 12)

Sources/background papers:

Tender Evaluation Summary

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Addressing Inequalities

Cultural Services - Library Service - Resources EIA 2010

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

What is being assessed?	Library Resources
Service	Customer Services – Library Service
Name of assessor/s	Graham Haiselden
Head of service	Peter Milton
Date	December 2010
Is this a new or existing function or policy?	Existing

Write a brief description of your service, policy or function. It is important to focus on the service or policy the project aims to review or improve.

The Stock Team, as part of the Property, Environment and Stock Team (PEST), have a responsibility to:

- Select order and allocate the lending resources purchased through a range of contracted suppliers. This includes not only books in various formats but also DVDs, CDs and maps.
- Deliver and develop a stock management framework utilising management information systems to enable stock management to be undertaken on a planned and consistent basis.
- Develop and deliver an appropriate stock offer for all service points that uses ways of encouraging increased engagement with reading.
- Work with PEST and other colleagues to enhance the promotion and display of stock to encourage increased usage.

The Team select each year according to a budget strategy which, as well as outlining areas of stock to be purchased as usual, will also highlight areas of stock that have been identified as requiring increased development. This strategy ensures that stock is purchased to cover the needs of all its users both now and in the future.

The Stock Team work to a budget determined annually by the Surrey County

Council that currently, for 2010/2011 stands at approximately £1,800,000.

A similar budget in 2009/2010 enabled the purchase of the following number of volumes:

- Adult Fiction 102862 volumes (including Large Print)
- Adult Non-Fiction 49131 volumes (including Large Print)
- Children’s Fiction 38882 volumes (including Large Print)
- Children’s Non-Fiction 2647 volumes

- Adult Spoken Word 3497 volumes
- Children’s Spoken Word 1410 volumes

Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.

Equality Group	Positive	Negative	No impact	Reason
Age	✓	✓		<p>Resources are purchased across all age groups.</p> <p>Age specific selections are bought and displayed in libraries to enable ease of selection especially with regard to books for 0 to 12 year olds.</p> <p>Teenagers are less likely to use the library despite specific resources being provided. However, currently we are unsure that we purchase the right stock to attract them in and research on this is required. Work is also being carried out to attract this audience to libraries by involving teenagers in library book selection and layout through the “Headspace” initiative. Alternatives electronic formats may also have an appeal to this audience.</p>

				<p>Older people are more likely to suffer from poor eyesight so books are also purchased in large print editions, as spoken word on CD and as downloadable audio. Subscriptions are also paid to enable qualifying individuals to use the RNIB "Talking Book" service. There is however a reduced selection of titles as not all books are produced in these formats.</p> <p>The loan of spoken word sets does attract a hire charge, but concessionary free loans are available on these as appropriate.</p> <p>Information on the legal aspects of equality is also provided.</p>
Gender Reassignment	✓	✓		<p>Resources are not purchased specifically to cover this topic but we do purchase items in fiction and non-fiction which cover relevant and related issues.</p> <p>We are currently working on highlighting the materials we have through the website to ensure ease of access.</p> <p>Information on the legal aspects of equality is also provided.</p>
Disability	✓	✓		<p>People with disabilities are able to access relevant resources through the libraries.</p>

			<p>Resources, both adult and children's, are purchased that cover issues surrounding disabilities of all types.</p> <p>Resources are purchased to assist this equality group, those who assist them and those who live and work alongside them.</p> <p>Children's coverage is mainly through the provision of Situations books (i.e. Books, often stories, designed to be read by or with children that deal with life experiences and situations). Currently situations collections in libraries have become dated in both their content and display and need to be reviewed.</p> <p>People, both adults and children, suffering from poor eyesight are able to access books in large print editions, as spoken word on CD and as downloadable audio. Subscriptions are also paid to enable qualifying individuals to use the RNIB "Talking Book" service. There is however a reduced selection of titles as not all books are produced in these formats.</p> <p>The loan of spoken word sets does attract a hire charge, but concessionary free loans are available on these as appropriate.</p> <p>Resources are purchased</p>
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				<p>and made highlighted through book promotions. e.g. "Read Yourself Well" provided a selection of self-help books aimed at people with low to moderate mental health issues to assist them by developing their self awareness and understanding.</p> <p>Information on the legal aspects of equality is also provided.</p>
Sex	✓			<p>Resources, fiction and non-fiction, for all ages are purchased to provide reading and information to both genders.</p> <p>Information on the legal aspects of equality is also provided.</p>
Religion and belief	✓			<p>Resources, fiction and non-fiction, for all ages are purchased to provide information and cover issues surrounding all religions.</p> <p>Resources are purchased both to assist members of the equality group and those who live and work alongside them.</p> <p>Information on the legal aspects of equality is also provided.</p> <p>Donations of religious texts are, when offered, added to stock if they meet our library donations policy. (See page 10)</p>

Pregnancy and maternity	✓	✓	<p>Resources providing information on this subject are purchased for library stock.</p> <p>Children's coverage is mainly through the provision of Situations books (i.e. Books, often stories, designed to be read by or with children that deal with life experiences and situations). Currently situations collections in libraries have become dated in both their content and display and need to be reviewed.</p>
Race	✓	✓	<p>Resources, fiction and non-fiction, for all ages are purchased to provide information and cover issues surrounding race.</p> <p>Books are purchased to provide information of other countries and peoples.</p> <p>Resources are purchased both to assist members of the equality group and those who live and work alongside them.</p> <p>For people who do not speak or struggle with English, books, both adult and junior, are made available for loan in other languages. Currently books in dual language (i.e. with the text in both English and another language) are only available in a few languages.</p> <p>Although we do need to use products such as "Mosaic" to ensure that we</p>

				<p>have identified all possible groups in Surrey, previous work has shown that Surrey includes only small groups of non English speakers. Because of this a general approach to language provision is most appropriate.</p> <p>Resources for children are also purchased mainly through the provision of Situations books (i.e. how to deal with situations). Currently situations collections in libraries have become dated in both their content and display and need to be reviewed.</p> <p>Information on the legal aspects of equality is also provided.</p>
Sexual orientation	✓	✓		<p>Resources are not purchased specifically to cover this topic but we do purchase items in fiction and non-fiction which cover relevant and related issues.</p> <p>We currently do not actively engage with groups to look at the provision of LGBT related materials.</p> <p>We are currently working on highlighting the materials we have through the website to ensure ease of access.</p> <p>Information on the legal aspects of equality is also provided.</p>
Carers	✓	✓		<p>Resources are purchased both to assist members of this equality group.</p>

				<p>A “Reminiscence Collection” is maintained to provide resources for carers to assist with their work with people suffering from dementia and early onset Alzheimers.</p> <p>Children’s coverage is mainly through the provision of Situations books (i.e. Books, often stories, designed to be read by or with children that deal with life experiences and situations). Currently situations collections in libraries have become dated in both their content and display and need to be reviewed.</p>
Other equality issues – please state			✓	
HR and workforce issues			✓	Please indicate if a separate EIA needs to be carried out
Human Rights implications if relevant			✓	

If you find a negative impact on any equality group you will need to complete stage one and move on to stage two and carry out a full EIA.

A full EIA will also need to be carried out if this is a high profile or major policy that will either effect many people or have a severe effect on some people.

Is a full EIA required?	✓ Yes (go to stage two)	No
If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of		

your conclusion.

Briefly describe any positive impacts identified that have resulted in improved access or services

For screenings only:

Review date	
Person responsible for review	
Head of Service signed off	
Date completed	

- Signed off electronic version to be kept in your team for review
- Electronic copy to be forwarded to Equality and Diversity Manager for publishing

Stage 2 – Full Equality Impact Assessment - please refer to [equality impact assessment](#) guidance available on Snet

Introduction and background

Using the information from your screening please describe your service or function. This should include:

- **The aims and scope of the EIA**
- **The main beneficiaries or users**
- **The main equality, accessibility, social exclusion issues and barriers, and the equality groups they relate to (not all assessments will encounter issues relating to every strand)**

The aim of this EIA is to look at current selection and management of stock to ensure that adequate provision is made to meet the needs of the identified equality groups.

It is possible to do this through the purchase of general stock but some provision of more specialist materials (e.g. books in languages other than

English) is also required. Rather than creating specific collections of materials for use by equality groups, which leads to the use of these resources being “ring fenced”, it is important to enable customers to find resources relevant to their needs and this can be done through the library catalogue and remotely through the website.

As the selectors of stock for the whole of the Surrey library network, the Stock Team aims to ensure that everybody has access to a range of materials to meet their educational and leisure needs. Stock selection is carried out on a “Total Stock Management” basis whereby stock bought for any one service point is made available countywide through the requests system.

Prior to the beginning of each financial year the total resources budget is subdivided into smaller budgets to enable money to be held available to provide items specified within that year’s budget strategy. It also means that there is budget available to purchase specific materials and materials in a range of formats.

This division into smaller budgets also allows tighter budgetary monitoring and control and ensures that money is being spent as planned.

Stock is selected for each service point as appropriate taking into consideration the size of library, the stock offer for that library and the budget available.

Donations are also accepted for addition to stock, from members of the public and local groups, to be made available through the library network. Donations are managed in the same way as the stock we purchase and are only accepted on agreement to our policy, which states:

*“We will consider accepting books **in good condition** which -*

- *have been published in the last five years*
- *are recent best sellers*
- *are books on local or community history*
- *are clean copies of a ‘ classic title*

The library service reserves the right to use donated materials to the best advantage of the service as a whole, to decide on the most suitable location for donated stock and to dispose of any materials not required as it sees fit. The library service also reserves the right not to accept any donations which are considered unsuitable due to currency, condition or content.”

Surrey County Council, Libraries Donations Policy, February 2010

Input into the selection process is important and although this is currently done through requests and stock suggestions a more positive approach needs to be taken through the input of user groups.

The latest PLUS survey for adults conducted in 2009 (20 libraries) found that regarding the questions asked about resource provision:

- 77% on average found the choice of books in their library to be Satisfactory/Very Good/Good

- 89% on average found the physical condition of the books in their library to be Satisfactory/Very Good/Good

There has also been a Surrey County Council, Corporate Policy department report, "Hear us, see our diversity" which met with various equality groups in 2010 to discuss the services offered to them by the Council. A number of comments were made regarding the library service and its resources, although it should be remembered that these were comments made by individuals and are personal impressions.

- "Hardly used, not advertised enough"
- "We must keep providing paper based formats"
- "Staff in libraries don't always seem aware of guidance, clarity needed for staff and faith and belief groups and this needs to be shared with faith groups"
- "More space to be given to YP 15 to 16 years..."
- "There should be more books targeted at young people..."
- "Like to see more reading schemes to reward young people for reading books"

The main equality issues identified with the current resource selection and management process are:

- Teenagers are less likely to use the library despite specific resources being provided.
- Although books are made available in other formats such as Large Print and Spoken Word, there is however a reduced selection of titles available as not all books are produced in these formats.
- Where resources are not purchased specifically to cover equality topics more work needs to be undertaken to ensure that any available materials held can be identified.
- Situation Collections are in need of updating.
- The lack of availability of dual language materials.
- Need to engage with user and non-user groups to improve and increase customer input into the stock selection process.
- Need to research and engage with groups on stock selection to attract under represented groups to use the service.
- Possible reduction in the budget available.

Now describe how this fits into 'the bigger picture' including other council or local plans and priorities.

The Stock Team aim to provide the resources to enable the library service as a whole to improve Surrey County Council's performance and looks at the number of issues achieved from stock and the level of library footfall i.e. people entering the library.

The resources purchased should reflect the needs of the people of Surrey and provide accessibility for all. Stock should also encourage the joy of reading and thereby improve literacy skills in both children and adults.

The resources budget is required to come in on target at the end of each financial year and shown to have gained value for money for the people of Surrey.

All work is done in ways to both meet the requirements of the Public Libraries & Museums Act, 1964 and local and national strategies that are highlighted in the annual resources budget strategy. Plans to achieve the requirements of the Localism Bill will need to be formulated. The 1964 Act states:

7 General duty of library authorities

(1) It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof, ... to provide and maintain ... such books and other materials...

(2) In fulfilling its duty under the preceding subsection, a library authority shall in particular have regard to the desirability —

(a) ... by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, ... sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children...

Public Libraries and Museums Act 1964

In Autumn 2010 the County Council undertook a Public Value Review of the library service as part of an authority wide process.

The findings of this review are currently under discussion at Councillor level, and there may be an impact on resource selection and management following this process. Full input to the process has been made by PEST members.

Evidence gathering and fact-finding

What evidence is available to support your views above? Please include a summary of the available evidence including identifying where there are gaps to be included in the action plan.

Remember to consider accessibility alongside the equality groups

We gather evidence about our customers of the type which allow us to successfully monitor stock performance:

- Issue rates by subject and genre are recorded on a regular basis. These can be assessed to determine changing customer needs.

- The performance of new items added to stock is measured through a regularly updated report to assess the success of the stock selection process.
- Regular reports are produced for libraries to assess low performing items of stock and to highlight stock which is performing well and may be in need of replacement.
- Borrower statistics are maintained. It is important for the selectors of stock to have an understanding of our users especially within the junior category which covers from 0 to 12 years split into 0 to 5, 5 to 8 and 8 to 12 groups. These age ranges cover a huge range of needs and abilities, all of which need to be catered for. The number of children in each age range will determine the amount of budget and therefore amount of materials bought. Changes to these numbers could have a dramatic impact on formulating our buying policies.
- Use of national evaluations such as “Summer Reading Scheme”. Reading schemes such as this offer an opportunity to look at which age groups are using the library more regularly. The “Summer Reading Scheme” also gives us the opportunity to compare our services to those provided by other library authorities and to benchmark our services.
- PLUS and e-PLUS surveys are carried out regularly. These include feedback from the public on their satisfaction with stock levels and availability.
- The use of other Surrey County Council departmental research is valuable to us as a provider of current public opinion towards the services of the Surrey County Council.
- The use of focus groups e.g. “Headspace” for teenagers is in the process of being formed.
- All customer comments, complaints and other feedback is monitored and reacted to as appropriate. A number of these relate to stock selection and management often asking as to why a specific title has not been purchased, making a suggestion for a title to be added to stock and, more increasingly, authors and small publishers marketing their latest title/s.
- Information from our library management system enables us to see where reservations on individual titles reach a level where more copies are required
- The use of Bright Books for foreign language is monitored to assess usage.
- Comparisons of stock performance with other library authorities are made through CIPFA (The Chartered Institute of Public Finance and Accountancy). Current figures, in comparison to Surrey’s 15 nearest neighbour county authorities, show that:
 - At April 2009, Surrey had over 1.7 million in total book stock putting it into the top quartile.
 - A large amount of reserve/unallocated stock means that total lending stock per 1,000 population puts them in the third quartile
 - Surrey has the highest number of books per 1,000 of the

- population (1,568) compared to its nearest statistical neighbours
- In 2009, 48.6% of Surrey adults used a public library. This places it in the top quartile among all library authorities
 - Surrey's physical library visits figure is high (third highest) but, when adjusted to reflect its high population it comes in the third quartile
 - Surrey's virtual library visits show a significant growth
 - Surrey's performance as a net supplier of inter-library loans far exceeds that of others
 - Surrey spends on average £1.36 (4 pence higher than the median) on book stock per head of population

Sources of evidence may include:

- Service monitoring reports including equality monitoring data
- User feedback
- Population data – census, Mosaic
- Complaints data
- Published research, local or national.
- Feedback from consultations and focus groups
- Feedback from individuals or organisations representing the interests of key target groups
- Evidence from partner organisations, other council departments, district or borough councils and other local authorities

How have stakeholders been involved in this assessment? Who are they, and what is their view?

This assessment is based on information and feedback collected from a variety of stakeholders. The information is mainly quantitative although opinions sought through questionnaires and outcomes from professional discussion are included.

The major stakeholders involved include:

- Library users
- Other Library Service Teams
- Other Surrey County Council colleagues

Library users

Feedback from library users has been used to inform this assessment into the selection process through the use of the following:

- Book issue statistics by genre or specific titles
- PLUS and E-PLUS surveys (see page 13)
- Stock suggestion form
- Request service including requests per title statistics and option to purchase where the item requested is not held in stock
- Customer complaint/comment form
- Surrey County Council departmental reports e.g. Corporate Policy

department report, “Hear us, see our diversity” (see page 11)

- Forthcoming work with possible Community Partnered libraries will provide feedback for inclusion in future assessments on stock provision.

Other Library Service Teams

Other library teams have also provided input into this assessment:

- Information Services Team (IST) – reference purchase, including hardcopy and online, and monitoring. Regular meetings with the IST are used to highlight areas of stock where reference and lending overlap and to discuss trends in customer resource requirements.
- IST “Enquiries Direct” service – public library information service. Stock related enquiries/comments are filtered through to the Stock Team and dealt with as appropriate. These indicate customer needs and provide direct customer feedback.
- Programme Team – provide stock related feedback from outreach projects which has been included in this assessment. Projects currently include “Headspace” and the Team’s ongoing work with local schools which include involvement of staff from the Stock Team as appropriate. The Programme Team also are involved in the provision of book promotions in libraries that include a full range of fiction promotions (e.g. “Orange Prize”, “Man Booker” etc.) and self-help promotions such as “Read Yourself Well”. Organised author events also link into the provision of general book stock. Programme Team also maintain a “Reminiscence” collection for use by carers.
- Virtual Services Team – provide stock related feedback from the web e.g. Twitter which has been used in this assessment. The Virtual Team are also involved in assisting the Stock Team to marketing the book stock through the library website and Twitter, and are working to develop the catalogue function.
- Sector Team, Library Managers and staff – as the public face of the service, Library Managers and their staff receive stock related enquiries/comments from the public which are passed through to the Stock Team and dealt with as appropriate. These comments are used to indicate customer needs and show trends in use through customer feedback.

Other colleagues

Other Surrey County Council colleagues will also provided input into this assessment:

- Cultural Services Group
- DEG

Analysis and assessment

Given the available information, what is the actual or likely impact on minority, disadvantaged, vulnerable and socially excluded groups? Is this impact positive or negative or a mixture of both? (Refer to the EIA guidance for full list of issues to consider when making your analysis)

Given the current position, resource provision is well placed to improve the service to equality groups with a number of reviews and projects being proposed. We will need to ensure that we work closely with other library service teams, county council departments and our customers, or potential customers, to enable delivery of these (see “Recommendations” section)

Most of the current negative impacts highlighted can be significantly reduced given staff time and the continued maintaining of the resources budget. There are no negatives which would constitute unlawful discrimination but these would need to be continually monitored to ensure that.

It is important to continue to re-evaluate the current positive impacts to ensure that these are maintain and improved.

What can be done to reduce the effects of any negative impacts? Where negative impact cannot be completely diminished, can this be justified, and is it lawful?

Although most negative impacts are as a result of insufficient marketing which will be redressed (see “Action Plan”), some areas are however outside of our control or are dependent on budget availability:

- The reduction in the availability of title published in Large Print and Spoken Word formats, in comparison to the number of titles published generally, is a decision made by publishers based on a business decision.
- Although our suppliers can provide us with books in languages other than English, we are not able to obtain dual language texts. The supplier has made a decision not to purchase this format and we do not have the budget available currently to provide multiple copies of titles in a large number of languages in this format.

Where there are positive impacts, what changes have been or will be made, who are the beneficiaries and how have they benefited?

The Stock team will continue to purchase resources using methods currently used. It will also continue to monitor stock performance using the methods available to them.

Positive impacts that require changes to be made have been identified and listed in the “Recommendations” section.

Recommendations

Please summarise the main recommendations arising from the assessment. If it is impossible to diminish negative impacts to an acceptable or even lawful level the recommendation should be that the proposal or the relevant part of it should not proceed.

- Improve our use of the information available on equality groups in Surrey and create an action plan that ensures their views are heard.
- Use of “Mosaic”, “surreyi”, digital exclusion maps and other socio demographic tools to identify possible usage and determine the service user profile.
- Link improved information to enable the delivery of the localism agenda.
- Improve the method of stock performance monitoring.
- Implementation of an online stock suggestion process to extend access to it
- Ongoing highlighting of areas of stock through the use of the website and active promotions.
- Trial of “Headspace” and other pilot projects to involve users, and potential users, in library resource selection.
- Review and market the current use of “Situations Collections”
- Review and market the current provision of foreign language materials
- Work closely with suppliers to optimise the stock selection process and increase best value from our budget.
- Increase staffs training to ensure all services are fully marketed to our customers.

- Create and update staff awareness of the services available to equality groups.
- Ensure that the EIA action plan becomes part of the business plan of all teams involved so that it can be demonstrated that the outcomes of this report have led to a service improvement.

Action Plan – actions needed to implement the EIA recommendations

Issue	Action	Expected outcome	Who	Deadline for action
Need to improve our use of information on equality groups in Surrey	Further application of demographic data such as “Mosaic”. Develop a strategy to get the views of these groups	More targeted resource expenditure. Increased monitoring of services	Stock Team, SCC Policy & Performance Team	December 2011
Need to improve stock performance monitoring	Application of the “SmartSM” or similar product	More targeted resource expenditure. Better use of stock. Increased value for money. Increase customer satisfaction with book stock to 80%	Stock Team, Tech Group, Sector Team	Autumn 2011
Need for the implementation of an online stock suggestion form	Formulation and launch of a website	Improved customer service. Ease of access for the public in to the selection process. Increase customer satisfaction with book stock to 80%	Stock Team, Virtual Services Team	Summer 2011
Increased need to involve users and non-users in the resource selection process	Trial and implementation of “HeadSpace” and other projects to involve users in stock selection	Improved customer involvement. Enable practical customer support. Increase customer satisfaction with book stock to 80%	Programme Team, PEST, Sector Team	Ongoing
Need to improve the marketing and delivery of identified equality group resource provision	Review and re-present the current provision of materials through “Situation Collections”	Improved customer service. Improved customer access to services. Increase customer satisfaction with book stock to 80%	PEST, Programme Team, Virtual Team	December 2011

Need to improve the marketing and delivery of identified equality group resource provision	Review and re-present the current provision of materials to cover LGBT interests and information needs	Improved customer service. Improved customer access to services. Increase customer satisfaction with book stock to 80%	PEST, Programme Team, Virtual Team	December 2011
Need to improve the marketing and delivery of identified equality group resource provision	Review and re-present the current provision of foreign language material	Improved customer service. Improved customer access to services. Increase customer satisfaction with book stock to 80%	PEST, Programme Team, Virtual Team	December 2011
Requirement to optimise supplier efficiencies in selection and delivery	Work with suppliers on selection tools and direct delivery options	Better value for money. Faster availability of new titles	Stock Team , Contracted suppliers	Ongoing. First direct delivery April 2011
Need to increase staff awareness of equality issues	Increase staff training to include all services are fully included	Improved customer service. Increase customer satisfaction with book stock to 80%	Training Forum, PEST, Sector Team	Summer 2011

- Actions should have SMART Targets
- Actions should be reported to the Directorate Equality Group (DEG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

Date taken to Directorate Equality Group for challenge and feedback	31 st March 2011
Review date	April 2012
Person responsible for review	Graham Haiselden
Head of Service signed off	12 th May 2011
Date completed	13 th May 2011
Date forwarded to EIA coordinator for publishing	13 th May 2011

- **Signed off electronic version to be kept in your team for review**
- **Electronic copy to be forwarded to your service EIA coordinator to forward for publishing on the external website**

EIA publishing checklist

- Plain English – will your EIA make sense to the public?
- Acronyms – check that you have explained any specialist names or terminology
- Evidence – will your evidence stand up to scrutiny; can you justify your conclusions?
- Stakeholders and verification – have you included a range of views and perspectives to back up your analysis?
- Gaps and information – have you identified any gaps in services or information that need to be addressed in the action plan?
- Legal framework – have you identified any potential discrimination and included actions to address it?
- Success stories – have you included any positive impacts that have resulted in change for the better?
- Action plan – is your action plan SMART? Have you informed the relevant people to ensure the action plan is carried out?
- Review – have you included a review date and a named person to carry it out?
- Challenge – has your EIA been taken to your DEG for challenge
- Signing off – has your Head of Service signed off your EIA?
- Basics – have you signed and dated your EIA and named it for publishing?

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Update on actions for the Library resources EIA – February 2013

Issue	Updated action	
Need to improve our use of information on equality groups in Surrey	Staff within the stock team have had Mosaic training and are working closely with the libraries' Programme team to develop links with equality groups. For example - discussion and consultation has taken place with LGBT community regarding stock. Discussion has also taken place with the Woking Disability Access Group concerning stock and stock layout.	
Need to improve stock performance monitoring	The library service now subscribes to Smarts, a powerful stock management tool and we have been working closely with our Smarts contract manager and colleagues in the Performance & Policy Team, to improve stock selection and stock management processes. The management information has enabled us to improve our stock selection to equality groups, for example, more targeted health stock, introduction of LGBT collections, a focus on Large Print non-fiction titles. Customer satisfaction with stock at two recently survey libraries shows an 89% satisfaction rate for choice.	
Need to implement an online stock suggestion form	Completed. This is now live on the SCC libraries website	
Increased need to involve users and non-users in the resources selection process	<p>Ongoing – Teenagers have been involved in the selection process for the Headspace project at Farnham library and they now select stock for all libraries in Surrey, working closely with the stock selection librarian for Children & young people.</p> <p>From April we will be holding stock open days at libraries across the county, to give customers an opportunity to meet stock staff and let us know what they think of the stock in their respective libraries. It is our intention to set up a public stock forum. We also engage about stock with the public through Twitter.</p> <p>The stock team have also been working closely with CPL Steering Groups to re-position their stock and respond more effectively to local need. £10K has been allocated in the resources budget for 2013-14 to enable each CPL to make stock suggestions.</p>	
Need to improve the marketing and delivery of identified equality group resources provision	Situations collections – books for parents and carers on a variety of life situations have been repositioned in our refurbished libraries.	

	<p>LGBT – collections have been introduced and marketing online and in hard copy.</p> <p>Foreign Language Collections On-going – we work with the suppliers, to provide a range of Foreign Language Stock. The service has used Mosaic to understand ethnic demographics the range of stock of languages has been adjusted.</p>	
Requirement to optimise supplier efficiencies in supplier selection and delivery	<p>We have negotiated substantial discounts with our two preferred suppliers.</p> <p>In addition, Smart SM has enable us to make better use of current book stock for example – to re-circulate under- performing stock and maximise performance without the need to buy new copies of particular titles.</p>	
Need to increase staff awareness of Equality issues	<p>Ongoing – training has been undertaken by staff. Resources training has been revised for library staff.</p>	

SURREY COUNTY COUNCIL**CABINET****DATE: 26 FEBRUARY 2013****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: ANN CHARLTON, HEAD OF LEGAL AND DEMOCRATIC SERVICES****SUBJECT: MEMBER AND OFFICER DIRECTOR INDEMNITIES****SUMMARY OF ISSUE:**

1. To consider formal arrangements for indemnifying Members and Officers who are appointed on behalf of the Council as company directors
2. It is essential for effective governance that Members and Officers, have protection from personal liability in the course of their duties, and are not deterred from participating in new business and service delivery vehicles. These proposals would provide such assurance to Members and Officers when they are acting as appointed directors of companies on behalf of the Council.

RECOMMENDATIONS

3. It is recommended that Cabinet agrees to provide the indemnities to Members and Officers set out in the Appendix to this report and authorise the Chief Finance Officer to place any additional insurance cover needed to protect the Council from any claims made under the indemnities.

DETAILS:

4. Surrey County Council has a successful track record of finding innovative ways of delivering services. Over recent months there has been a renewed focus on innovation, as a result of which Council Members and Officers are taking on new roles with outside bodies which are being created to deliver benefits for the Surrey taxpayer, frequently in partnership with others. More proposals are likely to be brought forward as the Council continues to develop its innovation agenda. The Council has already set up a new joint venture with Woking Borough Council and may want to appoint more people to act as directors of companies, some of which could have substantial budgets.
5. Council Members and Officers are already protected by statute from personal liability where they take decisions or actions in pursuance of any statutory power or duty of the Council, so long as they act with proper authority and in good faith. However when they are involved in the governance of an outside body, such as a company, even one that is controlled or owned by the Council, they do not have the statutory immunity from personal liability which

they enjoy when they are acting within the authority.

6. Companies may purchase insurance policies designed to protect directors and officers of a company from personal loss resulting from claims made against them in relation to the discharge of their duties. This is not however compulsory, and there may be some circumstances where the insurance available does not provide comprehensive personal asset protection.
7. Members and Officers appointed as company directors by the Council do not benefit personally from their involvement with the company to which they are appointed and are in a similar position to non executive directors. As such it is reasonable for the Council to provide them with further assurance by exercising the powers it has to provide indemnities to them.

Section 151 Officer Commentary

The Chief Finance Officer will ensure that each new business delivery business case proposal includes the costs for any appropriate insurance cover necessary to give Members and Officers confidence to be willing and able to participate in the new business delivery vehicles. It is expected that the level of cover, and therefore cost, will vary for each business proposal.

Legal Implications – Monitoring Officer

8. The Local Authorities (Indemnities for Members and Officers) Order 2004 enables a local authority to provide an indemnity for its Members and Officers, including provisions for securing indemnity insurance. An indemnity can cover Members and Officers in respect of any personal liability arising from action taken by virtue of their membership of or employment by the Council. This can include liability for any debt or obligation of an outside body to which the Member or Officer had been appointed by the Council and any legal claim made against the individual in respect of the performance of his or her duties as a director of a company to which the Member or Officer had been appointed by the Council.
9. The Order restricts the power to indemnify to circumstances where the Member or Officer has acted honestly and in good faith, so the Council cannot provide an indemnity (or the securing of insurance) in relation to criminal acts, or any other intentional wrongdoing, fraud, or recklessness. An indemnity may be provided in relation to the defence of any criminal proceedings, or in relation to any civil liability arising from an action, or failure to act, which also constitutes a criminal offence, but any sums expended by the Authority, or by an insurer must be reimbursed by the Member or Officer if he or she is convicted of a criminal offence. An indemnity would not of course cover any Member or Officer acting in a personal capacity

Financial and Value for Money Implications

10. Members and Officers appointed as directors to companies controlled by the Council are not able to receive remuneration in excess of normal Members' Allowances or staff salaries respectively. Providing indemnities is a cost

effective way of ensuring that perceived risk to personal assets is not a disincentive to the Council tapping the potential of those individuals

11. In order to ensure that the Council does not become an insurer by default it should as a precondition to appointing directors establish what arrangements the company has in place to indemnify and insure its directors.

RISK MANAGEMENT AND IMPLICATIONS:

12. The Council will want to ensure that its Members and Officers are willing and able to participate in new business delivery vehicles and in order to create the necessary climate those people will need to be reassured that their personal liability is dependably mitigated.
13. The Chief Finance Officer will explore whether the Council itself requires further insurance in order to protect the Council's corporate assets from claims resulting from these indemnities.

WHAT HAPPENS NEXT:

14. Officers and Members appointed as directors of companies by the Council will be provided with details of the agreed indemnity
15. The Chief Finance Officer will explore whether the Council requires further insurance in order to protect the Council's corporate assets and will put in place the most cost effective method of providing protection.

**Contact Officer: Ann Charlton, Head of Legal and Democratic Services
Tel.no: 020 8541 9088**

Consulted: The Chairman of the Overview and Scrutiny Select Committee

Member and Officer Indemnity

1. This indemnity applies to any Member or employee of the Council who accepts an appointment or nomination by the Council as a director of a company ("the Appointee"), whether or not the Council has the right or power to make the appointment or nomination, provided that the Appointee reasonably believed that the appointment or nomination was within the powers of the Council.
2. Appointment or nomination will be carried out by the Leader or as otherwise provided in the Constitution and the appointment will be recorded in writing.
3. The indemnity will operate in subordination to any indemnity/insurance policy taken out by a company to which the Appointee has been appointed or nominated by the Council.
4. The indemnity shall also apply after the retirement of the Appointee concerned as an officer or Member as well as during his/her employment or membership of the Council.
5. The Council, will indemnify its Appointees against any liability, damages, loss, claim or proceedings, costs or legal expenses which they may be ordered to pay or may reasonably have incurred as a result of any action of, or failure to act, by the Appointee arising from the discharge of an appointment under paragraph 1 above.
6. The indemnity will only be provided if the Appointee acted in good faith and reasonably believed that the act or inaction complained of was within his or her powers and that his/her duty as an Appointee required or entitled him/her to do or to omit to do it.
7. The Council will indemnify an Appointee in relation to the defence of any criminal proceeding where such proceedings arise through the discharge of their appointment by the Council. The Appointee will reimburse the Council for any sums expended by the Council in relation to such proceedings where the Appointee is convicted of a criminal offence and the conviction is not overturned following any appeal.
8. The Appointee must inform the Council's Monitoring Officer immediately he/she becomes aware of any circumstances likely to form the basis of any claim against the Council or likely to result in any financial loss to the Council, and will follow the advice of the Monitoring Officer and Chief Finance Officer.
9. The Appointee shall also be under a duty to co-operate with and assist the Council in the conduct of any legal proceedings to which the indemnity relates including, where required, giving evidence.
10. The indemnity does not extend to any fine imposed upon an Appointee personally by any court or any award made against an Appointee personally by a Court or a Tribunal.

11. The indemnity will not apply if the Appointee, without the express permission of the Council, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of the indemnity.

Exceptions

12. The indemnity will not extend to loss or damage directly or indirectly caused by:-
 - any criminal offence committed by the Appointee, (except in relation to any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence) and/or
 - fraud, or other deliberate wrongdoing or recklessness on the part of the Appointee;
13. The indemnity shall not cover acts or omissions carried out by an Appointee as a result of him/her obtaining a position on an outside body in a personal capacity without the Council making the appointment.
14. In pursuance of the indemnity above, the Council undertakes not to sue (or join others in action against) an Appointee in respect of any neglect, error, or omission in his/her capacity as an Appointee but subject to the same exceptions as above.

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