



Agenda and Reports
for the meeting of
THE COUNTY COUNCIL
to be held on
19 MARCH 2013

County Hall
Kingston upon Thames
Surrey

11 March 2013

TO THE MEMBERS OF SURREY COUNTY COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend the meeting of the County Council to be held in the Council Chamber, County Hall, Kingston upon Thames, Surrey KT1 2DN, on Tuesday, 19 March 2013, beginning at 10.30 am, for the purpose of transacting the business specified in the Agenda set out overleaf.

DAVID McNULTY
Chief Executive

Note 1: *Prayers will be said at 10.25am. Revd. Canon Dr Nicholas Thistlethwaite, Acting Dean and Precentor, Guildford Cathedral has kindly consented to officiate.*

There will be a very short interval between the conclusion of Prayers and the start of the meeting to enable those Members and Officers who do not wish to take part in Prayers to enter the Council Chamber and join the meeting.

Note 2: *This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.*

Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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

If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language please either call Democratic Services on 020 8541 9122, or write to Democratic Services, Surrey County Council at 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

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

1 APOLOGIES FOR ABSENCE

The Chairman to report apologies for absence.

2 MINUTES

To confirm the minutes of the meeting of the Council held on 12 February 2013.

(Note: the Minutes, including the appendices, will be laid on the table half an hour before the start of the meeting).

(Pages 1
- 12)

3 CHAIRMAN'S ANNOUNCEMENTS

The Chairman to report.

4 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:

- Each Member must declare any interest that is disclosable under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, unless it is already listed for that Member in the Council's Register of Disclosable Pecuniary Interests.
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner).
- If the interest has not yet been disclosed in that Register, the Member must, as well as disclosing it at the meeting, notify the Monitoring Officer of it within 28 days.
- If a Member has a disclosable interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

5 LEADER'S STATEMENT

The Leader to make a statement.

There will be an opportunity for Members to ask questions.

6 MEMBERS' QUESTION TIME

The Leader of the Council or the appropriate Member of the Cabinet or the Chairman of a Committee to answer any questions on any matter relating to the powers and duties of the County Council, or which affects the county.

(iii)

(Note: Notice of questions in respect of the above item on the agenda must be given in writing, preferably by e-mail, to Anne Gowing in Democratic Services by 12 noon on Wednesday 14 March 2013).

7 STATEMENTS BY MEMBERS

Any Member may make a statement at the meeting on a local issue of current or future concern.

(Note: Notice of statements must be given in writing, preferably by e-mail, to Anne Gowing in Democratic Services by 12 noon on Monday 18 March 2013).

8 ORIGINAL MOTION

Mr Ian Beardsmore (Sunbury Common and Ashford Common) to move under Standing Order 11 as follows:

Council notes:

1. Surrey County Council has a proud history as the creator of the Green Belt. The County's Countryside Estate founded by the Surrey County Council Act of 1931 was the basis of the London County Council's Green Belt Act of 1938.
2. The Coalition Agreement states:

'We will maintain the Green Belt, Sites of Special Scientific Interest (SSSIs) and other environmental protections, and create a new designation – similar to SSSIs – to protect green areas of particular importance to local communities.'
3. The Chancellor of the Exchequer has signalled that he would support building on Green Belt land.

Council believes:

Surrey's Green Belt, Countryside Estate, SSSIs and other green spaces are vital, not only for the county's environment but also for maintaining a "green lung" around London.

Council resolves:

1. To do everything in its power to protect Surrey's Green Belt.
2. To oppose any moves by government to weaken Green Belt legislation.
3. To make Surrey's MPs and the County's Districts and Boroughs aware of this resolution.

- 9 REPORT OF THE CABINET** (Pages 13 - 46)
- To receive the report of the meeting of the Cabinet held on 26 February 2013 and to agree two recommendations in respect of:
- (i) The Consultation on Surrey's Admission Arrangements for September 2014 for Community and Voluntary Controlled Schools and co-ordinated Schemes
 - (ii) The Implementation of the Public Value Review of Community Partnership – Constitutional Changes
- 10 SURREY PAY POLICY STATEMENT 2013 - 2014** (Pages 47 - 54)
- To approve a pay policy statement for publication on the Council's external website.
- 11 ELECTED MEMBER DEVELOPMENT STRATEGY** (Pages 55 - 110)
- To approve the revised Elected Member Development Strategy and to agree one amended role profile and two additional ones for inclusion in the Constitution.
- 12 AMENDMENTS TO THE CONSTITUTION (HEALTH AND WELLBEING BOARD AND HEALTH SCRUTINY)** (Pages 111 - 120)
- To ensure the Constitution is in line with recent legislation and regulations, the Council is asked to agree a new article introducing a Health and Wellbeing Board and revisions to the arrangements for the scrutiny of health services.
- 13 FORMATION OF A NEW SURREY COUNTY COUNCIL PENSION FUND BOARD** (Pages 121 - 130)
- In line with the Pension Fund Bill, to consider changes to the governance arrangements for the County Council Pension Fund.
- 14 CODE OF BEST PRACTICE IN PLANNING PROCEDURES** (Pages 131 - 140)
- Report of the Planning and Regulatory Committee.
- To approve the Code of Best Practice in Planning Procedures.
- 15 AMENDMENT TO THE SCHEME OF DELEGATION - THE EXERCISE OF EXECUTIVE FUNCTIONS** (Pages 141 - 144)
- The Leader has agreed changes to the Council's Scheme of Delegation. In accordance with Articles 5.02 and 6.04(d) (ii) of the Council's Constitution, the changes made by the Leader are being reported to Council.

16 MINUTES OF THE MEETINGS OF THE CABINET

(Pages
145 -
198)

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Monday 18 March 2013.

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (mobiles, BlackBerries, etc.) in meetings can:

- Interfere with the PA and Induction Loop systems
- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the discussion

Please switch off your mobile phone/BlackBerry for the duration of the meeting.

If you wish to keep your mobile or BlackBerry switched on during the meeting for genuine personal reasons, ensure that you receive permission from the Chairman prior to the start of the meeting and set the device to silent mode.

Thank you for your co-operation

COUNTY COUNCILCOUNCIL BUDGET MEETING – 12 FEBRUARY 2013

MINUTES of the Meeting of the County Council held at the County Hall, Kingston upon Thames on Tuesday 12 February 2013 commencing at 10:30am, the Council being constituted as follows:

Mrs Sealy – Chairman
Mr Munro – Vice-Chairman

* Mr Agarwal	Mr Ivison
* Mr Amin	Mrs Kemeny
Mrs Angell	Mr Kington
Mr Barker OBE	Mr Lake
Mr Beardsmore	Mr Lambell
Mr Bennison	Mrs Lay
Mrs Bowes	Ms Le Gal
Mr Brett-Warburton	* Mr MacLeod
* Mr Butcher	Mr Mallett MBE
Mr Carasco	Mrs Marks
Mr Chapman	Mr Marlow
Mrs Clack	Mr Martin
* Mrs Coleman	Mrs Mason
Mr Cooksey	Mrs Moseley
* Mr Cooper	Mrs Nichols
* Mr Cosser	Mr Norman
* Mrs Curran	Mr Orrick
* Mr Elias	Mr Phelps-Penry
Mr Ellwood	Mr Pitt
Mr Few	* Dr Povey
Mr Forster	Mr Renshaw
Mrs Fraser DL	Mrs Ross-Tomlin
Mr Frost	* Mrs Saliagopoulos
* Mrs Frost	Mr Samuels
* Mr Fuller	Mrs Searle
Mr Furey	Mr Skellett CBE
Mr Gimson	Mrs Smith
Mr Goodwin	Mr Sydney
Mr Gosling	Mr Colin Taylor
Dr Grant-Duff	Mr Keith Taylor
Dr Hack	Mr Townsend
* Mr Hall	Mrs Turner-Stewart
Mrs Hammond	* Mr Walsh
Mr Harmer	Mrs Watson
Mr Harrison	Mrs White
Ms Heath	Mr Witham
Mr Hickman	Mr Wood
Mrs Hicks	Mr Young
Mr Hodge	

1/13 APOLOGIES FOR ABSENCE [Item 1]

Apologies for absence were received from Mr Agarwal, Mr Butcher, Mr Cooper, Mrs Curran, Mrs Coleman, Mr Cosser, Mrs Frost, Mr Fuller, Mr Hall, Mr MacLeod, Dr Povey, Mrs Saliagopoulos and Mr Walsh.

2/13 MINUTES [Item 2]

The Minutes of the meeting of the County Council held on 11 December 2012, were submitted, confirmed and signed.

3/13 CHAIRMAN'S ANNOUNCEMENTS [Item 3]

The Chairman made the following announcements:

- (i) Her Majesty the Queen's New Year Honours List.
A list was included within the agenda.
- (ii) The passing of Mrs Frances King, County Councillor for Earlswood and Reigate South.

Also, the passing of one other ex-Member – Mrs M J Marshall (Biddy) – former County Councillor for Woodham and New Haw.

Members stood in silent tribute.

- (iii) Related Party Disclosures – she reminded Members to complete their forms and return them to Finance by the deadline in March.
- (iv) She said that she had attended a number of events, and highlighted the Arts exhibition held at County Hall on 31 January 2013 by women in prison.
- (v) Finally, she reminded Members that Sir Richard Stilgoe was today's lunchtime speaker and he would be talking about the effect of music on young adults with disabilities and the work of Orpheus.

4/13 DECLARATIONS OF INTEREST [Item 4]

The Audit and Governance Committee had met prior to this meeting and granted all County Councillors dispensation to enable them to participate in and vote at the Council budget meeting. This was specifically in relation to Members paying council tax in Surrey and this resulting in a potential disclosable pecuniary interest.

5/13 REVENUE AND CAPITAL BUDGET 2013/14 TO 2017/18 / COUNCIL TAX REQUIREMENT / TREASURY MANAGEMENT STRATEGY [Item 5]

The Chairman said that the papers for this item were included in the agenda, together with the revised pages 21 and 22 (Appendix A) and the Addendum (Appendix B) emailed to Members and tabled today. A typo in Annex 1, Appendix 5 on the Moody's FSR figure for Bank / Building Society was amended from 'C' to 'C-'.

On the motion of the Chairman, seconded by the Vice-Chairman, Standing Order 18 was suspended to allow the minority group leaders five minutes each for speeches on the Budget proposals.

The Leader presented the report of the Cabinet on the Revenue and Capital Budget 2013/14 to 2017/18, the Council Tax Requirement and the Treasury Management Strategy and made a statement in support of the proposed budget. A copy of the Leader's statement is attached as Appendix C.

The Chief Finance Officer presented her report to Council. A copy of her statement is attached as Appendix D.

Each of the Minority Group Leaders (Mrs Watson and Mr Harrison) spoke on the budget proposals. Copies of Mrs Watson and Mr Harrison's speeches are attached as Appendices E and F respectively.

Key points made in the debate were:

- A request for the Leader to set out what measures the County Council was taking to reduce the cost of living for residents and whether it would off-set the council tax increase.
- An offer to arrange a Member's seminar on Finance to explain the differences between cash balances and reserves.
- Confirmation that no surplus cash was floating around the organisation.
- Other options for savings could include reducing payments for external legal advice and /or reducing the number of policy staff.
- The electorate would have an opportunity to make their support, or not, for the budget known at the ballot box in May.
- The importance of considering the overall budget when going forward and setting the budget - that two-thirds of the budget was demand led in Adults and Children's Services.
- Residents could register for the Switch and Save Scheme – these savings could be off-set against the council tax increase.
- That the Chief Finance Officer had confirmed that the Council's budget was robust and sustainable. However, Members were mindful of the risks and issues ahead that would need to be dealt with.
- Surrey County Council had been nominated for Council of the Year.
- A reference to the Budget Public Survey which set out the views of Surrey residents.

- Disputing whether residents had been listened to – some residents' earnings were just over the threshold for help with their bills.
- Reference to the increasing number of older people who would require care and whether the £42m savings for next year's Adult Social Care budget were achievable.
- The Government had cut Surrey's Grant by £20m so the Council had to set aside resources to deal with this.
- The modest rise in council tax was necessary.
- Members and officers would need to work hard to achieve more savings in future years.
- Properties may become difficult to let if the superfast Broadband was not rolled out across the county.
- Acknowledgement that the cost of living was going up.
- The Liberal Democrat proposals were a 'wish list' for their election literature.
- Reference to A46 in Annex 1, section A in relation to localisation of council tax support and thanks to the County Council for the assistance made available to District and Borough Councils.
- Since 2009 no extra funding had been given to Children's Services, despite a huge increase in demand for services and specific examples were highlighted.
- A suggestion that the Council cancelled any future off-site awaydays.
- Waste issues were not mentioned in the Leader's Budget speech.
- Emphasising that the County Council was a local government organisation and whilst acknowledging the improvements over the last four years, a recognition that there were more improvements to be made.
- Surprise that the Leader of the Residents' Association / Independent Group did not support the Broadband proposals.
- That the contingency fund was essential.
- Recognition of the Schools Basic Need programme and the provision of additional school places.

After the debate in which 24 Members spoke, the Leader confirmed that the Budget proposals should be taken as one recommendation.

Mrs Watson requested a recorded vote and 10 Members stood in support of this request.

The following Members voted for the Budget proposals:

Mrs Angell, Mr Barker, Mr Bennison, Ms Bowes, Mr Brett-Warburton, Mr Carasco, Mr Chapman, Mrs Clack, Mr Ellwood, Mr Few, Mrs Fraser, Mr Frost, Mr Furey, Mr Gimson, Mr Gosling, Dr Grant-Duff, Dr Hack, Mrs Hammond, Mr Harmer, Ms Heath, Mrs Hicks, Mr Hodge, Mr Ivison, Mrs Kemeny, Mrs Lay, Ms Le Gal, Mrs Marks, Mr Marlow, Mr Martin, Mrs Moseley, Mr Munro, Mr Norman, Mr Pitt, Mr Renshaw, Mrs Ross-Tomlin, Mr Samuels, Mr Skellett, Mr Sydney, Mr Keith Taylor, Mr Townsend, Mrs Turner-Stewart, Mr Witham and Mr Wood.

The following Members voted against the Budget proposals:

Mr Beardsmore, Mr Cooksey, Mr Forster, Mr Goodwin, Mr Lake, Mr Lambell, Mrs Nichols, Mr Orrick, Mrs Searle, Mrs Smith, Mr Colin Taylor, Mrs Watson and Mrs White.

There were six abstentions:

Mr Harrison, Mr Hickman, Mr Kington, Mr Mallett, Mrs Mason and Mr Phelps-Penry.

Therefore it was:

RESOLVED:

1. That the Chief Finance Officer's statutory report on the robustness and sustainability of the estimates and the adequacy of the proposed financial reserves (Annex 2 to the submitted report) be noted.
2. That dispensation had been sought for all county councillors to ensure their eligibility to vote on the recommendations in this report without any risk of non-compliance with the Localism Act 2011.
3. That the council tax requirement for 2013/14 be set at £550.4m; (Annex 3, paragraph 3.5 in the submitted report).
4. That the 2013/14 council tax increase be fixed at 1.99%.
5. That the basic amount for 2013/14 council tax at Band D be set at £1,172.52 (Annex 3, paragraph 3.7 in the submitted report).
6. That the council tax for each category of dwelling in its area will be as follows:

Valuation band	£
A	781.68
B	911.96
C	1,042.24
D	1,172.52
E	1,433.08
F	1,693.64
G	1,954.20

H 2,345.04

7. That the payment for each billing authority including any balances on the collection fund will be as follows:

Billing authority	£
Elmbridge	72,006,449.04
Epsom & Ewell	36,475,032.68
Guildford	62,826,924.47
Mole Valley	45,734,318.52
Reigate & Banstead	67,241,707.44
Runnymede	36,534,059.00
Spelthorne	42,621,728.41
Surrey Heath	42,836,092.97
Tandridge	42,424,545.82
Waverley	60,868,055.95
Woking	45,859,725.46
TOTAL	555,428,639.76

8. That the payment for each billing authority including any balances on the collection fund to be made in ten equal instalments on the dates, already agreed with billing authorities as follows:

29 April 2013	18 October 2013
24 May 2013	22 November 2013
28 June 2013	3 January 2014
2 August 2013	11 February 2014
6 September 2013	14 March 2014

9. That the Council Tax rate set above be maintained and powers be delegated to the Leader and Chief Finance Officer to finalise detailed budget proposals following receipt of the Final Local Government Finance Settlement.
10. That the County Council budget for 2013/14 be approved.
11. That the capital programme proposals be approved, specifically to:
 - fund essential schemes over the five year period, schools and non-schools, to the value of £695m including ring-fenced grants;
 - seek to secure capital receipts over the five year period to 2017/18 of £50m; and
 - make adequate provision in the revenue budget to fund the capital programme.
12. That Strategic Directors and Senior Officers be required to maintain robust budget monitoring procedures that enable Cabinet to monitor the achievement of efficiencies and service reductions through the monthly budget monitoring Cabinet reports, the quarterly Cabinet Member accountability meetings and the monthly scrutiny at the Council's Overview & Scrutiny Committee.
13. That an approved business case for all revenue invest to save proposals and capital schemes be required, before committing expenditure.
14. That the Cabinet will begin the process of reviewing the revenue budget and capital programme set out in the MTFP (2013-18) immediately after the first quarter of 2013/14.
15. That the final detailed MTFP (2013-18) will be considered and approved by Cabinet on 26 March 2013, following scrutiny by Select Committees.

Treasury management and borrowing:

16. That the Treasury Management Strategy for 2013/14 be approved and that their provisions have immediate effect. This strategy includes:
 - a. the investment strategy for short term cash balances;
 - b. the prudential indicators (Annex 1, section B, Appendix B1 to the submitted report);
 - c. the treasury management policy (Annex 1, section B, Appendix B8 to the submitted report);
 - d. the minimum revenue provision policy (Annex 1, section B, Appendix B7 to the submitted report).

6/13 MEMBERS' QUESTION TIME [Item 6]

Notice of one question has been received. The question and reply is attached as Appendix G.

Mr Frost said that since he had submitted his question, the Leader of the Council had offered to discuss his query outside the meeting and that he had taken up this offer.

7/13 STATEMENTS BY MEMBERS [Item 7]

There were no local Members statements.

8/13 REPORT OF THE CABINET [Item 8]

The Leader presented the reports of the Cabinet meetings held on 18 December 2012 and 5 February 2013.

(1) Statements / Updates from Cabinet Members

- The Cabinet Member for Change and Efficiency introduced her statement in relation to the Surrey Switch and Save Scheme which had been included in the agenda. She informed Members that 3760 residents had now signed up.
- The Cabinet Member for Adult Social Care and Health made a statement about the death of Mrs Gloria Foster, a Banstead resident. Copies of the statement were made available at the meeting and is attached as Appendix H to the minutes.

(2) Recommendations on Policy Framework Documents

A Surrey Minerals and Waste Plans – Adoption of the Aggregates Recycling Joint Development Plan Document

The Cabinet Member for Transport and Environment informed Members that the report had been considered by Cabinet at its 18 December 2012 meeting and that the Surrey Minerals and Waste Aggregates Recycling Joint Development Plan Document (incorporating the main modifications recommended by the Inspector and additional modifications and minor amendments) require formal County Council approval.

Members had an opportunity to ask questions and comment on the Plan.

Mr Beardsmore expressed concern about the ambiguity of the phasing on page 17, Annex 3 and requested a note from Legal Services after the meeting.

The recommendation was put to the vote with 44 Members voting for and 3 Members voting against the recommendation. There were 11 absentions.

Therefore it was:

RESOLVED:

That the Surrey Minerals and Waste Aggregates Recycling Joint Development Plan Document (incorporating the main modifications recommended by the Inspector and additional modifications and minor amendments) as attached as **Annex 2**, to the Cabinet (18 December 2012) report, be adopted.

(3) Reports for Information / Discussion

The following reports were received and noted:

- Children, Schools and Families Directorate Annual Report for 2011 – 2012
- Quarterly Report on Decisions taken under Special Urgency Arrangements: 1 October – 31 December 2012

RESOLVED:

That the report of the meeting of the Cabinet held on 18 December 2012 and 5 February 2013 be adopted.

ADJOURNMENT

The meeting adjourned for lunch at 12.55pm and resumed at 2.15pm, with all those present who had been in attendance in the morning session except for Mr Brett-Warburton, Mr Ellwood, Ms Heath, Mrs Hicks, Mr Lake, Mrs Moseley, Mrs Nichols, Mrs Ross-Tomlin, Mr Colin Taylor and Mr Witham.

9/13 SURREY COUNTY COUNCIL AND EAST SUSSEX COUNTY COUNCIL PARTNERSHIP - SHARED SERVICES [Item 9]

This report was introduced by the Leader of the Council.

RESOLVED:

That the establishment of a partnership agreement between Surrey County Council and East Sussex County Council, under which Surrey County

Council would provide transactional support and IT hosting services to East Sussex County Council be approved.

10/13 ELECTION OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN [Item 10]

RESOLVED:

- (i) That Mrs Ross-Tomlin be appointed Vice-Chairman of Reigate and Banstead Local Committee for the remainder of the council year 2012/13.
- (ii) That Mr Pitt be appointed Vice-Chairman of Surrey Heath Local Committee for the remainder of the council year 2012/13.

11/13 CRIMINAL RECORDS CHECKS FOR MEMBERS [Item 11]

The Leader of the Council commended the report to Members and the recommendations were put to the vote, with 45 Members voting for and 1 Member voting against them. There was one abstention.

Therefore, it was:

RESOLVED:

1. That the Constitution be amended to make it clear that the following positions which are appointed by the Council will be subject to a valid enhanced criminal records check:
 - Leader of the Council
 - Chairman and Vice-Chairman of the Council
 - Chairmen and Vice-Chairmen of Adult Social Care, Children and Families and Education Select Committees
2. All Members be encouraged to undertake an enhanced criminal records check as part of their role as a Corporate Parent.

12/13 MEMBER CONDUCT REPORT [Item 12]

RESOLVED:

That the two reports from the Member Conduct Panel be noted.

13/13 MINUTES OF THE MEETINGS OF CABINET [Item 13]

No notification had been received from Members wishing to raise a question or make a statement on any of the matters in the minutes, by the deadline.

[Meeting ended at: 2.25pm]

Chairman

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County Council Meeting –19 March 2013

REPORT OF THE CABINET

The Cabinet met on 5 and 26 February 2013.

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

The minutes containing the individual decisions for both 5 and 26 February meetings are included within the agenda at item 16. Cabinet responses to Committee reports are included in or appended to the minutes. If any Member wishes to raise a question or make a statement on any of the matters in the minutes, notice must be given to Democratic Services by 12 noon on the last working day before the County Council meeting (Monday 18 March 2013).

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

1. STATEMENTS/UPDATES FROM CABINET MEMBERS

Celebration and Bursary Fund for Surrey's Looked After Children

In May 2012 all members, in their important roles as Corporate Parents, agreed to contribute £500 from their Local Allocation Funding towards a Celebration and Bursary Fund for Surrey's Looked after Children. This provided the fund with a starting budget of £40,000, half of which was identified for bursaries, and the other half for celebrations.

Members felt that it was important to recognise and celebrate the achievements of our Looked after Children, as we would our own children. Such recognition and support encourages our Looked after Children and Young People to feel valued, and this encourages them to achieve their full potential.

It gives me great pleasure to report to Council just how those funds have been used over the past twelve months.

The Bursary scheme

The Bursary scheme is administered by a Bursary Panel, which is a subgroup of the Corporate Parenting Board. The Bursary Panel has met on 8 October 2012, 13 December 2012, and 25 February 2013. The Panel is chaired by Mary Angell, and has a cross party political membership, with additional members from the Corporate Parenting Board such as Dr Christine Arnold.

I would like to thank Peter Hickman and Colin Taylor for the time they have committed to working on the Bursary panel. I think we have all enjoyed the very positive and enjoyable experience of reading the applications, and subsequently deciding how we can support our Looked after Children and Young People.

The Bursary Award Scheme has been used to reward a child or young person who has made a special effort, and met a target that has been identified, for example in their Personal Education Plan (PEP) or Looked after Child review.

Such targets will be individual to every Looked after Child or young person, and the bursaries awarded reflect this. So, for some young people it was appropriate to reward achievement at the end of a particular Key Stage in their education, while for others it was used to reward a sporting or musical achievement, community work (such as volunteering or mentoring), or accessing other opportunities provided (e.g. therapeutic work). Some of our Children and Young people have experienced considerable emotional neglect or bereavement, and a bursary was awarded to enable them to have a treat that would help them with the difficulties they have experienced in their short lives

The Bursary scheme has been promoted to the Looked after Children area teams, Social workers, Foster Carers, the Care Council, and via websites. To apply for a bursary, an application is completed by or on behalf of the looked after child with their social worker's endorsement.

The panel has received a total of 63 applications to date, indicating that the scheme is gaining in popularity as it becomes better known. Most of these were approved.

Out of the £20,000 budget allocated to the Bursary award scheme, nearly £16,000 has already been awarded, and more applications are being considered. This is excellent as with the first year of any new scheme it takes a little time for people to become aware of the funding stream and submit applications.

Examples of the Bursary awards are:

- Fifteen Lap Tops
- Five celebration events – theatre trip, red letter days, celebration meal
- Sixteen sports equipment/ lessons – football kit, running shoes, riding lessons
- Six educational study support packages - books, equipment
- Four Music equipment packages/lessons – guitar, amplifier, music lessons, iPod
- Seven IT packages – printer/Net Book/iPad
- Two Photographic packages – camera/Developing equipment
- Two sporting challenge events

The Bursary Panel agreed a uniform amount be funded for some requested items that were particularly popular e.g. Lap Top £350, and Football Boots £100.

In this first year of the scheme the Bursary Panel decided not to include applications from older care leavers in this financial year, as we wished to direct our funding towards those children and young people still in our care i.e. being looked after.

I would like to share with you some details of the Bursaries awarded to demonstrate just how worthwhile this innovative scheme has been.

Young Person A

This young boy has a diagnosis of autism with moderate learning disabilities, as well as a history of chronic neglect and the trauma of domestic violence. He has recently moved into his long-term foster placement, and has met a very high target set in his Looked after

Child Review. He has managed to deal with moving to his new family and has worked hard to make strong attachments. He now feels settled and part of the family, which he calls his “forever family”. This young boy loves railways, and his most prized possession is his train set.

More than anything he wanted a trip on a steam train. The bursary awarded enabled him to enjoy a special day out with a 21-mile train ride, learning about how the railway runs, including a ride in the engine carriage.

Young Person B

This young girl has had a year filled with changes and challenges as she has autistic traits, and sadly a history of chronic neglect, sexual abuse, and exposure to domestic violence. She has worked very hard to settle into her new school and life with her new foster family. She is making good educational progress, and is now described as always having a smile on her face. The panel were delighted to award her a bursary to attend a Children’s Junior Zoo Keeper experience. She had a wonderful time learning about animal care, and was actively engaged in looking after the animals for a day.

Young Person C

This young lady has been involved in setting up a business as part of her business studies course, producing tie-dyed tea shirts and scramble blocks. She and her student colleagues have set up a web site to sell these items, and produced a business plan. She attended a competition similar to Dragons Den along with 13 other teams from several schools, each putting forward their business plans. Her team came first and her business was awarded £100, which has been reinvested into the business. The Panel were very impressed by her business initiative, originality and enthusiasm, and she was awarded a bursary to purchase a Smart TV to help her with her business plans and further educational studies. A potential high flier of the future, we wish her every success with her future endeavours.

Young Person D

This young boy is an accomplished guitar player, and he finds great comfort in his music making. It has proved to be a significant avenue for him to direct his emotional concerns and worries. He has been considered the best guitar player in his special school, and has regularly performed in school activities, even being asked to play with the Drifters.

Music has given him a great deal of confidence, which he did not have before. The Bursary enabled him to purchase additional items for his music making, such as a new base amplifier and other items.

Young Person E

This young lady received excellent GSCE grades in the summer of 2012, enabling her to begin a college course in Public Services. She has excelled on this course, and gained a leadership award at a training camp. She has an excellent attendance record despite suffering some very sad personal circumstances last year.

She plans to participate in the World Challenge, where young people undertake voluntary work. The Panel awarded a bursary to help with the purchase of equipment for the World Challenge (rucksack and hiking boots), and a contribution towards the money she has to fundraise towards this worthwhile project.

Young Person F

This young lady has shown considerable initiative. When she could not find a Saturday job she produced her CV, printed it with letters of introduction and distributed them to local shops and companies. Needless to say she obtained a job, and has since moved on to another, which is more likely to give her the appropriate work experience that she needs for her future career.

She is studying Health and Social Studies at College, and she wishes to work in social care in the future. Her hobby is photography, and wishes to attend a Photographic course. The Bursary awarded will provide funding for some basic equipment, and the cost of the course.

Celebration Events

Half the annual funding (£20,000) was allocated to our Celebration events. These events are hugely appreciated by our Looked after Children and Young People, and are planned in consultation with our Children in Care Council.

In the past we have held an 'Oscarz' evening, but this has become dated and repetitive. The funding gave us the opportunity to be creative, and hold events suited to the different age groups.

On 23 February 2013 we held a hugely successful party for our Under 12 Looked after Children in Dorking Halls. 197 attended. We had a circus theme and the halls were decked with bunting, balloons, and a wide variety of activities took place all afternoon, which included:

- Children's Entertainer/DJ.
- Face painters.
- Numerous Side Show Stalls (i.e. hook a duck, coconut shy, tin can alley).
- Stilt walker, Balloon modelling and juggling.
- Circus Skills Workshop with 2 staff.
- Large Photo Booth that allowed each child to take a 'fun' picture home, and provide us with a CD of all the photographs at the end of the day.
- Candy Floss Bicycle with up to 250 servings.
- Popcorn staff.
- Pick & mix sweet stall.
- Ice cream stall and hot dogs.
- Surrey Arts 'Come and try an instrument': trumpet, guitar, cello, percussion, violin and more.
- Children were provided with a decorative dinosaur food picnic box filled with food.
- All children left with a celebration goodie bag.

There were also celebration walls, where every child had a balloon shaped certificate with each child's name and a celebration note that had been written by their social worker.

They were able to collect them from the wall at the party as a keepsake.

I want to thank the many staff in Children's services who worked so hard to organise this event, and were very busy throughout the day. Everyone went home happy and to my knowledge no children were sick from overeating or excitement.

This event cost £10,000 as we used a professional company to create the circus theme for us. We are finalising plans for our older Looked after Children 12-18, and a summer barbecue is planned.

I envisage that all the funding will easily be used up by the time we hold the other events.

On the behalf of all our Looked after Children I want to thank all of you for your kindness and generosity of spirit in stepping up to the mark as corporate parents. Your initiative was unique among Local Authorities. I am proud to say that now other councils are copying us, and adopting this model of support.

Thank you all. You have given great pleasure and fun to youngsters who have had little joy in their lives. I do hope you feel that the Bursary and Celebration Fund was worthwhile, because I will be asking each of you to make a similar commitment in the new council year by contributing £500 from your Local Area Committee allowance.

Thank you

Mary Angell
Cabinet Member for Children and Families

2. RECOMMENDATIONS ON POLICY FRAMEWORK DOCUMENTS

26 February 2013

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

1. The Cabinet at its meeting on 26 February 2012 considered the report on the admission arrangements for September 2014 for Surrey's Community and Voluntary Controlled Schools and Co-ordinated Schemes. The recommendations and reasons for recommendations considered by Cabinet are attached at Appendix 1. The full report is available as part of the 26 February 2013 Cabinet agenda on the County Council's website.
2. The report covered 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

3. The Cabinet RECOMMENDS that the County Council agrees the following Admissions Arrangements for September 2014 for Surrey’s Community and Voluntary Controlled Schools and Co-ordinated Schemes:

- (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
- (2) The introduction of a feeder link for Reigate Priory for children from Holmesdale and Reigate Parish is deferred until alternative options are considered.
- (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
- (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
- (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.
- (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
- (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
- (8) The PAN for Thames Ditton Junior School is decreased from 120 to 90 for September 2014.
- (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, of the Cabinet report, 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
- (10) The number of preferences permitted under Surrey's Primary Coordinated Scheme is increased from three to four.
- (11) That the Coordinated Admission Schemes for 2014/15 are agreed as set out in Annex 4 to Appendix 1 of the Cabinet report.

- (12) Surrey's Relevant Area is agreed as set out in Appendix 2 of the Cabinet report.
- (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.

B IMPLEMENTATION OF THE PUBLIC VALUE REVIEW OF COMMUNITY PARTNERSHIP – CONSTITUTIONAL CHANGES

1. The Cabinet at its meeting on 26 February 2012 considered the report on the Implementation of the Public Value Review of Community Partnership – Constitutional Changes. The recommendations and reasons for recommendations considered by Cabinet are attached in Appendix 1. The full report submitted to Cabinet, including the annexes is attached as Appendix 2.

2. The Cabinet agreed:

- (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.
- (2) That Local Committee Capital Allocations be pooled at Committee level and decisions on approval of funds be delegated to officers in consultation with all County Members on the relevant Local Committee.

3. The Cabinet RECOMMENDS:

- (1) That the guidance for the allocation of Members Allocations and Local Committee Capital Allocations be strengthened and the language simplified with the introduction of an updated Financial Framework for these allocations as attached in Annex A of the submitted report.
- (2) 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 in Annex B of the submitted report.)
- (3) 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.
- (4) 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 in Annex B of the submitted report.)

- (5) That Local Committees allow equal voting rights for District and Borough Members unless restricted by law. (The relevant amendments are included in Annex B of the submitted report.)
- (6) 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 in Annex B of the submitted report.)

**Mr David Hodge
Leader of the Council
8 March 2013**

CABINET IS ASKED TO MAKE THE FOLLOWING RECOMMENDATIONS TO THE COUNTY COUNCIL:

A. CONSULTATION ON SURREY'S ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND CO-ORDINATED SCHEMES
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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, of the Cabinet report, 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 of the Cabinet report.

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 of the Cabinet report.

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

B. IMPLEMENTATION OF THE PUBLIC VALUE REVIEW OF COMMUNITY PARTNERSHIP – CONSTITUTIONAL CHANGES

Cabinet agreed:

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 be pooled at Committee level and decisions on approval of funds be delegated to officers in consultation with all County Members on the relevant Local Committee.

AND THE FOLLOWING RECOMMENDATIONS RESOLVED TO RECOMMEND TO COUNTY COUNCIL:

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

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 in Annex B of the submitted report.)

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 in Annex B of the submitted report.)

RECOMMENDATION 7: That Local Committees allow equal voting rights for District and Borough Members unless restricted by law. (The relevant amendments are included in Annex B of the submitted report.)

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 in Annex B of the submitted report.)

Reasons for Decisions

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.

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:

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).

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

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

¹ Local Government Acts 1972 and 2000

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	
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

² Local Government (Committees and Political Groups) Regulations 1990

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.

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:

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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 style="text-align: center;">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.

Annex B. Summary Table of Constitution Changes

Please note proposed numbering may be subject to change

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</p> <p>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.</p> <p>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 Committee will receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader .</i></p> <p>LP2 delegation Change: <i>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 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.</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 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.</p> <p>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) :</p> <p><i>Petitions 68.1 Any member of the public who lives, works or studies in the Surrey County Council area may present a</i></p>

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

	<p><i>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.</i></p> <p>69.5 <i>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.</i></p> <p>69.6 <i>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.</i></p> <p>69.7 <i>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.</i></p> <p>69.8 <i>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 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>
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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 matters³. 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</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>
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³ Local Government (Committees and Political Groups) Regulations 1990

<p>what.</p>	
<p>Local Committee Governance – Substitutes</p>	
<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>

**OFFICER REPORT TO COUNCIL****SURREY PAY POLICY STATEMENT 2013 – 2014****KEY ISSUE / DECISION :**

To approve a Pay Policy Statement for publication on the Council's external website.

BACKGROUND :

1. To comply with Section 40 of the Localism Act 2011 all local Authorities are required to publish a Pay Policy Statement, approved by a meeting of the full Council, with effect from 1 April each year. The Act requires that the Statement should then be updated and approved by the full Council on an annual basis.
2. The main points that must be covered include:-
 - The remuneration of Chief Officers.
 - The responsibilities of the Council's Remuneration Committee (the People, Performance and Development Committee) for determining the terms on which Chief Officers are employed.
 - The Council's current policies on Equal Pay, Redundancy and Severance, and Reward.
 - The ratio between the remuneration of the highest and lowest paid employees, together with an explanation as to how job evaluation is used to determine appropriate levels of reward.

A copy of the proposed Statement is appended (Annex A) for reference.

3. The Statement has been drafted to reflect the requirements of the Code of Recommended Practice for Local Authorities on Data Transparency 2011 and the guidance published by the Department for Communities and Local Government on Openness and Accountability

in Local Pay 2012, to comply with Section 40 of the Localism Act 2011. Account has also been taken of the final report and the recommendations made in the Hutton Review of Fair Pay in the Public Sector 2011.

4. Publication of Statement and Supporting Documentation

It is proposed that the Statement will include “clickable links” to:-

- (i) Documents already published on the website:-
 - Councillors and Committees (which sets out the role of the PPDC as the Council’s Remuneration Committee).
 - Statement of Accounts.
 - Working for Surrey (which summaries the Council’s Employment Policies).

- (ii) Additional documents to be reviewed and updated via the external website with effect from 1 April 2013:-
 - Equal Pay Statement
 - Early Retirement and Severance Policy
 - Reward Policy

Note:

To achieve greater transparency increasing use will be made of the external website to improve access to the Council’s Employment Policies that are currently only accessible via the S-net.

RECOMMENDATIONS:

It is recommended that approval is sought to continue to implement the following recommendations:-

- (i) the attached Pay Policy Statement to be published on Surrey County Council’s external website, as detailed above, with effect from 1 April 2013; and

- (ii) the first sentence in the Governance section, at the beginning of the Statement, to be added to the document (already published on the website) clarifying the role of the People, Performance and Development Committee (PPDC).

Lead / Contact Officer:

Carmel Millar, Head of Human Resources and Organisational Development.
Tel : 020 8541 9824

Sources / Background Papers:

Attached draft Pay Policy Statement and extract from the current "Council tax and finance" web pages.

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SURREY COUNTY COUNCIL
PAY POLICY STATEMENT 2013 - 2014

This Pay Policy Statement, which was approved by a meeting of the full County Council on 19th March 2013, is published to comply with the requirements of Section 40 of the Localism Act, 2011.

Governance [[Link to Councillors and Committees](#)]

The People, Performance and Development Committee (PPDC) acts as the County Council's Remuneration Committee under delegated powers, in accordance with the constitution of the County Council. All Surrey Pay and terms and conditions are determined by the PPDC, including the remuneration of Chief Officers and specific appointments to posts with salaries of £100,000 or more.

Salary Transparency [[Links to Salary Transparency](#)]

The County Council is committed to being at the forefront of openness and transparency to demonstrate to its residents and local taxpayers that it delivers value for money. As part of the national and local government transparency agenda, it already publishes information on its external website detailing Surrey Pay ranges, expenditure over £500 and contracts with a value of £50,000 or more.

To continue that progress and in line with the Code of Recommended Practice for Local Authorities on Data Transparency 2011, the Council has published details of salaries paid to senior staff on-line, with effect from 30 March 2012. This information is updated on a regular basis and covers all positions with annual salaries of £58,200 and above.

Chief Officers' and Chief Executive's Remuneration [[Link to Statement of Accounts](#)]

Chief officers are on all-inclusive single status Surrey Pay contracts i.e. there are no variable pay salaries or bonuses paid. The council has not provided any grade related benefits in kind, such as Annual Leave, Private Medical Insurance or Lease Cars since 2007. Chief Officers receive the same allowances as other members of staff and access to the same voluntary benefits scheme, while any expenditure on business travel is reimbursed at the same rate for all grades.

The Chief Executive is on a contract which is like Chief Officers ie he is on an all-inclusive single status Surrey Pay contract and there is no variable pay or bonuses made. He is however paid a specific additional allowance for duties carried out in support of the Lord Lieutenant of the County.

For details of the remuneration paid to all members of the Council Leadership Team, in a particular financial year, please refer to the council's annual Statement of Accounts. In the case of the report for 2011/2012 this can be found under Note 34, between pages 69 and 71.

Surrey Pay Salary Ratios

The minimum Surrey Pay rate paid on grade S1/2 is currently set at £7.65p per hour, this compares with the statutory National Minimum Wage of £6.19p per hour and the "UK Living Wage", of £7.45p per hour, which is advocated by the Living Wage Foundation.

Last updated: 07 March 2013

It is estimated that the council will have the following ratios, between the lowest and highest paid staff on Surrey Pay, for the 2013 / 2014 financial year.

Surrey Pay Salary Ratios 2013 – 2014		
Salary	Amount per annum £'s	Ratio to the highest salary
Highest Basic Salary	210,850	n/a
Median Basic Salary	22,385	10 : 1
Lowest Basic Salary	14,351	15 : 1

Notes :

- (i) The ratios have been calculated in accordance with guidance published in The Code of Recommended Practice for Local Authorities on Data Transparency 2011 and in light of recommendations contained in the Hutton Review of Fair Pay in the Public Sector 2011.
- (ii) The median is defined as the mid-point of the total number of staff employed.

Surrey Pay [[Link to Reward Policy](#)]

The council's total reward strategy is based on the local negotiation of "single status" Surrey Pay terms and conditions of service. This means that the majority of staff are on consistent terms and conditions of service, except for teachers and fire fighters. Pay including terms and conditions are reviewed annually, with any changes agreed by the PPDC normally made with effect from 1 April. The council recognises two trades unions, the GMB and UNISON, for the purposes of negotiating Surrey Pay.

(i) **Equal Pay** [[Link to Equal Pay Statement](#)]

The council is committed to ensuring that its employment policies and practices comply with the requirements of the Equal Pay Act 1970. This includes the application of a robust job evaluation process to ensure that all staff will receive equal pay for work of equal value.

(ii) Grading Structure

The allocation of Surrey Pay grades to jobs is determined by (HAY) job evaluation, or in accordance with a career guide scheme related to (HAY) job evaluation. The Surrey Pay grading structure covers all jobs from Cleaners and Catering Assistants on the lowest grade to Chief Officers, including the Chief Executive, on the highest grades. Please see appended table that shows the salary ranges agreed by PPDC for the 2013 / 2014 financial year.

The differentials between these grades and jobs have been established objectively by application of a HAY based job evaluation scheme. For example the job of a cleaner is evaluated at the bottom because the level of skill, knowledge, problem solving and accountability are low compared with jobs at the top level. Conversely, Chief Officers are at the top of the pay scales because the level of skills, knowledge, problem solving and accountability are considerably greater than those at the bottom of the pay scales.

Last updated: 07 March 2013

Newly appointed or promoted staff are normally appointed to the minimum salary point on a grade unless a robust business case has been made to pay more.

(iii) Market Supplements

Managers may make a business case for a market supplement to be paid above the maximum for the particular grade if it proves impossible to recruit at the rate advertised. Such supplements must be approved and reviewed on a regular basis by either the PPDC, in the case of Chief Officers, or by the Head of HR&OD under delegated powers.

(iv) Pay Progression Arrangements

The majority of staff are currently on “incremental” Surrey Pay grades, S1/2 – S7, or their equivalent. Personal pay progression within grade is normally dependent upon “added value” in terms of duties, responsibilities and job performance following an annual appraisal.

Middle Pay Grades and Senior Pay Zones (S8 – CEX) contracts currently provide for an annual review of contribution. These reviews normally determine any subsequent personal progression through these pay zones subject to personal headroom being available.

Note : The “normal” arrangements for determining pay progression, were suspended with effect from 1st April 2010. The suspension is one element of the council’s current pay restraint package that will be reviewed for the 2014 / 2015 financial year.

(v) Recognition Awards

There are **no** provisions under standard Surrey Pay contracts for council employees to be awarded performance related bonuses. However the Recognition Award Scheme provides a mechanism through which managers can recognise exceptional achievement by an individual or team, subject to approval by the appropriate Head of Service.

[Early Retirement and Severance Terms](#) [Link to Early Retirement & Severance Policy]

The terms for granting redundancy or severance, including access to benefits under the Local Government Pension Scheme, are the same for all staff on Surrey Pay contracts including Chief Officers. The approval process is explained in the Policy, see link above.

In cases of redundancy, an employee will not be entitled to a redundancy payment or a severance payment if, before leaving the council, they accept an offer of employment with another local authority or associated employer contained in the Redundancy Payments (Modification) Order 1999 and commence the new employment within four weeks of their last day of service as the employment would be deemed to be continuous.

Further Details

Specific details may be accessed via the links indicated above, or by clicking on the buttons that are included on the landing page.

Last updated: 07 March 2013

Surrey Pay Main Grades & Pay Ranges : 2013 / 2014

£'s

Job Evaluation Scores		Grades	Salary Ranges	
			Minimum	Maximum
0	119	S 1/2	14,351	15,149
120	142	S 3	14,606	16,595
143	165	S 4	15,857	18,644
166	194	S 5	17,678	20,711
195	231	S 6	19,874	22,885
232	313	S 7	22,790	26,989
314	437	S 8	26,248	31,306
438	477	S 9	33,019	37,762
478	518	S 10	37,465	42,442
519	611	S 11	41,953	47,065
612	660	S 12	46,723	54,748

Senior Managers & Directors' Grades and Pay Ranges : 2013 / 2014

£'s

Job Evaluation Scores		Grades	Salary Ranges	
			Minimum	Maximum
661	734	13	54,935	66,094
735	880	14 A	61,042	76,747
881	1055	14 B & 15 B	75,833	89,919
1056	1260	15 C	87,441	103,717
1261	1312	15 D	101,171	120,028
1358	1450	16 E	116,184	140,601
1451	1688	16 F	127,168	151,693
1689	2000	16 G	149,136	178,311
2001	2328	CEX	209,434	232,133

Last updated: 07 March 2013



OFFICER REPORT TO COUNCIL

ELECTED MEMBER DEVELOPMENT STRATEGY

KEY ISSUE/DECISION:

To approve the revised Elected Member Development Strategy and to agree one amended role profile and two additional ones for inclusion in the Constitution.

BACKGROUND:

1. In March 2011, the County Council approved an Elected Member Development Strategy. It was agreed that the Strategy would be reviewed every other year. Accordingly, the Member Development Steering Group (MDSG) has revised the Strategy to take account of developments in learning and development in the last two years and to set the direction for the first two years of the new Council.
2. Where the Strategy differs from the previous version is in its emphasis on identifying how the processes introduced through the Strategy benefit Members, as evidenced by the revisions made to Appendix C of the Strategy. To make sure that the Strategy encompasses all aspects of the approach to member learning and development, a further appendix (D) has been added, setting out the expectations around Members' attendance at external events and conferences.
3. To further personalise the content of the Strategy, the MDSG has also drafted additional role profiles for inclusion in Appendix B. The aim is to ensure that the purpose and specific tasks in each role are clearly set out, along with the role holder's expected personal attributes and skills. Some additions have also been made to the generic 'Surrey County Councillor' role profile to reflect specific tasks and expected knowledge relating to Members' service on committees. Should the revised and additional role profiles be approved by the Council, the Member-Officer Protocol published in the Constitution will be amended accordingly.

RECOMMENDATIONS:

It is recommended that:

- a) the Elected Member Development Strategy, attached at Appendix 1, be approved; and
- b) that the role profiles for the Surrey County Councillor, the Vice-Chairman of the Planning and Regulatory Committee and the Vice-Chairman of the Audit and Governance Committee, as set out in Appendix B of the Strategy, be agreed for publication in the County Council's Constitution.

Lead/Contact Officer: Katie Booth
Senior Manager, Leadership Team
Tel: 020 8541 7197

Sources/background papers:

Elected Member Development Strategy March 2011

Agenda and minutes of the Member Development Steering Group meetings
27 February 2012, 10 December 2012, 23 January 2013, 28 February 2013.

SURREY COUNTY COUNCIL:

ELECTED MEMBER DEVELOPMENT STRATEGY

1 INTRODUCTION

Elected Members have a vital role in establishing and maintaining the strategic direction of Surrey County Council. They support the Council, by acting as Community Leaders, to embed our values and achieve our corporate priorities.

To support Members in their role we adopt a flexible approach to learning and development, which meets collective and individual development needs over the term of the council, taking into account each elected Member's individual learning style.

The purpose of this document is to set out the County Council's approach to Member development and how the approach is to be achieved.

This strategy was originally approved in June 2007, and revised in March 2011, when the County Council made a commitment to reviewing it every other year. It will form an important part of the council's submission for Elected Member Development Charter Plus status through South East Employers.

The aim of this elected Member Development Strategy is to provide Members with an outline of development activities open to them, which will support them in their role as a County Councillor throughout their term of office.

2 MEMBER DEVELOPMENT STEERING GROUP

The Member Development Steering Group (MDSG) plays a crucial role in the achievement of this strategy and was instrumental in helping the authority to achieve the Elected Member Development Charter in October 2011. The group is Member led, and includes Members from all of the county council's political groups. It is supported by the Senior Manager, Cabinet and Member Support in Democratic Services, who can provide guidance on learning and development. The Assistant Chief Executive also attends the MDSG meetings. While the officers are responsible for the administration of member development, the Steering Group ensures that the proposed programme of activities meets Members' needs and that events are scheduled and commissioned appropriately and effectively.

The terms of reference of the Steering Group are as follows:

1. To be champions for, and promote the development of, Members.
2. To keep the Members' Development Strategy relevant and up to date.
3. To take a leading role in helping the authority to achieve the Elected Member Development Charter Plus status.
4. To review and consider training and development needs with a view to producing comprehensive induction and ongoing training and development programmes.

The membership of the group is currently:
Denise Le Gal, Cabinet Member for Change and Efficiency, including portfolio responsibility for member development; Steve Cosser, Lynne Hack, John Orrick, Michael Sydney and Chris Townsend.

3 IDENTIFYING MEMBER DEVELOPMENT NEEDS

A variety of approaches have been piloted to identify specific individual learning and development needs. A priority for the MDSG in the next term of the county council will be to consider an approach to analysing Members' needs and embedding a training needs analysis/personal development plan process.

The responsibility for identifying learning and development needs rests with individual Members. In turn, the corporate centre and services should be well placed to identify needs and provide appropriate and timely training arising from, for example, the introduction of new legislation and corporate governance issues.

Members who wish to sit on certain committees must have undertaken the relevant training beforehand to ensure they are compliant with the legislation.

Democratic Services keep a record of all the learning and development activities attended by each Member. The responsibility for maintaining this record lies with the Senior Manager, Cabinet and Member Support.

4 ANNUAL LEARNING AND DEVELOPMENT PROGRAMME

The MDSG has agreed a Learning and Development Programme for each Council year. The programme is designed to encompass:

- Development requirements identified through the PDP process
- Development activities to reflect the council's agreed corporate objectives
- Development needs arising from external factors, such as legislative or other changes affecting local government and its functions
- Suggestions from Members and officers.

At least one day a month is specified as a 'Member Development Day' and these dates are published in the calendar. Wherever possible, these dates will be used for training and development events and efforts will be made to avoid scheduling other Member meetings at the same time. As far as possible the timings of learning and development activities is planned in line with Member preferences, as expressed in the Member Survey, which are carried out every other year.

Administrative support for member development will be provided by Democratic Services. This includes co-ordination of the programme, promotion of the learning and development events, maintaining records and administering the budget. Information about learning and development events in each forthcoming three month period will be published in a monthly poster for Members, with the aim of allowing good notice to be given. Sufficient information about the content and planned outcomes will be advertised to enable Members to assess whether they need to attend.

The agreed Learning and Development Programme for the four-year term of the council is attached at Appendix A. The development activities outlined in the programme are designed to be flexible and appropriate and delivered as a programme of events that Members can tap into as required. The training activities that all elected Members are expected to undertake are:

- Member induction
- Equalities and Diversity Awareness
- Code of Conduct training
- Committee relevant training e.g. planning legislation, induction sessions
- Role-specific training prior to commencing certain roles, eg chairing skills
- Scrutiny
- Corporate Parenting.

5 MEETING MEMBER DEVELOPMENT NEEDS

Currently, a variety of approaches is taken to meeting Members' collective and individual development needs. Members of the Council carry out a wide range of roles, including Cabinet portfolio holder; Chairman or Vice Chairman; Members of select committees, local committees, regulatory committees; representational roles on behalf of the Council; and community leadership. In addition they need to keep up to date with the over-arching strategic challenges facing the County Council and corporate initiatives to deliver the Corporate Plan.

The paragraphs below set out the opportunities available to respond to each particular development need:

Role specific training: The County Council has agreed role descriptions for the following specific positions:

- the Leader of the Council
- Deputy Leader of the Council
- Chairman of the County Council
- Vice-Chairman of the County Council
- Cabinet Member
- Chairman of a Select Committee
- Vice-Chairman of a Select Committee
- Chairman of Planning and Regulatory Committee
- Vice-Chairman of Planning and Regulatory Committee
- Chairman of Audit and Governance Committee
- Vice-Chairman of Audit and Governance Committee
- Chairman of a Local Committee
- Vice-Chairman of a Local Committee
- Group Spokesperson of Opposition Group

Role specific skills and knowledge delivered through officer support, to committees such as Planning & Regulatory Committee and select committees, will ensure that Members' needs are met. Officers and Members will continue to identify ongoing development needs, especially for new Members and when changes in regulation or in local policy are introduced. Members new to the council following countywide elections will be offered the support of a more experienced officer 'buddy' to support them in their new role. In addition, mentoring systems may be used by each political group to support new Members.

Training on corporate initiatives and strategies: A different approach is required for the development associated with corporate/whole council initiatives that benefit all Members. Keeping Members informed and up to date is one of the essential outcomes for Member development. A programme of seminars is organised throughout the year to brief and engage Members on key issues. The subject of each seminar is determined either by Member request or by a service identifying a need due to changes in corporate initiatives, for example. The MDSG considers the seminar programme at each of its meetings. The dates for these seminars are set at the start of the council year and are printed in the county diary to ensure Members are able to attend.

Officers hosting these training events are encouraged to adopt an approach that enables a two-way dialogue on the council's priorities and the roles of Members within them. The Chief Executive's six monthly progress report presentation to Members is a good example of one such session.

Generic skills development: There continues to be a need for skills development and awareness training in respect of such topics as finance, information technology, time management etc. IT skills are particularly important in order to ensure that Members have the opportunity to play a full role in modern organisations and regular IT training will be offered to Members, for example, on file management, BlackBerry use, keyboard skills, Word and Lotus Notes, subject to demand. Other examples of IT training offered to Members include drop in sessions, while top tips documents have also been produced and published to provide support on key applications.

Induction: It is essential that new Members are provided with the opportunity to take on board knowledge and skills that they need for their roles within the council as soon as possible after their election. Member induction covers key corporate themes, initiatives and departmental overviews and introductions. This is followed by a series of key sessions spread across a number of months. New Members are also provided with a copy of the Local Government Improvement and Development's Councillors Guide. The guide has been designed as an introduction to their new roles, and as a refresher for sitting and returning Members.

The MDSG will consider the plans for induction in the autumn preceding the election and will prepare a draft programme for agreement in January of the election year. The Senior Manager, Cabinet and Member Support, will have responsibility for ensuring that the agreed programme is delivered.

Those elected to the County Council, including returning Members, will be provided with a 'Countyfile' containing information designed to support them in their role. The contents will be subject to a full review by the MDSG in the year leading up to an election.

An induction programme for Members who are elected at by-elections will also be established, as those Members do not have the benefit of the full programme that follows the scheduled elections.

Personal development: As well as group or generic training, learning and development opportunities that satisfy individual needs must also be offered. It is up to each individual to take responsibility for their own development – this in itself also implies some accountability for ensuring that Members are taking personal steps to ensure that they are appropriately skilled for their particular role. This anticipates a willingness to take part in learning opportunities that are designed to meet their development needs.

Members are encouraged to consider different approaches to their development, including: requesting a one to one with an appropriate officer, undertaking a site visit, discussing a

matter with a more experienced Member, carrying out some personal research or attending an external event. All Members should take on this responsibility and consider how they can meet their own needs, particularly in the light of their learning style preference.

Individual support: Where appropriate and where business needs allow, individual needs may be met on a 1:1 basis, for example, with computer skills or for Members with specific learning requirements.

All Members who are standing down at a scheduled election will be invited to complete an exit interview questionnaire in order to share their reflections on their term of office. An analysis of the responses to the exit interviews is shared with the Member Development Steering Group, to agree any corrective actions and suggestions.

Learning Styles: It is important to remember that people learn in different ways. Members can undertake the Honey and Mumford Learning Styles questionnaire, available on s::net, to identify their learning style and try to match that and their development need to a relevant programme. As no single approach will be suitable for all Members, a range of approaches is used. Some Members will want to get involved in practical approaches, for example site visits, while others will need the space to stand back and reflect on issues before forming a view.

Other development activities that can be sourced are mentoring, job shadowing, coaching and networking, both at internal and external events, as well as market stall events, reading and visits. Members are entitled to attend in-house courses advertised in the training catalogue on s::net. Organisations such as Local Government Improvement and Development include specific pages on councillor development on their website at www.idea.gov.uk

When planning events, consideration will be given to the need to accommodate the other commitments that Members have as far as possible. Alternative timings, such as early mornings, evenings and weekends will be considered when organising sessions, subject to Members' views.

Opportunities will be explored to improve accessibility to training activities, for example, through the use of e-learning, webcasting and distance learning opportunities.

Where possible, the council will seek to offer training and development opportunities with other local authorities and partner organisations and provide joint training activities where appropriate.

6 EXTERNAL DEVELOPMENT ACTIVITIES

Information about events organised by accredited training organisations will be advertised in the Members' Resources Room at County Hall, and via the monthly Learning and Development poster, which is circulated to Members electronically and published on the Members' Portal. Occasionally, external events may be advertised direct to specific groups of Members, where it is logical to do so. The MDSG has approved a protocol for Members' attendance on external developmental events, linking requests to personal development and corporate priorities.

Attendance on any external learning and development event is subject to the prior agreement of the Assistant Chief Executive in consultation with the Chairman of the MDSG.

Members are expected to share their learning from these events and training materials will be published on the Members' Portal so that all Members can benefit from the activity.

7 OTHER SUPPORT

Members' Portal

Members have a designated web-based area where they can access news and recent publications, corporate and community information about the county, including demographic information for each division, and useful links to other websites, maps and committee papers.

Dedicated resource area

Members need to be able to access the latest information quickly and easily both in hard copy and electronically. The Member Resources Room is stocked with key corporate documents, area information, consultation documents and training manuals. A networked PC, printer and photocopier are also provided in the room.

8 BUDGET FOR MEMBER LEARNING AND DEVELOPMENT

The central budget for Member learning and development sits within the overall Democratic Services budget. This will meet the cost of the annual learning and development programme and is managed by the Democratic Services Lead Manager. Some associated costs are met from other service budgets, including the cost of Members attending service-based conferences and occasional other events. The MDSG has agreed a protocol for Members' attendance at learning and development events funded from the learning and development budget, as attached at Appendix D. The MDSG will work with Finance officers to shape the budget for Members' Learning and Development budget, and will take a view on the prioritisation of budget spend according to corporate priorities and individual Member need.

9 EVALUATING MEMBER LEARNING AND DEVELOPMENT

The MDSG will establish processes for evaluating the effectiveness of member learning and development, including mechanisms to enable Members to give feedback on events in which they have participated. Evaluation will have the objective of making improvements in future provision and consequently producing increased benefits both to individual Members and the County Council. The process for evaluating and assessing the effectiveness of member learning and development is set out at Appendix C.

10 SOUTH EAST EMPLOYERS ELECTED MEMBER DEVELOPMENT CHARTER PLUS

In order to achieve Charter Plus status, the county council will have to robustly demonstrate:

1. Commitment to councillor development, including evidence of Top political and managerial leadership commitment to development of elected members and a Councillor Learning and Development Policy

2. A strategic approach to councillor development, including evidence of Individual Learning and Development Plans
3. Evidence that learning and development is effective in building capacity, and that investment in learning and development is evaluated in terms of benefit and impact
4. Evidence that councillors are supported, for example, conducting business to allow for equality of access to the key political decision making processes.

The county has signed up to achieve Charter Plus status by April 2013. The authority was awarded Charter status in October 2011, which is valid for three years, until October 2014. Should the county council decide not to be assessed for Charter Plus status in 2013, it will need to undergo a mid-term assessment at that time to ensure that it continues to meet Charter standards.

11 STRATEGY REVIEW

The needs of Councillors will evolve over time and it is important that both individual needs and the overall Elected Member Development Strategy are reviewed regularly. This will provide an opportunity to evaluate the effectiveness of recent training events as well as identify any new requirements.

This Strategy will also be reviewed every other year. The MDSG will take the lead on reviewing the strategy and will recommend any proposed changes it considers necessary. The Strategy will be submitted to Council for approval.

Denise Le Gal
Cabinet Member for Change and Efficiency and Chairman of the Member Development Steering Group

March 2013

Next review due: March 2015 and every other year thereafter

Appendices:

Appendix A: Four year learning and development programme

Appendix B: Member roles including required skills/development

Appendix C: The process for evaluating and assessing the effectiveness of member learning and development

Appendix D: Protocol for Elected Member Attendance at External Courses and Conferences, and application form

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Surrey County Council Members' Development Framework

Year One – Induction and familiarisation	Year Two – Bedding in and drilling down	Year Three – Consolidation and forward planning	Year Four – Setting the scene for the next Council
<p>Thorough Induction Programme for new and returning members to enable them to become effective county councillors (and to update continuing members) to run from May to November, including:</p> <ul style="list-style-type: none"> • Introduction to the Council's priorities, policies, services and structures • Partner engagement, including district and borough councils, health partners, Police, SSP • Understanding how the Council works, including committee processes • Meeting key officers • Code of Conduct and key organisational issues • Charing Skills • Local Government Finance • Overview and Scrutiny principles • Introduction to Equality & Diversity issues • Corporate Parenting • Media Skills • Public speaking skills / effective vocal skills 	<p>Further skills training and information to enable councillors to remain effective members. Priority topics identified for the year through feedback and needs analyses may include:</p> <ul style="list-style-type: none"> • Personal skills • Presentation skills • Media skills • Effective meetings • Scrutiny skills • Interview and recruitment skills • Chairmanship • Speed Reading • Successful networking • Community leadership <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.</p>	<p>Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through feedback and needs analyses may include:</p> <ul style="list-style-type: none"> • Personal skills • Presentation skills • Media skills • Effective meetings • Scrutiny skills • Interview and recruitment skills • Chairmanship • Speed Reading • Successful networking • Community leadership <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.</p>	<p>Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through feedback and needs analyses may include:</p> <ul style="list-style-type: none"> • Personal skills • Presentation skills • Media skills • Effective meetings • Scrutiny skills • Interview and recruitment skills • Chairmanship • Speed Reading • Successful networking • Community leadership <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.</p>

<ul style="list-style-type: none"> • Speed reading • Coach trip around borough for familiarisation of area and issues • Meet key local staff, including from Highways, Libraries, Children's Service, Adult Services • Visits to key Council services, eg Contact Centre • Child protection and vulnerable adults 			
<p>Overview of work and remit of each committee, followed by more detailed subject briefings for committee members to enable them to undertake their duties</p>	<p>Briefings for Committee members to enable them to undertake their duties</p> <p>Scoping briefings for Select Committees</p> <p>Programming briefings for Select Committees</p>	<p>Briefings for Committee members to enable them to undertake their duties</p> <p>Scoping briefings for Select Committees</p> <p>Programming briefings for Select Committees</p>	<p>Briefings for Committee members to enable them to undertake their duties</p> <p>Scoping briefings for Select Committees</p> <p>Programming briefings for Select Committees</p>
<p>Chairing skills for new and returning Committee Chairmen, including specific course for Select Committee chairmen and vice-chairmen</p>	<p>Chairing skills for Committee Chairmen and Vice-Chairmen</p>	<p>Chairing skills for Committee Chairmen and Vice-Chairmen</p>	<p>Chairing skills for Committee Chairmen and Vice-Chairmen</p>
<p>Seminars on current issues:</p> <ul style="list-style-type: none"> • Changes to service provision • Major planning issues • Inspections 	<p>Seminars on current issues, eg</p> <ul style="list-style-type: none"> • Changes to service provision • Major planning issues • Inspections 	<p>Seminars on current issues, eg</p> <ul style="list-style-type: none"> • Changes to service provision • Major planning issues • Inspections 	<p>Seminars on current issues, eg</p> <ul style="list-style-type: none"> • Changes to service provision • Major planning issues • Inspections

<ul style="list-style-type: none"> • Finance and statement of accounts • Briefings from key partners including Police 	<ul style="list-style-type: none"> • Finance and statement of accounts • Briefings from key partners including Police 	<ul style="list-style-type: none"> • Finance and statement of accounts • Briefings from key partners including Police 	<ul style="list-style-type: none"> • Finance and statement of accounts • Briefings from key partners including Police
Training on new and updated legislation and on developing government policy	Training on new and updated legislation and on developing government policy	Training on new and updated legislation and on developing government policy	Training on new and updated legislation and on developing government policy
Members' Basic Skills IT training: <ul style="list-style-type: none"> • Lotus Notes and calendaring • S-Net and internet • BlackBerry • File management Word Keyboard skills iPad 	Members' Basic and Improving Skills IT training	Members' Improving and Advanced IT training	Members' Advanced IT training
E-learning workbooks for Equality and diversity	Access to e-learning courses	Access to e-learning courses	Access to e-learning courses
Access to seminar presentations and handouts on Members' S-net pages	Access to seminar presentations and handouts on Members' S-net pages	Access to seminar presentations and handouts on Members' S-net pages	Access to seminar presentations and handouts on Members' S-net pages
Mentoring via political group and buddying with senior officer			Exit Survey for members who are standing down
			'How to Become a Councillor' information available

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THE SURREY COUNTY COUNCILLOR

County Councillors are elected every four years to represent the people of Surrey. Surrey has 81 divisions, each represented by one County Councillor who is democratically accountable to the electorate. County Councillors are politicians and most have a publicly declared political affiliation. All are expected to comply with the Council's Constitution.

In this role you might be expected:

- To listen to people in Surrey and represent their views.
- To represent effectively the needs and interests of the division for which the councillor was elected.
- To promote County Council engagement with all citizens and groups, and ensure that there are opportunities for the views of under-represented groups to be heard.
- To be an active community leader and promote social, economic and environmental well-being and sustainability.
- To support access to County Council services:
 - Ensuring good communication between the Council and its customers
 - Trouble-shooting when things go wrong and ensuring that complaints are properly dealt with
 - Mediating fairly and constructively between people with conflicting needs.
- To engage constructively with officers in delivering Council objectives.
- To build collaborative working relationships with local partners, including the Police.
- As a Select Committee member: To continuously review and improve the Council's policies, budget, strategies, service delivery and performance through the overview and scrutiny processes, with a view to assessing their effectiveness in meeting the strategic objectives of the authority and the needs of its residents.
- As a Regulatory Committee member: To participate in informed and reasoned decision making on committees to which they are appointed.
- To promote continuous improvement in service delivery by monitoring, identifying shortfalls and encouraging appropriate action.

Specific Tasks

- To deal with enquiries and case work on behalf of constituents, representing their interests or enabling them to take action themselves as appropriate.
- To liaise with Cabinet Members, other council Members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported, and agreed local actions are carried out.
- To identify individual learning and development needs and participate fully in training opportunities provided.
- To be actively involved with local organisations in order to keep up-to-date with local concerns.

- To act as the County Council's representative and advocate on any outside bodies and joint organisations to which appointed, ensuring effective two-way communication.
- To use local allocations to support local initiatives.
- To make recommendations for the appointment of local authority school governors, identifying candidates with the skills and experience to support the work of the school and a commitment to, and an interest in, education.
- To fulfil the responsibilities as 'corporate parent' of Looked After Children, accepting responsibility for children in the Council's care, making their needs a priority and seeking for them the same outcomes any good parent would want for their own children.
- To participate fully in the work of the full Council, local committee and any other committee to which appointed.
- To develop knowledge of relevant specialist work areas as well as a wider general understanding of other strategic and corporate issues.
- To participate actively and effectively as a Member on any scrutiny, regulatory or other Committee, panel, group or forum to which the Member is appointed.
- To contribute to the formation and scrutiny of the council's policies, budget, strategies and service delivery.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Open-minded
- Creative
- Committed to representing own local community
- Is engaging and empowering for constituents and volunteers
- Represents all constituents equally and without prejudice
- Thinks Surrey-wide, taking into account local needs
- Recognises the political dimension
- Supports transparency in the decision-making process
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Patient

- Respects and maintains confidentiality
- Is an advocate of the County Council
- Approachable, empathetic and understanding
- Encourages trust
- Manages workload effectively
- Makes clear decisions

Skills/Knowledge

- Good communication skills:
 - Concise
 - Confident public speaking
 - Effective listening
- Confident use of ICT, and a willingness to further develop skills and knowledge
- Knowledge of own local area
- Ability to work as part of a team

As a Committee Member:

- Ability to work effectively with Council officers, the public, the media and outside organisations
- Knowledge of corporate and service-specific plans and budgets
- Ability to present relevant and well-reasoned arguments
- Ability to manage conflicting priorities, stress and time
- Understand the legislation relating to duties, obligations and rights of elected Members
- Have a good understanding of how local, national and European government operates, including the statutory and financial frameworks
- Ability to keep informed of issues affecting local government
- Understanding of political dimensions
- Possess active listening and questioning skills.

LEADER OF THE COUNCIL

(Holds office for four years from the first annual Council meeting following the election)

Purpose

- To provide effective political leadership and strategic direction for the Council.
- To ensure effective corporate governance.
- To form a vision for the Council and community.
- To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery.

Specific Tasks

- To lead the Cabinet and be responsible for the Council's corporate and resource planning.
- To appoint a Deputy Leader and up to eight other Cabinet Members and designate appropriate portfolios to ensure that the Cabinet achieves its terms of reference.
- To retain or delegate executive functions to Cabinet, Cabinet Members, committees, individual local Members and officers.
- To ensure the effective running of the Cabinet by managing the forward work programme and chairing meetings of the Cabinet in line with the Constitution.
- As Leader of the Council, to be the key contact for outside organisations (including Central Government, other Local Authorities, Associations and Council partners) and the Corporate Leadership Team.
- To ensure effective Corporate Governance including working with opposition groups to seek to achieve, where possible, cross party cooperation.
- To be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations and to positively promote the Council as a whole in the media.
- To act as the political spokesperson for the Council.
- To promote the long-term financial, business and economic stability of the Council.
- To encourage the highest standards of probity and corporate governance for the well being of the county.
- To liaise with the Chief Executive, and other appropriate officers, on a regular basis.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Thinks Surrey-wide, taking into account local needs
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- The ability to analyse and grasp complex issues
- A good understanding of how local, national and European government operates, including the statutory and financial frameworks
- A clear understanding of the operation of the Council, including the economic and social situation within Surrey
- Business and financial acumen, including the ability to understand and manage the Council's budget
- Effective leadership skills
- Excellent political knowledge and awareness
- The ability to chair meetings and facilitate open discussion
- The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor and Cabinet Member (see separate job profiles)

DEPUTY LEADER OF THE COUNCIL

Purpose

- To fulfil the duties of the Leader in his or her absence.
- To assist the Leader in specific duties as required.

Specific Tasks – see Leader's profile

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Thinks Surrey-wide, taking into account local needs
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- The ability to analyse and grasp complex issues
- A good understanding of how local, national and European government operates, including the statutory and financial frameworks
- A clear understanding of the operation of the Council, including the economic and social situation within Surrey

- Business and financial acumen, including the ability to understand and manage the Council's budget
- Effective leadership skills
- Excellent political knowledge and awareness
- The ability to chair meetings and facilitate open discussion
- The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor and Cabinet Member (see separate job profiles)

CHAIRMAN OF THE COUNTY COUNCIL

Purpose

- To provide effective civic, ceremonial and community leadership to the Council.
- To chair County Council meetings and ensure its business is carried out efficiently and in line with the Constitution.

Specific Tasks

- To be politically impartial and uphold the democratic values of the Council.
- To represent the Council at civic and ceremonial functions, acting on behalf of the whole Council in a non-partisan manner.
- To act as the principal spokesman for the Council on civic and ceremonial occasions.
- To act as an ambassador for the County Council and Surrey itself.
- To uphold and promote the purposes of the Constitution and interpret the Constitution when necessary, working with officers to keep the Constitution under review to ensure it is relevant to the Council's needs.
- To preside over meetings of the Council, acting impartially and ensuring that business is carried out efficiently and effectively whilst protecting the rights of individual County Councillors and the interests of the Surrey public.
- To promote public involvement in the Council's affairs and ensure that at Council meetings, matters of concerns to local communities can be debated by their County Councillors.
- To promote and support good governance of the Council and its affairs.
- To provide community leadership and liaison and promote active citizenship, fostering community identity and pride and promoting public involvement in the Council's activities.
- To receive whistle-blowing allegations as necessary.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding

Skills/Knowledge

- Good communication and interpersonal skills
- A good understanding of how local, national and European government operates, including the statutory and financial frameworks
- A clear understanding of the operation of the Council, including an understanding of the Constitution, in particular Standing Orders
- The ability to chair meetings and facilitate open discussion
- The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor (see separate job profile)

VICE-CHAIRMAN OF THE COUNTY COUNCIL

Purpose

- To support the Chairman of the Council in providing effective civic, ceremonial and community leadership to the Council.
- To chair County Council meetings in the Chairman's absence and ensure its business is carried out efficiently and in line with the Constitution.
- To support the Chairman in promoting and maintaining high standards of conduct by Members and Co-opted Members of the Council.

Specific Tasks

- At the Chairman's request, to preside at meetings in connection with the activities of the County Council
- To assist the Chairman in the management of Council meetings, as appropriate
- At the Chairman's request, to represent the County Council and, when appropriate, the county of Surrey, at civic and ceremonial functions, and to host such functions on behalf of the County Council
- At the Chairman's request, to act as host to royalty, civic dignitaries and similar visitors to the County Council
- In the Chairman's absence, to perform the specific tasks set out in the role profile for the Chairman of the Council
- To chair Member Conduct Panels as necessary to consider allegations that a Member or co-opted member of the Council has failed or may have failed to comply with the Code of Conduct.
- In the Chairman's absence, to provide advice and guidance to the Monitoring Officer in accordance with the published arrangements for dealing with any written allegation that a Member or co-opted member has failed or may have failed to comply with the Code of Conduct.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council’s Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council’s Values:
 - Responsibility
 - Listen
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding

Skills/Knowledge

- Good communication and interpersonal skills
- A good understanding of how local, national and European government operates, including the statutory and financial frameworks
- A clear understanding of the operation of the Council, including an understanding of the Constitution, in particular Standing Orders
- The ability to chair meetings and facilitate open discussion
- The ability to work effectively with Council officers, the public, the media and outside organisations

NOTE: The above responsibilities are in addition to the Member’s role as a County Councillor (see separate job profile)

CABINET MEMBER

Purpose

- To provide collective and individual leadership as part of the Cabinet.
- To undertake lead responsibility and be accountable for allocated portfolios.
- To contribute effectively towards the strategic direction of the Council.

Specific Tasks

- Participate effectively as a Member of the Cabinet – take joint responsibility for all actions and be accountable collectively. Challenge issues prior to making decisions if felt appropriate to do so.
- To exercise delegated powers in accordance with the Council's Constitution.
- Shape and develop the strategic priorities and vision of the Council, participating in debates and discussion about policy issues across the range of services provided by the Council.
- Act as the Lead Member for a particular portfolio as may be determined by the Leader of the Council, but in doing so, have regard to the overall collective responsibilities of the Cabinet and the Council's corporate policy objectives. Champion the portfolio concerned within that strategic context.
- Work closely with Strategic Directors to ensure that the Directorates' strategies reflect the political priorities set by the Council.
- In connection with the portfolio:
 - Build good relationships with appropriate senior officers and work with them in developing policy or strategic issues prior to formal reporting. Be supportive in dealing with any problems at a strategic level.
 - Attend meetings with officers as appropriate without compromising the distinct role of both Members and officers.
 - Keep abreast of related developments and policies at national, regional and local level.
 - Enhance the Council's reputation through taking the national stage where possible and participating in regional and national networks.
- Aim for Surrey to be at the forefront of service development and provision where possible; take an active interest in related performance indicators and rankings, including visiting exemplars of good practice.
- Attend Select Committees at their request in connection with any issues associated with the Cabinet Member portfolio that are being scrutinised.
- Be aware of issues of importance to the community and other stakeholders concerning portfolio services (for example, through issues raised at Local Committees), and work towards implementing the Community Strategy.
- Be responsible for ensuring the effective management of the budgets within the Cabinet Member's portfolio.

- Monitor the performance of services within the Cabinet Member's portfolio and hold the Strategic Director to account to meet objectives.
- Represent the Council on external bodies, as appointed, and feedback to the Cabinet any issues of relevance/importance.
- Facilitate a corporate leadership role where appropriate to do so, and foster links through partnerships such as Surrey Strategic Partnership.
- Along with colleague Cabinet Members and the Corporate Leadership Team, be available as appropriate for other Members to discuss any queries or matters of concern.
- To positively promote the portfolio and, where appropriate, to act as the spokesperson with the media for that portfolio area only.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- An understanding of national and local government statutory and financial frameworks
- An understanding of the Council, including the economic and social situation within Surrey
- The ability to understand the Council's budget especially in respect of the relevant portfolio
- Leadership skills

- Political knowledge and awareness
- Ability to build and work as part of an effective team
- Ability to influence and work effectively with Council officers, the public, the media and outside organisations

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor (see separate job profile.)

CHAIRMAN OF A SELECT COMMITTEE

Purpose

- To provide leadership and direction to the work of the Select Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
- To chair committee meetings and ensure the committee achieves its terms of reference.
- To work as part of a team with other Committee Chairmen in establishing Select Committees as an integrated group of committees, by sharing experience, exchanging ideas and best practice and co-ordinating work programmes.

Specific Tasks

- To ensure the effective running of the Select Committee, chairing meetings in line with the constitution and adopting an investigative, evidence-based approach with witnesses, visits and written evidence in preference to formal reports and traditional committee practice.
- To encourage the committee to adopt an outward-looking focus by actively engaging service users, other stakeholder groups and the public in its work.
- To encourage committee members to obtain the necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary.
- To endeavour to engage all members of the committee within the scrutiny process, allowing robust debate and constructive criticism leading to clear and measurable outcomes.
- To lead the committee in prioritising its work so as to ensure effective scrutiny, and to lead the committee in conducting a six monthly review of performance.
- To develop a constructive relationship with the Cabinet, especially with relevant portfolio holders.
- To develop a constructive relationship with the Strategic Directors/Heads of Service in the areas that the committee scrutinises.
- To co-ordinate the committee's work with Chairmen of other Select Committees, especially in developing flexible arrangements for handling cross-cutting issues, and in ensuring that it delivers positive outcomes which make clear recommendations for service improvement.
- To introduce committee reports to the Cabinet and Council and elsewhere, and to represent the agreed views of the committee.
- To speak on behalf of the committee in promoting effective communications with the media and the public in its work.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills
- Project and time management skills
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

VICE-CHAIRMAN OF A SELECT COMMITTEE

Purpose

- To work with the Chairman to provide leadership and direction to the work of the Select Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
 - To support the Select Committee Chairman in chairing committee meetings and ensure the committee achieves its terms of reference.
 - To support the Chairman in achieving the specific tasks as set out in the Select Committee Chairman's role profile.
 - To fulfil the duties of the Chairman in his or her absence.
 - To chair task groups as appropriate, with the agreement of the Select Committee.
 - To be aware of Members' views on issues being brought to the Select Committee and to alert the Chairman and Committee Members to any concerns.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Responsibility
 - Listen
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership, particularly with local bodies
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills

- Project and time management skills
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

CHAIRMAN OF PLANNING & REGULATORY COMMITTEE

Purpose

- To provide leadership and direction to the work of the committee, and to ensure compliance with the Surrey Code of Best Practice in Planning Procedures.
- To chair committee meetings and ensure the committee achieves its terms of reference.
- To demonstrate to the public, applicants and objectors, fair and open decision-making by or on behalf of the committee.

Specific Tasks

- To ensure that Members appointed to the committee fully understand the committee's work and receive training in planning procedures as specified by the Council.
- To lead the committee, in consultation with officers, in prioritising its work and setting meeting agendas.
- To ensure that the committee takes clear and unambiguous decisions based on sound planning considerations.
- To facilitate public participation in meetings by the public and their representatives in accordance with Standing Orders.
- To introduce committee reports to the Cabinet and Council and elsewhere, and to represent the agreed views of the committee.
- To speak on behalf of the committee in promoting effective communications with the public on its decisions.
- To represent the committee at public inquiries held into appeals against decisions made by the committee.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills
- Project and time management skills
- An understanding of planning legislation and procedures
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

VICE-CHAIRMAN OF PLANNING & REGULATORY COMMITTEE

Purpose

- To work with the Chairman to provide leadership and direction to the work of the committee, and to help ensure compliance with the Surrey Code of Best Practice in Planning Procedures.
- To support the Chairman in chairing committee meetings and ensure the committee achieves its terms of reference.
- To support the Chairman in achieving the specific tasks as set out in the Planning & Regulatory Committee Chairman's role profile.
- To fulfil the duties of the Chairman in his or her absence.
- To demonstrate to the public, applicants and objectors, fair and open decision-making by or on behalf of the committee.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills
- Project and time management skills
- An understanding of planning legislation and procedures
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

CHAIRMAN OF AUDIT & GOVERNANCE COMMITTEE

(This role may be filled by a Member from one of the minority groups)

Purpose

- To provide leadership and direction to the work of the committee, contributing to the continuous improvement of the Council's services through the full range of its work.
- To chair committee meetings and ensure the committee achieves its terms of reference.

Specific Tasks

- To work with the Chief Internal Auditor and the Risk and Governance Manager to ensure the committee meets the standards of best practice set out in the Cipfa Guidance for Audit Committees.
- To set and drive a diverse agenda and fully engage members of the committee in all aspects of its work including developing a work programme which achieves a proper focus for its work across the whole of the committee's terms of reference.
- To ensure the effective running of the committee, chairing meetings in line with the constitution and adopting an investigative and evidence-based approach, including through the use of task groups as may be considered necessary.
- To endeavour to engage all members of the committee, allowing robust debate and constructive criticism leading to clear and measurable outcomes.
- To develop a constructive and positive working relationship with the Cabinet, the Leader of the Council and other Cabinet Members over the management of the committee's business.
- To introduce committee reports to the Cabinet and Council and elsewhere, and to own and represent the agreed views of the committee.
- To speak on behalf of the committee in promoting effective communications with the media and the public in its work.
- To work with the Audit and Inspection Manager and the Risk and Governance Manager to ensure that adequate and appropriate training is available to members of the committee.
- To receive whistle-blowing allegations as necessary.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- To be committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills
- Project and time management skills
- Ability to influence and work constructively with members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

VICE-CHAIRMAN OF AUDIT & GOVERNANCE COMMITTEE

(This role may be filled by a Member from one of the minority groups)

Purpose

- To work with the Chairman to provide leadership and direction to the work of the committee, contributing to the continuous improvement of the Council's services through the full range of its work.
- To support the Chairman in chairing committee meetings and ensure the committee achieves its terms of reference.
- To support the Chairman in achieving the specific tasks as set out in the Audit and Governance Committee Chairman's role profile.
- To fulfil the duties of the Chairman in his or her absence.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- To be committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills
- Project and time management skills

- Ability to influence and work constructively with members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

CHAIRMAN OF A LOCAL COMMITTEE

Purpose

- To provide leadership and direction to the work of the Local Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
- To chair committee meetings and ensure the committee achieves its terms of reference.
- To encourage Local Committee members in their community leadership roles.

Specific Tasks

- To provide leadership and direction to the work of the Local Committee, to build the committee as a team and in conducting its committee business, to set the agenda for the Committee, and to conduct its meetings in an open, approachable and efficient manner.
- To ensure the effective running of the Local Committee, chairing meetings in line with the Constitution, and, where applicable, the Committee's locally agreed protocol.
- To actively engage partners, stakeholder groups, including businesses, and local people in the work of the committee and in issues of concern in the district/borough area, and to involve them in the development of solutions.
- To develop a constructive working relationship with the Cabinet and Cabinet Members over the management of the committee's business.
- To introduce committee reports to the Cabinet, County Council and elsewhere, and to represent the agreed views of the committee.
- To speak on behalf of the committee in promoting effective communications with the media and public on its decisions, and, through the Local Committee, in promoting the work of county council services locally, and its partnership with other agencies, organisations and community groups.
- To liaise with and advise the Community Partnerships Team on the committee's behalf.
- To be consulted by the Community Partnerships Team in respect of the approval of grants from Members' revenue allocations and in accordance with any conditions or criteria imposed by the Council or the relevant Local Committee.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Listen
 - Responsibility
 - Trust
 - Respect
- Committed to equal opportunities and values diversity
- Thinks Surrey-wide, taking into account local needs
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Leadership and chairing skills
- Project and time management skills
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

VICE-CHAIRMAN OF A LOCAL COMMITTEE

Purpose

- To work with the Local Committee Chairman to provide leadership and direction to the work of the Local Committee in contributing to the continuous improvement of the Council's services through the full range of its work.
- To support the Local Committee Chairman in chairing committee meetings and ensure the committee achieves its terms of reference.
- To support the Local Committee Chairman and supporting the Community Partnership Team in promoting effective engagement with the public and improved working with local councils.
- To support the Local Committee Chairman in encouraging Local Committee members in their community leadership roles.
- To support the Local Committee Chairman in achieving the specific tasks as set out in the Local Committee Chairman's role profile.
- To fulfil the duties of the Local Committee Chairman in his or her absence.

Personal Attributes

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council's Values:
 - Responsibility
 - Listen
 - Trust
 - Respect
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Seeks continuous personal development
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Makes clear decisions

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues
- Leadership and chairing skills
- Project and time management skills
- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team
- Good working knowledge of the communities within the Local Committee area

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

GROUP SPOKESPERSON OF OPPOSITION GROUP

Purpose

- To be the principal spokesperson for members of their own political group. (Precise remit to be defined by the group).
- To ensure efficient sharing of information within the group
- To act as the main conduit for offering appropriate constructive challenge/feedback, proposing alternatives and suggesting amendments on behalf of their group
- To take the lead on particular items on behalf of the group, for example, on call-in and on specific media issues.
- To chair task group(s) as appropriate, with the agreement of the committee chairman.

Personal Attributes

- Committed to the role and public service
 - Acts professionally, in keeping with the responsibilities of the role and upholds the Council's Code of Conduct, Constitution and ethical standards
 - Committed to and demonstrates the County Council's Values:
 - Responsibility
 - Listen
 - Trust
 - Respect
 - Committed to equal opportunities and values diversity
 - Seeks continuous personal development to ensure the effectiveness of the role
 - Supports transparency in decision-making processes

Skills/Knowledge

- Good communication and interpersonal skills
- Ability to analyse and grasp complex issues, including interpreting performance information
- An understanding of national and local government statutory and financial frameworks
- A clear understanding of how the County Council operates and an understanding of the Council's budget
- Political knowledge and awareness
- Ability to facilitate open discussion

- Ability to influence and work constructively with Members, officers, the public and outside organisations
- Ability to build and work as part of an effective team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

The Leaders of opposition groups are required to inform the majority group of the identity of the group spokespersons.

EVALUATING AND ASSESSING THE EFFECTIVENESS OF MEMBER LEARNING AND DEVELOPMENT

Introduction

The Member Development Steering Group recognises the importance to Members of providing learning and development opportunities that support them in their role as a county councillor. It is committed to ensuring that the opportunities offered to Members should be of a consistently high standard and should be effective in developing Members' knowledge and skills. The process for evaluating and assessing the effectiveness of Member learning and development is intended to enable Members to shape the learning and development opportunities they are offered, ensuring that they are of the correct standard and beneficial, and to identify any improvements to be made to future provision.

1. The process enables Members to contribute their views at three stages:
 - before attending an event, to set out what they expect to learn and gain from attending;
 - immediately after the event, to assess whether their needs have been met;
 - and three months after attending, to evaluate whether the learning from the event has been put into practice and is beneficial.
2. Members are invited to request attendance on courses, conferences or events to meet their individual learning and development needs. The learning and development application form invites Members to specify what learning they expect to gain by attending each event, and this constitutes the pre-course evaluation element of the process.
3. It is customary for learning and development providers to request attenders to provide immediate evaluation of each event, usually by completing a validation/feedback form at the end of the session. Where the event is provided by Surrey County Council, these forms are collated by Democratic Services and shared with the training provider, so that changes can be made to the content or delivery if necessary, should the event be offered again.
4. Having attended the event, Members will be given time to put any learning into practice before being invited to complete a follow-up form, usually 3 months afterwards. This offers Members the opportunity to reflect on the effectiveness of the learning and development activity they have attended and to gauge to what extent it has proved to be personally beneficial.
5. Where a Member has attended a learning and development event outside the County Council that they have found either particularly beneficial or, alternatively, that it has not met their expectations, Members are requested to submit their views to Democratic Services, so that they can be taken into account should other Members request attendance at the same event in the future.
6. Where repeat and/or refresher courses are sought on any particular issue, the feedback analysis summaries from any previous sessions will be consulted to ensure that the training package offered by the provider is of the

required standard and, so far as possible, is tailored to the needs of Members.

7. This process is designed to ensure that learning and development events are meeting Members' needs and that there is continuous improvement of the opportunities offered to Members.

February 2013

DRAFT

Legal and Democratic Services Member Training & Development Evaluation Form



Name <i>(please print):</i>	
Event Title:	Name of Trainer/Organisation:
Venue:	Date:

Please rate on the basis 1 – 5 and tick as appropriate: 1= poor, 2 = adequate, 3 = satisfactory, 4 = good, 5 = excellent

How would you rate the following?	1	2	3	4	5	Comments
1 Achievement of event aims and objectives						
2 Delivery of the event						
3 Quality of the event handouts						
4 Relevance to your current role						
5 Pre-event administration						
6 Suitability of the venue						
7 Do you feel able to apply this new learning into practice?	YES:	<input type="checkbox"/>	NO:	<input type="checkbox"/>		
<p>If you answered yes to the question above, please explain: How?</p> <p>What were the most useful elements of the event?</p>						
8 Would you recommend the event to colleagues?	YES:	<input type="checkbox"/>	NO:	<input type="checkbox"/>		
Any other comments:						

Thank you for completing this questionnaire. Please return the completed form to:
post: Business Support Team, Legal and Democratic Services, Room 122, County Hall, Kingston-upon-Thames, KT1 2DN; **fax:** 020 8541 9009

**Legal and Democratic Services
Member Seminar Evaluation Form**

NAME:

EVENT TITLE:

DATE:

Please share your thoughts on the contents of the day, by evaluating the following sessions.

1. Achievement of event aims and objectives			
Poor	Adequate	Good	Very Good
2. Delivery of the event by the presenters			
Poor	Adequate	Good	Very Good
3. Quality of the presentation, ie powerpoint slides			
Poor	Adequate	Good	Very Good
4. Suitability of the venue			
Poor	Adequate	Good	Very Good
4. Pre-event administration			
Poor	Adequate	Good	Very Good
6. What were the most useful/least useful elements of the seminar?			
7. How will attending this event affect you and the way that you work?			
8. Would you recommend the event to colleagues?		Yes	No
9. Do you have any further comments?			

Legal and Democratic Services Member Training & Development 3 Month Evaluation Form

Name <i>(please print):</i>	
Event Title:	Name of Trainer/Organisation:
Venue:	Date:

Please rate on the basis 1 – 5 and tick as appropriate: 1= poor, 2 = adequate, 3 = satisfactory, 4 = good, 5 = excellent

How would you evaluate your learning?	1	2	3	4	5	Comments
1	Have you achieved your required changes in your knowledge, skills and/or behaviour?					
2	To what extent has the event helped you in your role as a county councillor?					
3	How would you now rate your knowledge, skills and experience in the event topic?					
4	Have you had an opportunity to put this learning into practice?		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	If yes, how?:	
5	Is any further development required?		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	If yes, please give suggestions:	
Any other comments?:						

Thank you for completing this questionnaire. Please return the completed form to: Business Support Team, Legal and Democratic Services, Room 122, County Hall, Kingston-upon-Thames, KT1 2DN; fax: 020 8541 9009

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APPENDIX D**PROTOCOL FOR ELECTED MEMBER ATTENDANCE AT EXTERNAL COURSES AND CONFERENCES****Application for external course or conference**

- Any Member wishing to attend an external conference or course must complete an application form and return it to the Business Support Team in Democratic Services. The application must detail the reasons for attending the course or conference and how it will help them in their role as an elected member.
- All applications for external courses or conferences must be agreed by the Assistant Chief Executive in consultation with the Chairman of the Member Development Steering Group.
- The course/conference must have been identified within a Member's Annual Personal Development Plan or as a learning and development need for the position they hold at the county council.
- The event must be of reasonable cost according to the budget set aside for training and development for members and should be clearly linked to the county council's corporate objectives.
- The event must be offered by an accredited training body, such as the Local Government Association or Local Government Improvement and Development and, as a general point of principle, must not be organised by any political group. Any exceptions to this principle will be agreed on a case-by-case basis at the discretion of the Assistant Chief Executive in consultation with the Chairman of the Member Development Steering Group.
- A maximum of two places should be offered on any course unless specifically authorised by the Assistant Chief Executive following consultation with the Chairman of the Member Development Steering Group. If any external event attracts more than two applications for attendance, places are likely to be prioritised in order of relevance to the role of the applicant, date of submitting the application and the number of previous courses attended.
- Members are required to provide a short briefing on the event to other members on their committee or political group to cascade the learning.
- Following the event, members must complete a feedback form and return it to Legal and Democratic Services.

Travel to external course of conference

- Members may claim travel expenses for journeys undertaken in relation to any of the approved duties. Mileage allowances are paid in cases where a private vehicle is used. Where other forms of transport are used, reimbursement is related to the actual cost incurred, subject to any conditions. Where practical and economical, Members should use public transport or consider car sharing when travelling on business for the council. Members should, where possible, use a means of transport that is of the lowest cost to the council.

- For further information on entitlement to Travelling and Subsistence Allowances, please refer to the current Members' Allowances Scheme.

**Legal and Democratic Services
Member Training & Development Application Form**



Name:	
Event Title:	
Date:	
Venue:	
Cost:	

Have you been to this event before?	YES/NO <i>please delete as appropriate</i>
This event is relevant to my role as a Member and my personal development in the following way(s):	
Attending this event will contribute to the achievement of the county council's corporate objectives as follows:	

<p>I undertake to attend this event. I understand that if I am unable to attend I must inform the Business Support Team, Legal and Democratic Services, Room 122. I undertake to provide feedback to Legal and Democratic Services about the event within 14 days of the end of the event.</p> <p>Signed.....</p> <p>Date.....</p>
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Please return this form to the Business Support Team, Legal and Democratic Services, Room 122, County Hall.

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OFFICER REPORT TO COUNCIL

AMENDMENTS TO THE CONSTITUTION - HEALTH AND WELLBEING BOARD AND HEALTH SCRUTINY

KEY ISSUE/DECISION:

To ensure the Constitution is in line with recent legislation and regulations, the Council is asked to agree a new article introducing a Health and Wellbeing Board and revisions to the arrangements for the scrutiny of health services.

BACKGROUND:

1. Given new legislation and associated regulations, some aspects of the Constitution are out of date or do not accurately reflect current working practices.
2. This report asks the Council to look at two specific parts of the Constitution and agree changes to ensure it accurately reflects current legislation.

HEALTH AND WELLBEING BOARD:

3. The Health and Social Care Act 2012 requires that the Council establish a Health & Wellbeing Board from 1 April 2013 as a committee of the local authority to oversee the production of the Joint Health & Wellbeing Strategy, Joint Strategic Need Assessment and to encourage integrated working. Uniquely, the Board will include representatives of local Clinical Commissioning Groups (CCGs), senior officers of the Council and a representative of the newly established local Healthwatch organisation.
4. As an early adopter, Surrey has operated a Health and Wellbeing Board in shadow form since Spring 2011. Surrey County Council, the NHS, borough and district councils and local users representatives have worked together to pilot the proposals in anticipation of the adoption of formal powers and responsibilities from 1 April 2013. The shadow Board has successfully laid the groundwork that will enable the formal Health and Wellbeing Board to hit the ground running with established working

relationships. This will help to enable those involved in health and social care to continue to work together to improve the health and wellbeing of the people of Surrey. This new partnership will continue to identify opportunities for collaboration and integration across agencies and will develop direct links to services users, patients and local stakeholders.

5. Whilst the Health and Social Care Act 2012 set out the statutory membership requirements and key functions of Health and Wellbeing Boards, much of the detail of their operation was reserved for regulation. The recently published Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 provide local authorities with the powers to overcome some initial incompatibilities between the intentions of the Act and existing legislation governing local authority committees.
6. In recognition of the unique nature and particular role of the Health and Wellbeing Boards, the Regulations modify a number of the legislative requirements which apply to local authority committees so that they do not apply to the operation of the Board. The modifications are:
 - a. Regulations 3 and 4 modify s102 of the Local Government Act 1972 to allow the functions of the Board to be carried out by a sub-committee and to allow the Board to appoint a sub -committee to advise them
 - b. Regulation 5 modifies s104 of the Local Government Act 1972 to remove the restrictions which would prevent local authority officers from being members of a Council committee
 - c. Regulation 6 modifies s13(1) of the Local Government and Housing Act 1989 (the 1989 Act) to enable all members of the Board, whether or not they are elected members, to vote at meetings unless the Council decides otherwise
 - d. Regulation 7 modifies ss15 and 16 and Schedule 1 of the 1989 Act to remove the requirement for political balance that applies to other local authority committees.
7. A new article, Article 8A Health and Wellbeing Board, setting out the membership and proposed governance arrangements has been drafted for the Constitution and is attached as **Appendix 1**.
8. The establishment and terms of reference of the Board as set out in the draft article have been drawn directly from the primary and secondary legislation, with the intention that the Board will decide its own detailed operating procedures, including voting arrangements, as required.
9. The Board will be subject to the same requirements of openness and transparency as other section 102 committees. This means that voting members of the Board will be governed by the Council's code of conduct, and will be required to complete the register of member's interests and to disclose any disclosable pecuniary interests at meetings where any matter to be considered relates to their interest.

10. The requirements of the Local Government Act 1972 in relation to publication of agendas and minutes, and of the Local Government Act 2000 in relation to provision for public access to meetings also apply to meetings of the Board. The Board is subject to scrutiny as set out below. However, the core functions of the Board are not executive functions, and are not therefore subject to call in.

HEALTH SCRUTINY:

11. The Health and Social Care Act 2012 included a number of changes to the local authority health scrutiny function and powers, due to come into effect from 1 April 2013. The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 recognise the need to ensure that new organisations (such as the Health and Wellbeing Board, Clinical Commissioning Groups and the NHS Commissioning Board) are subject to appropriate scrutiny. As a result of this new legislation and regulations, there is a need to update Article 8 of the constitution. The suggested amended article is attached as **Appendix 2**.
12. The key changes can be summarised as follows:
- The NHS Commissioning Board, Clinical Commissioning Groups, NHS trusts or foundations trusts and other relevant health service providers providing NHS services in the area may be subject to health scrutiny, and will be required to consult the local authority where they are considering any proposals for a substantial development or substantial variation in the health service provision in the area.
 - Local HealthWatch will have the power to refer matters to the Health Scrutiny Committee.
 - Health and Wellbeing Boards will be subject to overview and scrutiny.
 - The commissioners and providers of Public Health Services will be subject to overview and scrutiny.

Discharge of the Health Scrutiny Function

13. A key change within the regulations is that the health scrutiny function and powers are conferred on the local authority, rather than directly onto a health scrutiny committee. The regulations therefore allow local authorities to either retain its Health Scrutiny Committee or arrange their health scrutiny functions to be discharged by:
- An overview and scrutiny committee of the Council
 - A joint overview and scrutiny committee appointed by the Council and one or more other local authorities
 - Another committee or sub-committee of the Council
 - An overview and scrutiny committee of another local authority

14. It is recommended that the Council should delegate its health scrutiny function to the Health Scrutiny Committee. The Committee is well-established in Surrey and given the current state of change in the health system there will be benefit to maintaining continuity in how the scrutiny function is exercised.

Delegation of power of referral to Secretary of State

15. Another key change within the regulations is that the power of referral, whereby contested proposals for substantial change/variation in service can be referred to the Secretary of State for Health will be given to the full Council (it currently sits with the Health Scrutiny Committee). However, where a council retains a health scrutiny committee it can delegate the power of referral to this committee but it cannot delegate it to any other committee or sub-committee.
16. It is recommended that Council delegates the power of referral to the Health Scrutiny Committee but that the Chairman of that Committee will ensure all Members are notified when this power is utilised. It should be noted that the power of referral is very much a last resort, to be used when all other negotiations have failed.

RECOMMENDATIONS:

- (1) The new Article 8A Health and Wellbeing Board be adopted as part of the Council's Constitution as attached at Appendix 1.
- (2) Article 7 Select Committees be amended to reflect the changes to Health Scrutiny as set out in Appendix 2.
- (3) That the Council delegates responsibility for health scrutiny in Surrey to the Health Scrutiny Committee.
- (4) That the Council delegates power of referral to the Secretary of State to the Health Scrutiny Committee.

Lead/Contact Officer:

Rachel Crossley
Democratic Services Lead Manager
Tel: 020 8541 9993

Sources/background papers:

Health and Social Care Act 2012
The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

ARTICLE 8 – REGULATORY AND OTHER COMMITTEES

- 8.1 The Council will appoint committees with the terms of reference set out in Part 3 of this Constitution and these committees will follow Parts 2 and 3 of Standing Orders as apply to them.

ARTICLE 8A – HEALTH & WELLBEING BOARD

The Council will appoint a Health and Wellbeing Board to discharge the functions conferred by the Health and Social Care Act 2012 and in accordance with regulations as set out below.

8A.1 Membership

In accordance with section 194 of the Health and Social Care Act 2012 the membership of the Health and Wellbeing Board is to consist of—

- (a) at least one councillor of the local authority, nominated by the executive leader of the local authority. The executive leader of the local authority may, instead of or in addition to making a nomination, be a member of the Board,
- (b) the director of adult social services for the local authority,
- (c) the director of children’s services for the local authority,
- (d) the director of public health for the local authority,
- (e) a representative of the local Healthwatch organisation for the area of the local authority,
- (f) a representative of each relevant clinical commissioning group,
- (g) such other persons, or representatives of such other persons, as the local authority thinks appropriate. At any time after a Health and Wellbeing Board is established, a local authority must, before appointing another person to be a member of the Board under subsection (g), consult the Health and Wellbeing Board,
- (h) such additional persons as the Health and Wellbeing Board think appropriate.

8A.2 Functions

The Health and Wellbeing Board has the following functions under the Health and Social Care Act 2012:

1. a duty to encourage integrated working (section 195 of the Act) and:

- (i) must, for the purpose of advancing the health and wellbeing of the people in its area, encourage persons who arrange for the provision of any health or social care services in that area to work in an integrated manner;
 - (ii) must, in particular, provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services;
 - (iii) may encourage persons who arrange for the provision of any health-related services in its area to work closely with the Health and Wellbeing Board; and
 - (iv) may encourage persons who arrange for the provision of any health or social care services in its area and persons who arrange for the provision of any health-related services in its area to work closely together.
2. The exercise of the functions of the local authority and its partner clinical commissioning groups under sections 116 (joint strategic needs assessments) and 116A of the Local Government and Public Involvement in Health Act 2007 (joint health and wellbeing strategies). (section 196(1) of the Act)
 3. By arrangement of the local authority, the exercise of any functions that are exercisable by the authority (this power does not apply to the functions of the authority by virtue of section 244 of the National Health Service Act 2006). (section 196(2) of the Act)
 4. The Health and Wellbeing Board may give the local authority that established it its opinion on whether the authority is discharging its duty under section 116B of the 2007 Act (duty to have regard to assessments and strategies). (section 196(3) of the Act)

8A.3 Terms of Reference

In accordance with section 194(11) of the Health and Social Care Act 2012, the Health and Wellbeing Board is a committee of the local authority and, for the purposes of any enactment, is to be treated as if it were a committee appointed by the authority under section 102 of the Local Government Act 1972.

Regulations may provide that any enactment relating to a committee appointed under section 102 of that Act of 1972—

- (a) does not apply in relation to a Health and Wellbeing Board, or

- (b) applies in relation to it with such modifications as may be prescribed in the regulations.

The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 modifies provisions in primary legislation relating to a committee appointed under section 102 of the Local Government Act 1972 (c.70) (“the 1972 Act”) in so far as those provisions relate to Health and Wellbeing Boards and provides that certain provisions do not apply to Health and Wellbeing Boards. The following enactments therefore do not apply or are modified as prescribed:

1. Section 101(2) of the 1972 Act modified to enable certain functions of Health and Wellbeing Boards to be carried out by a sub-committee of a Health and Wellbeing Board and for functions of Health and Wellbeing Boards under section 196(2) of the 2012 Act to be carried out by a sub-committee of the Board or an officer of the local authority. The modification will also enable a sub-committee of the Board to arrange for functions under section 196(2) of the 2012 Act to be carried out by an officer of the authority. (Regulation 3)
2. Provision for section 102(2) of the 1972 Act to apply subject to section 194(2) to (9) of the 2012 Act and modifies section 102 to allow a Health and Wellbeing Board to appoint a sub-committee to advise the Board. (Regulation 4)
3. Section 104(1) of the 1972 Act in so far as that provision relates to Health and Wellbeing Boards, a sub-committee of such a Board, or a joint sub-committee of two 18 or more such Boards so as to remove the restrictions which would prevent certain local authority officers from being members of Health and Wellbeing Boards. This does not apply in so far as it relates to section 80(1)(b) and (d) of the 1972 Act. (Regulation 5)
4. Section 13(1) of the Local Government and Housing Act 1989 (c.42) (“the 1989 Act”) modified so as to enable all members of Health and Wellbeing Boards to vote in a section 102 committee meeting unless the local authority directs otherwise. (Regulation 6)
5. Political balance requirements disapplied as set out in sections 15 and 16 of, and Schedule 1 to the 1989 Act, which apply to local authorities in relation to appointments to committees and sub-committees under section 102 of the 1972 Act in so far as those provisions relate to Health and Wellbeing Boards, a sub-committee of such a Board or a joint sub-committee of two or more such Boards. (Regulation 7)

The modification and disapplication provisions above also apply to sub-committees of Health and Wellbeing Boards and joint sub-committees of such boards.

The terms of reference and working arrangements for the Health and Wellbeing Board not set out in this article are to be determined by the Health and Wellbeing Board in accordance with applicable legislation and regulations at its first meeting and subject to review and revision by the Board as may be necessary.

Health Scrutiny Committee

Terms of Reference

- 1.1. The Committee may review and scrutinise health services commissioned or delivered in the authority's area within the framework set out below:
 - a) arrangements made by NHS bodies to secure hospital and community health services to the inhabitants of the authority's area;
 - b) the provision of such services to those inhabitants;
 - c) the provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;
 - d) the public health arrangements in the area;
 - e) the planning of health services by NHS bodies, including plans made in co-operation with local authorities, setting out a strategy for improving both the health of the local population, and the provision of health care to that population;
 - f) the plans, strategies and decisions of the Health and Wellbeing Board;
 - g) the arrangements made by NHS bodies for consulting and involving patients and the public under the duty placed on them by Sections 242 and 244 of the NHS Act 2006;
 - h) any matter referred to the Committee by Healthwatch under the Health and Social Care Act 2012;
 - i) social care services and other related services delivered by the authority.
- 1.2. The Committee may require partner authorities to provide information in respect of matters relating to the health service in the authority's area.
- 1.3. In addition, the Committee will be required to act as consultee to NHS bodies within their areas for:
 - a) substantial development of the health service in the authority's area; and
 - b) any proposals to make any substantial variations to the provision of such services.
- 1.4. These terms of reference include health services provided from a body outside the local authority's area to inhabitants within it.
- 1.5. The Health Scrutiny Committee shall appoint a joint committee where an NHS body intends to consult on a substantial development or variation to health services that extends beyond the area covered by the Committee and agree:
 - i) the size of any joint committee appointed for this purpose in consultation with other appropriate authorities which have an interest as consultees;
 - ii) the share of the Council's seats on each such joint committee; and
 - iii) the County Council's membership of any such joint committee in accordance with the wishes of political groups.

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REPORT TO COUNCIL

FORMATION OF A NEW SURREY PENSION FUND BOARD

KEY ISSUE/DECISION:

The recently published draft Pension Fund Bill has set out new requirements for each administering authority of the Local Government Pension Scheme (LGPS) to maintain a Pension Fund Board, putting on a statutory footing what previously has been subject to a generally accepted good practice basis. This report makes the case for Surrey County Council to create such a Pension Fund Board and sets out the administrative issues that need to be considered.

BACKGROUND:

1. Introduction

- 1.1 On 10 March 2011, Lord Hutton published his final report of the Independent Public Service Pensions Commission. One of his recommendations:

“Every public service pension scheme (and individual LGPS Fund) should have a properly constituted, trained and competent Pension Board, with member nominees, responsible for meeting good standards of governance including effective and efficient administration.”

- 1.2 The Public Service Pensions Bill was introduced in the House of Commons on 13 September 2012 and is due for Royal Assent in March 2013. It sets out governance requirements for the new Local Government Pension Scheme (LGPS) to be introduced with effect from 1 April 2014. Draft LGPS regulations on the new governance requirements are due in early 2013 and the intention is for the County Council to implement new governance changes in order to comply with the pending legislation. The Bill sets out:

“Scheme regulations...must provide for the establishment of a Board with responsibility for assisting the scheme manager (the County Council) in relation to the following matters. Those matters are:

- a) securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme;*
- b) securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator;*

c) *such other matters as the scheme regulations may specify.*”

- 1.3 Current arrangements extend to the running of the Surrey Pension Fund Investment Advisory Group (IAG), which will not satisfy the requirements of the new legislation as it currently has no responsibility for the governance and administration of the scheme. Standard practice amongst the LGPS administering authorities in the UK is for a Pension Fund Board with decision making powers and internal democratic support.
- 1.4 A report, commissioned by the IAG in February 2012, and produced by the Fund’s actuary (Hymans Robertson) on 27 April 2012 recommended the formation of a Surrey Pension Fund Board in line with pending statutory requirements and current best practice. The Hymans report was subsequently approved by the IAG and the Audit and Governance Committee.
- 1.5 This report relates only to the Local Government Pension Scheme (LGPS) and not the separate fire fighters’ pension scheme.

2. Current Situation

- 2.1 The Surrey County Council (SCC) Pension Fund, part of the Local Government Pension Scheme (LGPS), represents a significant financial consideration with assets of approximately £2.3bn. This compares with SCC’s balance sheet gross asset base of £1.6bn and its annual revenue budget of £1.6bn. At 31 March 2012, the Fund had a total membership of 75,367 members and over 100 external scheme employers participating in the fund.
- 2.2 The Surrey Pension Fund is one of 99 regional LGPS funds in England and Wales. These LGPS funds are legislated through the Superannuation Act 1972 and the following main statutory instruments:
 - The Local Government Pension Scheme (Administration) Regulations 2008;
 - The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007;
 - The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009;
 - The Local Government Pension Scheme (Transitional Provisions) Regulations 2008.
- 2.3 Currently, matters of responsibility pertaining to the Pension Fund are shared amongst three existing council entities: the Investment Advisory Group (IAG), the Audit and Governance Committee (A&G) and the People, Performance and Development Committee (PPDC).
- 2.4 The use of three separate entities acting independently does not optimise operational efficiency and could potentially increase the risks faced by the Fund due to lack of cohesion in objectives and responsibilities. Moreover, A&G and PPDC are focused on Surrey County Council issues and this increases the potential for conflicts of interest, given that pension fund issues should be decided in their own right.

- 2.5 The IAG currently has no committee status within the democratic framework of the Council. Recommendations made by the IAG are referred to the Audit and Governance Committee for endorsement and information. Actions recommended by the IAG are implemented by the Chief Finance Officer based on delegated authority to that post as pension fund administrator.
- 2.6 In order to comply with statutory practice, the Surrey Pension Fund requires an authoritative decision-making platform on which to resolve and implement decisions on:
- asset liability management;
 - investment best practice;
 - clear pathway to full funding status.

3. Anticipated Changes Required by Statutory Regulations

- 3.1 Summarised below is a summary of what can be expected in the new regulations based on details set out in the draft Public Service Pensions Bill:
- Local management of the LGPS will continue, with responsibility being allocated to a “Scheme Manager” (which will be the Administering Authority). Taken together with the Local Government Act 1972, the Bill, if enacted, will formally enable the Scheme Manager (Administering Authority) to delegate responsibilities to a Committee, in which case the Committee would then become the Pensions Board. The Committee will then have the dual role of responsibility for administering the scheme, and responsibility for ensuring good governance and compliance with requirements imposed by the Pensions Regulator. In all cases, the scheme manager will retain ultimate responsibility for the administration and governance of the scheme. The role of the Pension Board is to support the scheme manager. It will be for the scheme regulations and the scheme manager to determine precisely how the Pension Board fulfils its responsibilities.
 - A requirement for the appointment of Pensions Boards. The Pension Board will, in particular, be charged with helping the scheme manager to ensure that the scheme is operated to an appropriate standard.
 - A requirement for Boards’ members to have proper knowledge and understanding of the Scheme. This would broadly cover the rules of the scheme, policy documentation, the law relating to pensions, and such other matters as may be prescribed. The degree of knowledge and understanding required is that appropriate for the purposes of enabling the individual properly to exercise the functions of a member of the pension board.
 - A requirement that the scheme manager needs to be satisfied that a person to be appointed as a member of the Board does not have a conflict of interest. “Conflict of interest”, in relation to a person, means a financial or other interest which is likely to prejudice the person’s exercise of functions as a member of the Board (but does not include a financial or other interest arising merely by virtue of membership of the scheme or any connected scheme).

4. Proposed Changes to Committee Structure

4.1 It is recommended that a single Committee with decision making powers has ultimate responsibility for the Pension Fund with no responsibility for other SCC matters or SCC pension “employer” matters. Membership of the committee should comply with best practice requirements for stakeholder membership, i.e., representation from:

- members of the Fund (trade union representative);
- members from SCC;
- districts and boroughs;
- other employers in the Fund;

with voting rights providing a clear decision making pathway on all pension decisions.

4.2 It is recommended that the Committee be named the Surrey Pension Fund Board which will provide distinction from the other council committees. The Surrey Pension Fund Board will be seen to be taking decisions separately from other functions of the Council, which will assist in managing any potential conflicts of interest between the Pension Fund and SCC.

4.3 The remit of the Surrey Pension Fund Board should be all encompassing, i.e., responsibility for all Fund matters including governance, investments, funding, accounting, communications and administration. The recommended terms of reference for the Surrey Pension Fund Board are set out in Appendix A.

4.4 As part of this proposed governance structure, it will be necessary to amend the terms and reference of the Audit and Governance Committee. These are set out in Appendix B. No change is required to the People, Performance and Development Committee’s existing terms of reference and these are set out for information in Appendix B.

4.5 It will be necessary to amend the Council’s constitution in relation to specific delegations to the Chief Finance Officer, Strategic Finance Manager (Pension Fund and Treasury) and the Pensions Manager, as set out in Appendix C.

4.6 It is recommended that the proposed changes have effect from 21 May 2013, allowing a lead up time to the statutory requirement which should be in place with effect from 1 April 2014.

4.7 It is recommended that the IAG be disbanded with effect from the date that the new Pension Fund Board comes into existence.

5. Governance

5.1 It is recommended that a council officer takes responsibility for all pension fund governance matters. Strategic leadership and responsibility for governance matters should be formalised within the duties and responsibilities of the Strategic Finance Manager (Pension Fund and Treasury).

5.2 Such responsibilities will include:

- ensuring the Surrey Pension Fund Board governance structure is appropriate and evolves if required;
- having a clear idea of and being responsible for the items of business that are taken to the Surrey Pension Fund Board;
- management of the Surrey Pension Fund Board business;
- ensuring those on the Board have the appropriate knowledge and skills;
- ensuring the effectiveness of the Board is measured and improvements made where necessary;
- ensuring Board members are properly and effectively trained;
- ensuring risk assessments are undertaken on a regular basis.

6. Financial and value for money implications

6.1 Consideration should be given to the cost of the provision of democratic support. It is envisaged that this provision will be contained within existing resources and therefore will not be an additional cost to the Council.

7. Equalities implications

7.1 The creation of a new committee will not require an equality analysis, as the initiative is not a major policy, project or function being created or changed.

8. Risk management implications

8.1 There are no risk related issues contained within the report's proposals.

9. Consultation

9.1 The Cabinet Member for Change and Efficiency has been consulted on the proposed change and has offered full support for the proposals.

10. Section 151 Officer Commentary

10.1 The Section 151 Officer (Chief Finance Officer) is satisfied that all material, financial and business issues and possibility of risks have been considered and addressed and that the paper's recommendations will place the management of the pension fund in a good position to meet future regulations and ensure robust governance.

RECOMMENDATIONS:

1. The Surrey Pension Fund Board is established as a Committee of the County Council in accordance with section 101 of the Local Government Act 1972 with all matters delegated to it as set out in Appendix A as its terms of reference with effect from 21 May 2013.
2. The Surrey Pension Fund Board shall also carry out any functions of a Scheme Pension Board that are required by legislation.
3. The changes to the Audit and Governance Committee's terms of reference as set out in Appendix B be approved and included within the Council's Constitution.
4. The changes to the Chief Finance Officer's, Strategic Finance Manager's (Pension Fund and Treasury) and Pensions Manager's delegated powers as set out in Appendix C be approved and included within the Council's Constitution.
5. The Surrey Pension Fund Board receive committee support from the Council's democratic services team.
6. The Investment Advisory Group be disbanded with effect from 21 May 2013.
7. Any consequential amendments are made to the Council's Constitution as required.

REASONS FOR RECOMMENDATIONS:

1. To comply with pending legislation.
2. To conform with best local authority pensions practice.

WHAT HAPPENS NEXT:

1. Implementation of the recommendation with a deadline of 21 May 2013 for the new framework to be in place and the newly formed Surrey Pension Fund Board's first meeting on 31 May 2013.

Contact Officer:

Phil Triggs, Strategic Finance Manager, Pension Fund and Treasury
Telephone: 020 8541 9894

Sources/background papers:

Consultant's report (Hymans Robertson)

Surrey Pension Fund Board

Membership:

Six Members of the County Council;

One representative (trade union) from employee members of the Fund (no SCC members of staff entitled to membership due to restrictions in section 104, Local Government Act 1972);

Two representatives from Districts and Boroughs of the Fund;

One representative from all other employers in the Fund.

Terms of Reference

- a) To undertake statutory functions on behalf of the Local Government Pension Scheme and ensure compliance with legislation and best practice.
- b) To determine policy for the investment, funding and administration of the pension fund.
- c) To consider issues arising and make decisions to secure efficient and effective performance and service delivery.
- d) To appoint and monitor all relevant external service providers:
 - fund managers;
 - custodian;
 - corporate advisors;
 - independent advisors;
 - actuaries;
 - governance advisors;
 - all other professional services associated with the pension fund.
- e) To monitor performance across all aspects of the service.
- f) To ensure that arrangements are in place for consultation with stakeholders as necessary
- g) To consider and approve the annual statement of pension fund accounts.
- h) To consider and approve the Surrey Pension Fund actuarial valuation and employer contributions.

Relevant Extracts from Scheme of Delegation

Audit and Governance Committee

***Existing* Accounts**

(c) To undertake statutory functions as required on behalf of the local government and fire fighters' pension schemes.

(d) To consider and approve the Surrey Pension Fund reports on actuarial valuations and employer contributions.

***Proposed* Accounts**

(c) To undertake statutory functions as required on behalf of the fire fighters' pension schemes.

(d) (delete)

People, Performance and Development Committee

Existing (f) To determine any requests for early retirement under the Fire Fighters' Pension Scheme.

Proposed No change.

Relevant Extracts from Scheme of Delegation

Existing

F10	Head of Finance/ Pension Fund and Treasury Manager	Borrowing, lending and investment of County Council Pension Fund moneys, in line with strategies agreed by the County Council or in consultation with the Pension Fund Advisors Group.
H4	Pensions Manager	To exercise discretion in relation to the Local Government Pension Scheme where no policy on the matter has been agreed by the Council and included in the Discretionary Pension and Compensation Policy Statement published by the Council, subject to any limitations imposed and confirmed in writing from time to time by the Head of Finance. (Delegated authority excludes decisions conferring 'admitted body' status.
H5	Head of Finance	To determine decisions conferring 'admitted body' status to the Pension Fund where such requests are submitted by external bodies.

Proposed

F10	Chief Finance Officer/ Strategic Finance Manager (Pension Fund and Treasury)	Borrowing, lending and investment of County Council Pension Fund moneys, in line with strategies agreed by the Pension Fund Board. Delegated authority to the Chief Finance Officer to take any urgent action as required between Board meetings but such action only to be taken in consultation with and by agreement with the Chairman and/or Vice Chairman of the Pension Fund Board and any relevant Consultant and/or Independent Advisor.
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H4	Pensions Manager	To exercise discretion (excluding decisions on admitted body status) in relation to the Local Government Pension Scheme where no policy on the matter has been agreed by the Council and included in the Discretionary Pension Policy Statement published by the Council, subject to any limitations imposed and confirmed in writing from time to time by the Chief Finance Officer.
H5	Chief Finance Officer	To determine decisions conferring 'admitted body' status to the Pension Fund where such requests are submitted by external bodies.

County Council Meeting – 19 March 2013

REPORT OF THE PLANNING & REGULATORY COMMITTEE (12 December 2012)

Miss Marisa Heath (Chairman)
Mr Keith Taylor (Vice-Chairman)
Mr Ian Beardsmore
Bill Chapman
Dr Lynne Hack
Mrs M A Hicks
Mr Ernest Mallett
Mr David Munro
Mrs Denise Saliagopoulos
Mr Colin Taylor
Mr David Wood

A. CODE OF BEST PRACTICE IN PLANNING PROCEDURES

1. Surrey County Council has adopted a Code of Best Practice in Planning Procedures (the Code), which forms part of the Council's Constitution. The Code has recently been updated to reflect the changes brought about by the Localism Act 2011.
2. At their meeting on 12 December 2012, the Planning & Regulatory Committee considered and agreed the updated Code, subject to some further minor amendments to be made by officers before submission to County Council for inclusion in the Constitution.
3. The Planning & Regulatory Committee **RECOMMENDS** that the Code of Best Practice in Planning Procedures (Annex 1) be approved and included in the Council's Constitution.

Marisa Heath
Chairman of the Planning & Regulatory Committee
February 2013

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**THE SURREY CODE OF BEST PRACTICE
IN PLANNING PROCEDURES**

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<p>THE SURREY CODE OF BEST PRACTICE IN PLANNING PROCEDURES</p>

1 INTRODUCTION

- 1.1 The third report of the Committee on Standards in Public Life (the Nolan Committee) recommended that all planning committees should consider whether their procedures were in accordance with best practice, and adapt their procedures if necessary, setting them out in a code accessible to members, staff and the public.
- 1.2 This Code of Best Practice aims to provide clear guidance to Members about how they should carry out their duties in relation to planning and development proposals.
- 1.3 This Code should be considered in conjunction with the Members' Code of Conduct, the Member/Officer Protocol and the Media & Publicity Protocol.

2 ROLE OF MEMBERS

Committee members

- 2.1 Members of the Planning & Regulatory Committee act in a semi-judicial capacity making decisions on planning and development proposals.
- 2.2 It is recognised that voting members of the Planning & Regulatory Committee have an overriding duty to the whole community, and not just the people living or working in their division, when considering proposals brought to the committee. Whilst Members should bring to planning decisions a sense of the community's needs and interests, they have the difficult task of marrying their duty to represent the interests of the community with an obligation to remain within the constraints of planning law. They must only take account of relevant matters, i.e. sound land use planning considerations and must have regard to the development plan and government policy. Local feelings may run high but these must be weighed carefully against all material considerations. The officer's report will deal specifically with these matters so that Members can arrive at an informed decision.
- 2.3 Members of the Committee are required to observe the Members' Code of Conduct as set out in this Constitution.

Local Members on the Committee

- 2.4 It is recognised that a local Member can give support to a body of opinion whilst not advocating for a particular outcome. If a member of the committee felt they wished to support a particular outcome on a local matter coming to the committee for consideration, the Member could speak as the local Member as long as they declare their intention at the meeting, move to act as the local Member and do not vote on the application.

- 2.5 Members of the committee who wish to act as the local Member on a particular application must inform the Chairman of the committee and Committee Manager of their wish to speak as such following the agenda publication and prior to the committee meeting. They will then be entitled to speak as a local Member rather than a member of the committee.
- 2.6 If there were several items for consideration at the meeting where the committee member wished to act as the local Member, it would be better for the Member to appoint a substitute and attend the meeting as the local Member only.
- 2.7 If a Committee member wished to participate in the consideration and voting on a particular issue at the committee, they should avoid leading a campaign or organising support for or against the planning application.

Local Members not on the Committee

- 2.8 Members who are not members of the Planning & Regulatory Committee may wish to address the committee on a matter within their division. In this circumstance, they will inform the Chairman and Committee Manager of their wish to speak prior to the meeting. They will then be entitled to speak immediately after representatives of the applicant and/or objectors have addressed the committee in accordance with Article 2.03 (b)(ii) of the Council's Constitution. the Chairman may terminate a speech by a Member if s/he considers that it is not contributing to the effective working of the meeting.

Twin-Hatted Members

- 2.9 Members of the Planning & Regulatory Committee who sit on borough, district or parish councils need to ensure that, when they consider planning applications on which they have been consulted in their capacity as a councillor of another Council, that they come to the matter with an open mind
- 2.10 Where an application has been discussed at a meeting at another Council at which the Member was present they should declare this before proceeding to consider the matter at County level on the basis of the reports and information presented to the committee.

Planning applications by Council Members

- 2.11 When the committee considers a planning application submitted by a Council Member, the Member who submitted the application will be entitled to speak to officers prior to the committee as an applicant but not as a Council Member. The Council's Monitoring Officer will be informed of all applications by Members and officers.
- 2.12 When the committee considers a planning application submitted by a committee member, the Member must withdraw from the committee, speak on the application when the applicant is provided the opportunity to address the meeting, and then withdraw from the room for the consideration and voting on the application.
- 2.13 If a Member has acted in a professional capacity for any individual, company or other body pursuing a planning matter then that Member must declare any

disclosable pecuniary interest and act in line with the Members' Code of Conduct. If the Member is a member of the committee, they should withdraw from the committee for this item.

3 DECLARATION AND REGISTRATION OF INTERESTS

Members will make oral declarations at Planning Committee of significant contact with applicants and objectors, in addition to the usual disclosure of pecuniary interests.

- 3.1 The law and guidance on the declaration of disclosable pecuniary interests as set out in the Members' Code of Conduct and the Council's Standing Orders, must be observed and upheld by all Members and officers. At committee meetings Members will make oral declaration of significant contact with applicants or objectors
- 3.2 Members who have substantial property interests or involvement with the property market or other interests which would prevent them from voting on a regular basis will avoid serving on the Planning & Regulatory Committee.
- 3.3 Members should bear in mind the potential for their interests to affect the decisions they may take on such matters, even if such interests do not amount to disclosable pecuniary interests. If a member's interest in a matter would lead them to predetermine a decision, it would not be appropriate for that member to participate in the decision, even if they are not subject to any specific statutory prohibition relating to disclosable pecuniary interests. If they were to do so, they would be at risk of breaching the code of conduct and making the authority's decision vulnerable to challenge.

4 TRAINING

Before sitting on the Planning and Regulatory Committee new Members must undertake a period of training in planning law and procedures

- 4.1 No Member can act as a member of the Planning & Regulatory Committee without having previously attended training by the Council's lawyers and planning officers on the legal and practical aspects of the operation of the Town and Country Planning system such training will also be required for both ex-officio Members and named substitutes.
- 4.2 Members are encouraged to attend training sessions relating to planning or related legal matters, these sessions are open to all Members.
- 4.3 The County Council will from time to time consider and review the form of training that is most appropriate. The Council will welcome suggestions from Members on any other subjects which they would like to see covered and any other training procedures that they would wish to adopt.

5 SITE VISITS

- 5.1 Site visits will be arranged to familiarise members with land or buildings which are the subject of a planning application and the surrounding area where there is a clearly identified benefit to be gained because a proposal is contentious or particularly complex and/or the impact might be difficult to assess or visualise from the submitted information or plans.
- 5.2 A record will be kept by the Committee Manager of such visits and those attending.
- 5.3 The need for a site visit will be determined by the Planning Manager in consultation with the Chairman of the committee in advance of the application being considered by the committee. Any member of the committee who considers that a site visit would be useful in respect of a particular application should contact the Committee Manager in advance of the committee meeting
- 5.4 All members of the committee are invited to attend site visits, together with the local Member(s). Where a proposal could have a significant impact on an adjoining electoral division or divisions the adjoining local Member(s) will also be invited.
- 5.5 All Members attending site visits should be accompanied by an officer. If access to private land is necessary the case officer will secure the prior agreement of the land owner/operator/applicant who will be advised against lobbying and asked to provide only factual answers or information to Members.
- 5.6 Any persons present at a site visit who are neither Members nor officers of the Council may observe but not participate in the site visit.
- 5.7 Site visits are not part of the formal consideration of the planning application therefore public rights of attendance and speaking do not apply.

6 LOBBYING OF AND BY COUNCILLORS

Members and officers should avoid indicating the likely decision on an application or otherwise committing the Authority during contact with applicants and objectors.

- 6.1 Members of the Planning & Regulatory Committee keep an open mind when considering planning applications in accordance with the relevant planning considerations. Members must not favour any person, company, group or locality. However Members who have previously done something that directly or indirectly indicated what view they took, would or might take in relation to a matter and the matter was relevant to the decision but who come to the Committee prepared to hear all relevant considerations will not be perceived to have a closed mind when voting on the application
- 6.2 Members involved in decision making on planning applications should not, whether orally or in writing, organise support or opposition to a proposal, lobby other Members, act as advocate or put pressure on officers for a particular recommendation. However, Members not on the Committee can make written representations on an application

Attendance at public meetings

- 6.3 When Members attend public meetings, they may request that an officer attends with them. Wherever possible such meetings should ensure that representatives of both proposers and objectors are allowed to present their views. Members will be subject to lobbying on specific applications and in such cases it is essential that care is taken to protect the public perception of the independence of the planning process.

7 COMMITTEE MEETING PROCEDURE

- 7.1 The following procedure will apply in respect of each item when any of the persons identified are eligible to speak at the meeting:

- Chairman introduces the item
- Representations by objector(s)
- Representations by supporter(s)
- Representations by applicant or agent
- Representation by local Member(s)
- Introduction of item by officer(s)
- Consideration of application by committee

8 OFFICER REPORTS TO COMMITTEE

All applications considered by a Planning Committee should be the subject of full written reports from officers incorporating firm recommendations.

- 8.1 All applications considered by the Committee will be the subject of a full written report by officers incorporating firm recommendations. These reports will deal with national and local plan policies and guidance and representations made by statutory consultees, local residents and other interested parties. An updating sheet will be provided at Committee only if there have been any significant developments or changes to the report.
- 8.2 Proposals for the County Council's own development must by law be determined by the Planning & Regulatory Committee and will be treated in the same way as any application submitted by a private developer. Decisions will be made strictly on planning merits.
- 8.3 In any case where the Planning & Regulatory Committee is minded to refuse a planning application for County Council development, it will refer the application back to the applicant with the grounds for refusal which would apply were it to determine the application. This will provide the applicant an opportunity for the applicant to reconsider the application in discussion with the Planning Manager before deciding whether or not to resubmit the original application or to amend it in some way.
- 8.4 Where the committee decides to approve or refuse an application when the officer's recommendation has been to permit the application, the Committee must provide detailed reasons for its refusal.
- 8.5 If, having read the committee report, a member of the committee is minded to vote against the officer recommendation they may find it helpful to liaise with the

Planning Manager, Development Control Team Leader or Case Officer with regards to wording of possible reasons for refusal that could be put forward to the committee if they are still so minded following the discussion at the committee. There is nothing to prevent a Member from seeking advice from officers before a committee meeting. In this instance, the committee member should declare that s/he had discussed possible reasons for refusal prior to the meeting but that s/he would consider all the information presented at the meeting before deciding what course of action to take.

9 LEGAL REPRESENTATION AT COMMITTEE

- 9.1 An officer from the Council's Legal and Democratic Services will attend meetings of the Committee to advise Members on legal and procedural matters.

10 DETERMINATION OF APPLICATION

The reasons given by a Planning Committee for refusing or granting an application should be fully minuted.

- 10.1 Section 38 of the Planning and Compulsory Purchase Act 2004 requires all planning applications to be determined in accordance with the development plan, if material to the application, and all other material considerations.
- 10.2 The County Council recognises that planning decisions are often matters of fine judgement. The officer's report will normally rely heavily on planning policy and Members may exercise their discretion to permit an application as an exception to policy or disagree with the recommendation.
- 10.3 Where the committee wishes to make a decision contrary to the officer's recommendations (whether for approval or refusal) a member will move a motion which will be seconded and a vote taken. If the motion is carried the committee will agree the reasons for refusal (or any conditions if approved) after taking advice from officers on the correct policy references. If this cannot be completed during the debate, the committee may then adjourn or proceed with the agenda whilst the Planning Manager considers the formal wording of the decision to go against officer recommendation. This wording will then be presented to the committee when the meeting reconvenes to approve or amend the wording.
- 10.4 If a decision cannot be reached on the wording of reasons at the meeting, the committee may delegate this action to the Planning Manager or Development Control Team Manager in consultation with the Chairman of the committee, the proposer and the seconder of the approval or refusal of the proposals.
- 10.5 There will be full and accurate minuting of resolutions with a careful record being kept of the debate when a resolution is proposed which is contrary to an officer recommendation. In such cases the Chairman will summarise, or cause to be summarised, the salient points of the debate, and ensure the text of the proposition is clearly understood before putting the matter to the vote. The officers will support the decision of the committee.
- 10.6 A Member shall decline to vote in relation to any planning application unless he or she has been present in the meeting of the committee throughout the consideration of that particular item.



OFFICER REPORT TO COUNCIL

AMENDMENTS TO THE SCHEME OF DELEGATION – THE EXERCISE OF EXECUTIVE FUNCTIONS

KEY ISSUE/DECISION:

The Leader has agreed changes to the Council's Scheme of Delegation. In accordance with Articles 5.02 and 6.04(d)(ii) of the Council's Constitution, the changes made by the Leader are being reported to Council.

BACKGROUND:

1. The Leader is responsible for maintaining a list in Part 3 of the Constitution setting out who will exercise executive functions. Any changes to this list are required to be reported to the next appropriate meeting of the County Council.

Delegation to officers

2. The Cabinet considered the Public Value Review (PVR) of Community Partnership in November 2012. This 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 PVR 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.
3. Following consideration of the governance changes that would be required to implement the PVR, the Cabinet at its meeting on 26 February 2013 has recommended that changes be made to the Council's Constitution. Details of these changes are set out in the Report of Cabinet under item 9 of this agenda.

4. In addition to these proposed amendments, the Leader has agreed changes to the Scheme of Delegation to update the wording in the Local Committees Terms of Reference in relation to Highways and Youth functions.
5. These updates are required:
 - As some of the terminology concerning Highways and Youth functions is no longer current.
 - To ensure the wording with regard to Traffic Regulation Orders (TROs) is precise.
 - Separate minor modifications have been made to the Highways wording over time; which has resulted in existing wording lacking clarity and making it hard for both Chairmen and Officers to use effectively.
6. The Leader has also agreed changes to the Scheme of Delegation to enable officers to facilitate these local responsibilities. These delegations relate to:
 - The arrangements by which, in consultation with the Divisional Member and the Committee Chairman or Vice Chairman, an advertised Traffic Regulation Order may be made to the Local Committee.
 - The process by which development related legal orders may be authorised, in consultation with the Cabinet Member, to facilitate development proposals.
 - The approval of Universal Prevention Grants of £5,000 and under, in consultation with the Local Committee Chairman and/or the Local Youth Task Group Chairman and where appropriate the divisional Member.
7. The updated wording will make a number of improvements:
 - The separation of Highways powers by function will ensure that this is more easily understood.
 - Clarity on the role of Local Committees and the specific roles of Officers.
 - The changes will support more efficient decision making.
 - The updated functions may speed up processes in relation to implementation of parking controls where there is clear agreement on what is required within an area following advertisement, but with recourse for this to be discussed by Local Committee where there is not.
8. These changes will come into effect from the start of the new municipal year. The changes to the Local Committees Terms of Reference will be accompanied by detailed Member Training at sessions scheduled in June and specific training on these matters will also be provided to Local Committee Chairmen.
9. Printed copies of the updated Scheme of Delegation pages will be circulated to replace the existing copies in Members' Constitutions.

RECOMMENDATION:

It is recommended that the amendments agreed by the Leader to the Highways and Youth functions for Local Committees and the related Officer delegations within the Scheme of Delegation be noted.

Lead/Contact Officer:

Rachel Crossley
Democratic Services Lead Manager
Tel: 020 8541 9993

Sources/background papers:

The Council's Constitution
Cabinet reports - Public Value Review (PVR) of Community Partnership (November 2012), Implementation of the Public Value Review of Community Partnership – Constitutional Changes (February 2013).

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MINUTES OF THE MEETINGS OF CABINET

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Monday 18 March 2013.

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 5 FEBRUARY 2013 AT 2.00 PM
IN THE ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,
SURREY KT1 2DN.**

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

Members:

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

* = Present

PART ONE
IN PUBLIC

1/13 APOLOGIES FOR ABSENCE [Item 1]

There were no apologies for absence.

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

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

3/13 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

4/13 PROCEDURAL MATTERS [Item 4]

(a) MEMBERS' QUESTIONS [Item 4a]

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

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

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

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

(b) PUBLIC QUESTIONS [Item 4b]

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

(c) PETITIONS [Item 4c]

No petitions were received.

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

No representations were received.

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

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

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

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

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

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

The Cabinet considered proposals for the draft budget to be recommended to the meeting of the County Council on 12 February 2013. This included the draft revenue and capital budget for the five years 2013-18 and the level of the council tax precept for 2013/14. Cabinet Members also considered the revised treasury management strategy, including the borrowing and operation limits (prudential indicators) for 2013-18, the policy for the provision of the repayment of debt (minimum revenue provision (MRP)) and the treasury management policy.

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

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

The budget being recommended to Council would enable:

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

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

Cabinet Members discussed key points from the budget papers including:

- The Council had saved £195 million in 3 years and £435 million over 8 years.
- The Chief Finance Officer had stated that the budget proposals were 'robust and sustainable' and financial controls were sufficient and robust to maintain adequate and effective control of the budget.
- The Council's success was being recognised nationally. In addition to being shortlisted for two 'Council of the Year' awards, it had been shortlisted for its corporate governance arrangements and won an award for transparency.
- The budget proposals were in line with the views and priorities expressed by residents in the public survey, including investment in roads and care for the elderly.
- The policy statement on reserves and balances demonstrated that the Council had been right to think ahead with prudent long term financial planning.
- The Council was successfully delivering on the expansion of primary school places to time and cost, noting that the demand for places would also drive the expansion of secondary provision over the course of the financial plan.
- The investment and business strategies being pursued were thought to be second to none within local government.

RESOLVED that:

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

On the revenue and capital budget:

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

- make adequate provision in the revenue budget to fund the capital programme.
- vii. Require Strategic Directors and Senior Officers to maintain robust budget monitoring procedures that enable Cabinet to monitor the achievement of efficiencies & service reductions through the monthly budget monitoring Cabinet reports, the quarterly Cabinet Member accountability meetings and the monthly scrutiny at the Council's Overview & Scrutiny Committee.
 - viii. Require an approved business case for all revenue invest to save proposals and capital schemes before committing expenditure.

On treasury management and borrowing:

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

Reasons for Decisions

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

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

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

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

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

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

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

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

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

Reason for decision

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

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

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

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

Cabinet Members also noted other achievements including:

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

The Cabinet received an update on the year-end revenue and capital budget monitoring projections as at the end of December 2012. Resources were being used effectively to respond to the needs of residents. The projected underspend on the capital programme was noted to be much lower than in previous years.

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

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

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

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

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

It was **RESOLVED** that:

1. The approach to raising education and achievement detailed in the plan be agreed.
2. The publication of the Education Achievement Plan be agreed and the Strategic Director for Children, Schools and Families, in consultation with the Cabinet Member for Children and Learning, be authorised to

sign off any subsequent amendments to the plan before publication, provided there are no substantive changes.

Reason for decision

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

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

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

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

13/13 SURREY LOCAL ASSISTANCE SCHEME [Item 13]

The Department for Work and Pensions (DWP) had allocated a total sum of £2,316,356 to Surrey County Council (SCC) over the period 2012/13 – 2014/15 through a discretionary grant to establish a Local Assistance Scheme in Surrey. The Local Assistance Scheme would replace two elements of the Social Fund (which is currently administered by the DWP), Crisis loans for living expenses and Community Care Grants that will be abolished from April 2013.

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

The Cabinet considered the award of a contract to Surrey Independent Living Council for the provision of the Direct Payment Information Advice and

Support Service from 1 March 2013. The recommended contract award delivered best value for money following the procurement process.

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

It was **RESOLVED** that:

1. The information relating to the procurement process, as set out in the report submitted, be noted
2. The award of a contract to Surrey Independent Living Council be agreed on the basis set out under item 18 in Part 2 of the agenda.

Reason for decision

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

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

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

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

Reason for decision

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

16/13 EXCLUSION OF THE PUBLIC [Item 16]

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

PART TWO - IN PRIVATE

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

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

It was **RESOLVED** that:

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

Reason for decision

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

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

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

It was **RESOLVED** that a framework contract be awarded to Surrey Independent Living Council (SILC) for the value stated in the recommendation of the Part 2 report (for a 2 year + 2 year extension contract period) for the provision of Direct Payment Information Advice and Support to commence on 1 March 2013.

Reason for Decision

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

19/13 PROPERTY TRANSACTIONS [Item 19]

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

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

It was **RESOLVED** that:

1. The acquisition of the freehold interest in the property be approved on the basis set out in paragraph 1(i) of the report submitted.
2. Surrey County Council acquire the balance of the lease of car parking spaces (included as part of the consideration for the above) as set out in paragraph 1(ii) of the report submitted.
3. Surrey County Council complete the agreed lease transactions to existing and proposed tenants, if any remain outstanding at the time of exchange, on the terms agreed.

4. Property Services consider the long term opportunity afforded by the ownership of the property in connection with the economic regeneration of this area of Guildford and the County's own future office accommodation strategy. Such a report and its recommendations to be considered at a future Cabinet when required.

Reason for decision

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

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

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

It was **RESOLVED** that:

1. The disposal of 26 Nightingale Road, Guildford, as set out in paragraph 1 of the report submitted, be approved subject to exchange of papers taking place within 21 days, with completion taking place within a further 28 days.
2. Should completion not take place within the required timeframe, the Asset Strategy Partner, in consultation with the Cabinet Member for Assets and Regeneration Programmes, be authorised to pursue completion with the other bidders on the basis of the same timeline as set out above.

Reason for decision

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

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

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

It was **RESOLVED** that:

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

business case, report back to Cabinet on the options considered and make further recommendations.

Reason for decision

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

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

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

Meeting closed at 4.10 pm

Chairman

CABINET – 5 FEBRUARY 2013

ITEM 4 - PROCEDURAL MATTERS

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

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

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

Reply:

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

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

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

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

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

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

Lynne Hack visited Brussels from 29 – 30 November 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £173.88. The action points and minutes arising from the meeting are available at www.purple.eu

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

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

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

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

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

David Hodge
Leader of the Council
5 February 2013

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

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

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

Reply:

The Cabinet have attended 3 overnight residential meetings since May 2009. These took place on the following dates: 20 and 21 February 2012, 9 and 10 May 2012 and 5 and 6 November 2012. All of these events were held at Farnham Castle at a negotiated rate and the total cost was £10,691.40 (inclusive of VAT). The Cabinet were joined by senior officers at the meetings held in May and November 2012.

David Hodge
Leader of the Council
5 February 2013

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

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

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

Reply:

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

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

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

CABINET – 5 FEBRUARY 2013

ITEM 4 - PROCEDURAL MATTERS

Public Questions

Question (1) from Mr John Bosten

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

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

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

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

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

Reply:

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

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

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

Mrs Helyn Clack

Cabinet Member for Community Services and the 2012 Games

5 February 2013

CABINET RESPONSE TO CHILDREN AND FAMILIES SELECT COMMITTEE

BUDGET MONITORING 2012/13

SELECT COMMITTEE RECOMMENDATION

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

RESPONSE

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

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

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

CABINET RESPONSE TO COMMUNITIES SELECT COMMITTEE

EXTRACTING VALUE FROM CUSTOMER FEEDBACK

SELECT COMMITTEE RECOMMENDATION

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

The Cabinet may wish to consider:

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

RESPONSE

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

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

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

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

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

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

SELECT COMMITTEE RECOMMENDATION

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

TASK GROUP RECOMMENDATIONS

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

RESPONSE

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

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

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

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

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

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

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

Recommendation 4 – More effective and robust processes around the planning, monitoring and execution of street works, particularly including areas with special

conditions such as Conservation Areas.

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

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

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 26 FEBRUARY 2013 AT 2.00 PM
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,
SURREY KT1 2DN.**

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

Members:

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

* = Present

PART ONE
IN PUBLIC

21/13 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Mrs Hammond and Mr Martin.

22/13 MINUTES OF PREVIOUS MEETING: 5 FEBRUARY 2013 [Item 2]

The minutes of the meeting held on 5 February 2013 were confirmed and signed by the Chairman.

23/13 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

24/13 PROCEDURAL MATTERS [Item 4]

(a) MEMBERS' QUESTIONS [Item 4a]

Three Member questions were received. The questions and responses were tabled and are attached as Appendix 1 to these minutes.

Mrs Watson asked a supplementary question following the response to her first question. She asked why the County Council had decided not to encourage their contractors to pay the Living Wage. The Leader of the Council responded by stating that it had been discussed in the People, Performance and Development Committee but the Council was not in a position to demand what other companies paid their staff.

25/13 PUBLIC QUESTIONS [Item 4b]

Three questions had been received from members of the public. The questions and responses were tabled and are attached as Appendix 2 to these minutes.

Mrs Pelekani, asked a supplementary question, on behalf of Robin Kinniburgh, following the response to his question. She said the second solution given in the response could work but asked whether the authority would definitely consult on this option, what guarantee would families have that this option would be in place for 2015 and what would happen if the authority received negative responses to this proposal.

The Cabinet Member for Children and Learning responded by saying that Reigate Priory was an excellent school and that there had been extensive consultation on the School Admission proposals for September 2014. However, the specific issues raised here had not formed part of the consultation process and it was important to consider 'fairness' as part of the consultation process. She considered that preferences for this schools for September 2014 intake would be monitored closely, with a view to considering permanent expansion and that she was willing to continue to involve parents' groups.

26/13 PETITIONS [Item 4c]

No petitions had been received.

27/13 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

No representations had been received.

28/13 REPORTS FROM SELECT COMMITTEES - ADULT SOCIAL CARE SELECT COMMITTEE [Item 4e]

A report from the Adult Social Care Select Committee, concerning Social Care Debt, was tabled and is attached as Appendix 3 to these minutes.

The Cabinet Member for Adult Social Care and Health responded verbally and said that he understood the concerns of the select committee and the need for a response but said that this would be provided after Internal Audit, Finance and the service had completed their investigations and compiled a report on this topic.

29/13 CONSULTATION ON SURREY'S ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND CO-ORDINATED SCHEMES [Item 5]

Following the statutory consultation of Surrey's admission arrangements for September 2014, the Cabinet was 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.

The report covered 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

The Cabinet Member for Children and Learning confirmed that all local Members had been consulted on the proposals in their divisions and that a summary of responses in relation to the outcome of the consultation had been tabulated in Appendix 4. She also drew attention to the Equalities Impact Assessment (Appendix 5).

Cabinet Members were given an opportunity to comment on the proposals.

The Leader of the Council referred to the challenge of providing 16,000 additional places over the next 10 years and the capital investment provided by the council. He also praised the excellent joint working between School Place Planning and Property Services. Finally, he reminded Members that these recommendations will be recommended to full Council who would consider them at their next meeting on 19 March 2012.

RESOLVED TO RECOMMEND TO 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

Reasons for decisions:

The September 2014 admissions arrangements will be agreed by the full County Council at its meeting on 19 March 2013.

30/13 SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME FROM SEPTEMBER 2013 [Item 6]

There was significant demand for new schools places within Surrey and for improvement of existing accommodation, which were 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.

The Cabinet considered the individual business cases for expansion and creation of additional places at these schools to meet the above demand at an estimated cost of approximately £15m and noted that the financial aspects would be discussed during Part 2 (item 13A and 13B) of the meeting.

The Leader of the Council noted that if there was a requirement to expand a school which had become an Academy, the statutory duty for the expansion was the responsibility of the Local Authority.

The Cabinet Member for Assets and Regeneration Programmes commended the joint working between the School Commissioning Team and Property Services on these projects.

It was also confirmed that there was strong support from both schools for their respective projects.

RESOLVED:

That the expansion and adaptation of the following schools, as detailed in the submitted report, be agreed in principle noting that the approval of the detailed financial information for each school would be considered in Part 2 of the meeting (agenda item 13):

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

Reasons for Decisions

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.

31/13 IMPLEMENTATION OF THE PUBLIC VALUE REVIEW OF COMMUNITY PARTNERSHIP - CONSTITUTIONAL CHANGES [Item 7]

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

The Cabinet Member for Community Services and the 2012 Games said that, 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, the report set out the constitutional changes that were required to implement the PVR recommendations in relation to Member Allocations and the conduct of Local Committee meetings.

She commended the recommendations to Cabinet, and brought to their attention recommendations (3) – (8) which would need the agreement of full Council at their next meeting on 19 March 2013.

Cabinet Members recognised the work undertaken so far, thanked officers for the timely report and considered that the proposals would make local councils more accountable and it was the way forward.

RESOLVED:

- (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.
- (2) That Local Committee Capital Allocations be pooled at Committee level and decisions on approval of funds be delegated to officers in consultation with all County Members on the relevant Local Committee.

AND THE FOLLOWING RECOMMENDATIONS RESOLVED TO RECOMMEND TO COUNTY COUNCIL:

- (3) That the guidance for the allocation of Members Allocations and Local Committee Capital Allocations be strengthened and the language simplified with the introduction of an updated Financial Framework for these allocations as attached in Annex A of the submitted report.
- (4) That Local Chairmen 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 in Annex B of the submitted report).
- (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.

- (6) That one consistent set of protocols governing public participation in Local Committees be introduced to make processes clearer for residents and more efficient to administer. (The relevant amendments to Standing Orders are included in Annex B of the submitted report).
- (7) That Local Committees allow equal voting rights for District and Borough Members unless restricted by law. (The relevant amendments are included in Annex B of the submitted report).
- (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 in Annex B of the submitted report).

Reasons for Decisions

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.

32/13 BUDGET MONITORING FORECAST 2012/13 (PERIOD ENDING JANUARY 2013) [Item 8]

The Cabinet received an update on the year-end revenue and capital budget monitoring projections as at the end of January 2013.

The Leader of the Council highlighted the following points:

Revenue – a multi-year approach had been taken to managing the council's finances and in setting the budget for next year where £11m of this year's budget would be used to support 2013/14. In keeping with this approach, he did not want officers to be spending budget just to ensure that it was spent by the artificial deadline of 31 March.

He also said that Managers had identified £5.5m of projects and schemes that would not complete before the year-end cut off and these would be reviewed as a part of the final accounts report to Cabinet.

He considered that the success of the Olympic cycle races staged in Surrey last summer was due to the detailed planning that went into this event, but even with all that planning, the event may have not all gone to plan which was why £1m had been set aside to cover any additional expenditure. As this was not used, it was proposed to use this over the next few months as a response to the damage this severe winter has caused to Surrey's roads.

This managed approach to our finances had led to a forecast where all but £2.3m of this year's revenue budget would be used, which was 99.9% and was a tremendous achievement when there were so many pressures on services.

Capital – The council's capital programme not only improved and maintained the Council's service delivery, but provided a welcome boost to the local economy in these times. It is therefore important that the aims of the capital budget were achieved, and where some schemes are delayed, others were brought forward. This had happened and to the end of January, the Council had spent £140m and were well on track to spend the remaining £10m in the final two months of the year. The Woking town centre project was cited as an example of supporting the local economy and working with our partners.

Other Cabinet Members made the following points:

- The huge savings made in the previous two years, particularly in Adult Social Care and Children's Services.
- Some concern that future savings targets may not be achieved as demand continues to increase, thereby putting pressures on service budgets.
- Investment was critical to look at new ways of working.
- School Improvement Plans needed to be in place for those schools not 'good' or 'outstanding'.
- The excellent partnership working last summer during the Olympics.
- All members were urged to spend their Member Allocations before the end of the financial year and before the commencement of purdah. This deadline also applied to the Community Pride Fund.
- Endorsement of the Environment and Infrastructure Directorate – in particular investment in the roads for the Olympic Cycle race and managing the bus contracts and the concessionary bus pass scheme.
- The carbon reduction targets had been achieved.
- Management of the Treasury Management Strategy had improved significantly.

RESOLVED:

1. That the projected revenue budget underspend; (Annex 1 – Section A of the report submitted) and the Capital programme direction (Section B of the report submitted) be noted.
2. That government grant changes be reflected in directorate budgets (Section C of the report submitted).

Reason for Decisions

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

33/13 SUPPORT FOR ECONOMIC GROWTH [Item 9]

In the absence of the Deputy Leader, the Cabinet Member for Change and Efficiency introduced the report. She said that the report identified 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.

The report was not a list of all the activity for the support of economic growth within the county and did not seek to provide an answer for every economically related issue. This report should be seen as a statement of intent rather than as an economic strategy or action plan. Applying the One Team ethos, it recognised 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.

She highlighted the specific initiatives that the council had already undertaken: (i) targeting 60% of council spend with local SMEs, (ii) support for apprenticeships, (iii) high speed Broadband, (iv) major programme of road schemes, (iv) more meaningful engagement with businesses, (iv) support for Surrey Connects, (v) working with Enterprise M3 and Coast to Capital LEPs.

The Cabinet Member for Transport and Environment said that this report provided examples of the kind of activity that the council supported and would give residents and businesses a clear sense of its ambitions for further growth. The Council hoped to work with Government Agencies to share premises and make better use of public sector land and property.

Cabinet considered that the report demonstrated the leadership role of the County Council and hoped that both by securing a collective agreement with partners in Surrey about the way forward and through discussions with Government about additional investment, the effectiveness of the Council's activities could be greatly increased.

Members thanked the Economy Team Manager, Environment and Infrastructure and the Senior Policy Manager, Chief Executives for an excellent report.

RESOLVED:

1. That the approach to support economic growth, including further exploration of the specific delivery mechanisms detailed, as outlined in paragraphs 12 and 13 of the submitted report be endorsed.
2. That it be agreed to work 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 Decisions

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.

34/13 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK [Item 10]

The Cabinet Member for Community Services and the 2012 Games introduced the report and informed Members that the Library Service had worked closely with Procurement colleagues to secure the contracts for the provision and selection of library stock. She highlighted the consultation process that had taken place and also referred to the Equalities Impact Assessment (EIA) which had been attached to the report together with an update on the actions taken since the EIA had been completed. Finally, she said that the County Council had not closed any libraries and had in addition, also opened a micro-library, with plans for more micro-libraries.

The Cabinet Member for Change and Efficiency explained the reasons for going out to tender and said that the details of the contract were set out in the item 12, the confidential annex to this report. She also confirmed that the performance of the contract would be monitored by performance indicators but that the management of the contract would be with the Library Service.

RESOLVED:

1. That the background information set out in the submitted report be noted.
2. That the award of contracts be agreed following consideration of the procurement process set out in the Part 2 Annex (agenda item 12).

Reasons for Decisions

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.

35/13 MEMBER AND OFFICER DIRECTOR INDEMNITIES [Item 10a]

The Leader of the Council introduced this report, which was considered under Special Urgency Arrangements with the reason for urgency being stated as the need for clarity in current discussions regarding the joint venture with Woking Borough Council, and to assist consideration of other potential innovative arrangements. He said that it was about new ways of working, with the details in relation to indemnities for Members and officers set out in the Appendix to the report.

The Chairman of the Council Overview and Scrutiny Committee had agreed that this report could be taken as an urgent item.

RESOLVED:

That indemnities be provided to Members and officers, as set out in the Appendix to the submitted report and that the Chief Finance Officer be authorised to place any additional insurance cover needed to protect the Council from any claims made under the indemnities.

Reasons for Decisions

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.

36/13 EXCLUSION OF THE PUBLIC [Item 11]

RESOLVED:

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

PART TWO - IN PRIVATE

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

37/13 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK [Item 12]

Attention was drawn to the suppliers and the evaluation of their tenders.

RESOLVED:

1. That a Contract be awarded to the supplier as set out in the recommendation of the submitted report, for the provision of adult stock, DVD, Blu ray and music on CD to commence on 1 April 2013.
2. That a Contract be awarded to the supplier as set out in the recommendation of the submitted report, for the provision of children's stock to commence on 1 April 2013.

Reason for Decisions

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

38/13 SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME FROM SEPTEMBER 2013 [Item 13]

39/13 WEYDON ACADEMY SCHOOL, FARNHAM - TWO FORM ENTRY EXPANSION TO MEET BASIC NEED [Item 13a]

This report set out the detailed business case for the project discussed under item 6.

The Cabinet considered the provision of a permanent two form entry increase at Weydon Academy (Secondary) to meet basic need requirements in the Farnham area, which would be a major development in Farnham. Local Members had been informed and delighted with the project.

RESOLVED:

1. That the business case for the project to expand Weydon Academy, up to a maximum cost as set out in the submitted report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency and the Cabinet Member for Assets and Regeneration Programmes, in consultation with the Leader of the Council be approved.

Reason for Decisions:

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

40/13 DE STAFFORD SECONDARY SCHOOL, CATERHAM - NEW DINING HALL AND KITCHEN BLOCK [Item 13b]

The Cabinet Member for Assets and Regeneration Programmes introduced the business case for approval of a new dining hall and kitchen block at De Stafford School, Caterham and confirmed that it should be completed by the end of the year.

The Leader of the Council confirmed his strong support for this investment.

RESOLVED:

1. That the business case for the project to replace the current kitchen and dining facilities with a new block, together with associated external works at De Stafford School Caterham at a maximum cost as set out in the submitted report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency and the Cabinet Member for Assets and Regeneration Programmes, in consultation with the Leader of the Council be approved.

Reasons for Decisions

The proposal delivers and supports the Authority's statutory obligation to provide safe and fit for purpose accommodation and facilities for its pupils and to meet the needs of the population in the Caterham area.

41/13 PROPERTY TRANSACTIONS [Item 14]

(a) SURREY ARTS RELOCATION [Item 14a]

The Cabinet Member for Assets and Regeneration Programmes commended the co-operation between services which had enabled this initiative of locating all Surrey Arts Support Services and the public facing wardrobe and instrument store/shop in one location, proposed as part of the Public Value Review of Cultural Services, to come to fruition.

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 and the relocation of Surrey Arts would allow this to happen.

RESOLVED:

That the relocation of Surrey Arts to business space in Guildford, including acquiring the long leasehold interest(999 years) in the premises (which is equivalent to a Freehold purchase) and a contract to fit out the space to meet the service requirements at a total cost, as set out in the submitted report, be approved.

Reasons for Decision

To allow Surrey County Council (SCC) to fulfil its statutory duty to provide school places and to mitigate the risks to SCC from serious loss of business

continuity which will impact on reputation, income and service delivery for Surrey Arts.

42/13 PUBLICITY FOR PART 2 ITEMS [Item 15]

RESOLVED:

That non-exempt information relating to items considered in part 2 of the meeting may be made available to the press and the public, as appropriate.

[Meeting closed at 3.30pm]

Chairman

Member Questions

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

Surrey County Council should not only be an ethical employer, but should also ensure that its contractors employ the highest standards of staff. This applies particularly to those working in social care such as care workers providing personal care for vulnerable older people in their own homes.

Recent research by the Social Care Workforce Research Unit, Kings College London, estimates that 10% of social care workers are not only paid below the Living Wage but below the Minimum Wage, which is currently £6.19 per hour. The study found that pay rates were lowest where people are being cared for in their own homes, particularly where the care is being provided by private companies.

Will the Leader commit to ensuring that no county council employee will be paid less than the UK Living Wage, which is currently £7.45 per hour, and that those performing work on behalf of the council should likewise ensure that none of their employees are paid less than the living wage and that future contracts will reflect this?

Reply:

The Council agreed at the People, Performance & Development Committee on 25 February 2013 that the Living Wage (Outer London) would be adopted for 2013/14 for our directly employed staff and that we would review this in future years.

David Hodge
Leader of the Council
26 February 2013

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

Paragraph 14 of item 9 of the Cabinet Agenda on "Support for Economic Growth" suggests using the Council's land or property holdings as an equity investment in joint venture arrangements with private sector partners to bring forward developments. Has the Leader of the Council considered the potential risks to the Council's land and property holdings of pursuing such a policy?

Reply:

The Cabinet paper makes clear that specific proposals, including proposals for the use of the Council's land and property holdings, would require approval by Cabinet based on a full evaluation of the business case and consideration of the risks involved alongside the Council's fiduciary duties.

David Hodge
Leader of the Council
26 February 2013

Question (3) from Dr Zully Grant-Duff (Merstham and Reigate Hill)

As at January 2012 there were 16,200 pupils in Reigate and Banstead schools, making it the largest amongst all boroughs and districts in the county in terms of pupils' numbers. The Redhill/Reigate conurbation, at the centre of the borough, has continued to show a significant upward trend in birth rates since 2001. Today's Cabinet Agenda Item 5 Recommendation 2 refers to the consultation on the "Introduction of a tiered feeder link to Reigate Priory School from Holmesdale Community Infant School and Reigate Parish Infant schools". For children residing in Reigate Hill, where Holmesdale Community Infant School is located, their nearest junior school is Reigate Priory School with no choice within a comparable distance. Even though the proposal was supported by 77.6% of respondents, the recommendation is to **defer the introduction of a link** until "alternative options are considered". Such deferment would leave Reigate Hill children facing uncertainty and disadvantage.

Please explain:

- Why wasn't more time allowed to consult on the alternative options?
- What is the status of existing plans to expand Reigate Priory School and their delivery by 2014?
- What planning of schools places in the Reigate area, particularly junior school provision, is being undertaken?
- Finally, what is the expected provision for 2014-15 and 2015-16?

Reply:

The Local Authority has a statutory duty to consult on any changes it wishes to make for at least 8 weeks between 1 November and 1 March and then to determine the admission arrangements for all Community and Voluntary Controlled schools by 15 April. The decision making process in Surrey is for recommendations to be made by Cabinet to full County Council. As such, given the timetable for Cabinet and full Council meetings, the 26 February 2013 is the last date that the arrangements can be considered by Cabinet and which then allow full Council to take a decision by 15 April 2013.

Whilst the Local Authority may make a decision to vary the admission arrangements from those that it consulted on, it would need to consider the reasonableness of any variation and whether it would be likely to cause any further concerns that consultees had not hitherto had an opportunity to comment on. In this case, whilst the Local Authority recognised that there might be other solutions, it did not feel in a position to recommend an alternative without further consideration and due consultation. In any case, the other solutions which might be considered would not amount to a variation of the proposal but would be considered to be a new proposal entirely.

Currently Reigate Priory Junior School has a published admission number (PAN) of 150 (5 classes) and a notional capacity of 600 children. At present the year 4 in the school has 180 pupils and the total number of children at the school is 630. These children, admitted above PAN on a temporary basis, have been accommodated in existing space at the school. Without additional building or moderation Reigate Priory School could not admit more than 630 children in total in any year.

The significant proportion of pupils in Reigate Priory School are drawn from Reigate Parish Infant School and Holmesdale Infant School with PANs of 60 (2 classes) and 90 (3 classes) respectively. Demand for places in this area has increased. As a direct result of this additional classes have been provided at Holmesdale Infant School in September 2010 and September 2012. This increase in the number of children in the infant schools will translate in to a need to provide additional 30 spaces (1 class) at Reigate Priory in September 2013 and September 2015 when the school will need to provide space for 660 pupils (30 spaces above the existing number of pupils at the school). It is the Council's intention that all children for whom Reigate Priory is the nearest school will be eligible for a place in these years although this cannot be guaranteed.

The Council is supporting Reigate Priory School in development of its school site to provide 1 additional classroom and ancillary space for September 2013. This involves building and refurbishment at the existing school site for which planning permission has been obtained and work is scheduled to be complete before September 2013 to enable the school to admit 180 pupils in that year.

Significant planning work has been undertaken in the Reigate and Redhill area. Additional temporary classes over the last two years have additionally been provided at Wray Common Primary School, Furzeffield Primary School and St John's Primary School. Furthermore long term expansions of provision have been negotiated at Earlswood infant and junior departments and Salfords Primary School. Allied to this the Council is also supporting the establishment of a new 60 PAN (2 class) primary school in the Redhill/Merstham area that is due to admit pupils from September 2013. The Council has also supported significant capital investment at Sandcross Primary School that has brought infant and junior provision on to one site in purpose built accommodation.

Junior provision in Reigate is being increased in relation to increases in the reception age. Any temporary or permanent increase at a primary school will be managed through the school until secondary transfer. In addition any increase in an infant school will be met with a composite increase in a relevant junior setting such as increases at Reigate Priory School and Earlswood junior department.

It is anticipated that an additional 30 places will be required at Holmesdale Infant School in September 2013 and beyond. This will create demand for additional space within Reigate Priory School from September 2016 when the school population would rise to 690 and then in 2018 when it could rise to 720. This would require further agreement between the Council and school plus building or changes to some of the existing use of Reigate Priory School. A number of options are available to the Council to develop and the Council will be exploring these with stakeholders to ensure that relevant provision is provided in a timely manner. It is not envisaged that Reigate Priory School could expand beyond 720 pupils.

Linda Kemeny
Cabinet Member for Children and Learning
26 February 2013

Public Questions

Question (1) from Rachael Munroe

Paragraph 30 of the Report by Mrs Kemeny to Cabinet on the Consultation on Surrey's Admission Arrangements for September 2014 for Community and Voluntary Controlled Schools and Co-ordinated Schemes states:- "That this was considered to be a reasonable approach because, had they not been given a place at Reigate Parish on grounds of their Faith, the Local authority would still be looking to place them at Reigate Priory as their nearest junior School".

With reference to the example set out below and having regard to the overriding objective of the School Admissions Code and the Equality Act 2010, can Mrs Kemeny please explain why she considers it to be reasonable to indirectly discriminate on religious grounds against a non-Christian child for admission to a non-faith school when it is evident that the Local Authority's justification for doing so i.e. "that the Local Authority will still be looking to place them (a child) at Reigate Priory as their nearest Junior School" will in practice never actually be realised due to a very small number of places left for children in the 5th tier as acknowledged in Paragraph 27 of the Report?

Example - Assume two children live exactly the same distance from both Reigate Parish (525m) and Reigate Priory School (712m). Under the allocation of places data for 2012 an actively participating and regularly worshipping Christian child would have achieved a Faith based place at Reigate Parish School, the other child a non-Christian child would not have obtained an open place at Reigate Parish School and an alternative provision would have to have been found. Assume those children are then applying for Reigate Priory School, using the proposed admissions criteria the Christian child is ranked in the 4th tier and would get a place at Reigate Priory School and the other child the non-Christian child is ranked in the 5th tier. The furthest distance a place would be allocated using the 2012 data would be 530m, the non Christian child would therefore not get a place at Reigate Priory School, despite living exactly the same distance as the Christian child from Reigate Priory School.

Reply:

The existing admission arrangements for Reigate Priory already provide for children from Reigate Parish to be admitted to the school:

- In 2011, 48 children (80% of Year 2 cohort) were admitted to Reigate Priory from Reigate Parish. Of these 1 child had priority as a looked after child, 25 were siblings and 22 were eligible for a place on distance.
- In 2012, 48 children (80% of Year 2 cohort) were admitted to Reigate Priory from Reigate Parish. Of these 16 were siblings and 32 were eligible for a place on distance.

Numbers transferring from Reigate Parish to Reigate Priory therefore appear to be quite consistent at around 80% of the Reigate Parish cohort.

In comparison, in 2011, 74 children (82% of Year 2 cohort) were admitted to Reigate Priory from Holmesdale and in 2012, 83 children (92% of Year 2 cohort) were admitted.

In considering the introduction of feeder schools, the Local Authority had to ensure that the selection of feeder schools was transparent and was made on reasonable grounds. As a high percentage of children at Holmesdale and Reigate Parish already transfer to Reigate Priory, it seemed most reasonable to select both schools as feeder schools. However, in recognition of the fact that Reigate Parish admits half of its intake according to a measure of faith, it also seemed reasonable to tier the feeder priority to ensure that children for whom Reigate Priory was the nearest school (including those not at a feeder school) were given priority ahead of those for whom it was not.

Had the proposed admission arrangements been in place in 2011 and 2012, the number of additional children who would have been admitted to Reigate Priory from Reigate Parish who would not otherwise have been admitted would have been 4 in each intake.

The Local Authority must always balance the needs of all children in an area and it believes that this proposal was a proportionate means of achieving a legitimate aim in accordance with the Equality Act 2010, for the following reasons:

- It would have helped to provide a junior school place for children living to the north of Reigate, whose next nearest school is further away than for some children who live closer to Reigate Priory, and who would subsequently have to travel some distance to another school if they were not offered Reigate Priory
- The impact on the intake to Reigate Priory if Reigate Parish was a feeder school was anticipated to be low
- Only 50% of the intake to Reigate Parish is admitted according to faith and the majority of these children would still have Reigate Priory as their nearest school. Regardless of whether or not these children attended Reigate Parish the Local Authority would still seek to place them at Reigate Priory as their nearest school and oversubscription criteria would determine which children would be offered a place if there were not enough places for all. Such oversubscription criteria does not have to give priority to those who live nearest the school
- Failure to include Reigate Parish as a feeder school but to proceed with Holmesdale might have led to a disadvantage being caused to children who had been admitted to Reigate Parish, on faith or otherwise

That said, in recognition of the fact that only a small number of children would be likely to be offered a place under criterion 5 and the fact that this impact was not fully explored as part of the consultation, the recommendation to Cabinet is that this proposal is deferred until next year which will allow time for other solutions to be explored.

Linda Kemeny

Cabinet Member for Children and Learning
26 February 2013

Question (2) from Stephen Taylor

Paragraph 26 of the report of Mrs Kemeny to Cabinet on the Consultation on Surrey's Admission Arrangements for September 2014 for Community and Voluntary Controlled Schools and Co-ordinated Schemes states:- "Children living to the north of Reigate live much further away from their next nearest school' and they subsequently end up having to travel some distance to another school".

Can Mrs Kemeny please quantify exactly what constitutes 'much further away' and 'some distance' – please confirm the furthest distance a child at Reigate Parish and Holmesdale has been expected to travel to its next nearest school and whether such children qualified for free school transport to the schools they were offered? Please confirm this in relation to both Holmesdale and Reigate Parish School

Reply:

Based on applications for Reigate Priory in the 2012 admission round, the child who lived the furthest distance from that school but who still had it as their nearest school and who attended Holmesdale, lived 1.742 km from Reigate Priory. That child was allocated a place at Sandcross Primary School at 3.067 km from their home address, which was their next nearest school.

In contrast, the child who attended Holmesdale and who lived closest to Reigate Priory lived 0.199 km from the school and that child's next nearest school was Sandcross at a distance of 1.499 km.

In the 2012 admission round for Reigate Priory, the child who lived the furthest distance from that school but who had it as their nearest school and who attended Reigate Parish, lived 1.409 km from Reigate Priory. That child was allocated a place at Sandcross Primary School at 1.723 km from their home address, which was their next nearest school. Due to the location of Reigate Parish, there is less difference children who attend this school and who have Reigate Priory as their nearest junior school

In contrast, the child who attended Reigate Parish and who lived closest to Reigate Priory lived 0.498 km from the school and that child's next nearest school was Sandcross at a distance of 1.376 km.

The distance to the next nearest school will be different for each child. In 2012 the next nearest school for children at Holmesdale who were not offered a place at Reigate Priory but who had that as their nearest school ranged from 2.5 km to 3 km. The range for those children at Reigate Parish was from 1.7 to 1.8 km.

Entitlement to free home to school transport is assessed according to statutory criteria which, for a child of seven, requires that transport should be provided to the nearest qualifying school if it is over two miles from the home address, measured by the shortest, safest walking route. This distance increases to three miles once a child becomes eight years old. The nearest qualifying school is a school with a vacancy at the point that an application is made. If a parent does not apply to their nearest school and if they would

have been offered it had they applied, free transport will not be provided to a school which is further away. As each child is assessed individually for home to school transport it is not possible to generalise and to indicate whether or not all children who are not offered a place at Reigate Priory are offered free transport to their next nearest school.

Linda Kemeny
Cabinet Member for Children and Learning
26 February 2013

Question (3) from Robin Kinniburgh

The Cabinet is being asked to delay a decision about a feeder link between The Priory school and Holmesdale and The Parish school in Reigate on the basis of wishing to consider alternative options, yet the alternatives are not specified. What are the alternative options to be considered and why does this necessitate a year long delay?

Reply:

The Local Authority has a statutory duty to consult on any changes it wishes to make for at least 8 weeks between 1 November and 1 March and then to determine the admission arrangements for all Community and Voluntary Controlled schools by 15 April. The decision making process in Surrey is for recommendations to be made by Cabinet to full County Council. As such, given the timetable for Cabinet and full Council meetings, the 26 February 2013 is the last date that the arrangements can be considered by Cabinet and which then allow full Council to take a decision by 15 April 2013.

Whilst the Local Authority may make a decision to vary the admission arrangements from those that it consulted on, it would need to consider the reasonableness of any variation and whether it would be likely to cause any further concerns that consultees had not hitherto had an opportunity to comment on. In this case, whilst the Local Authority recognised that there might be other solutions, it did not feel in a position to recommend an alternative without further consideration and due consultation. In any case, the other solutions which might be considered would not amount to a variation of the proposal but would be considered to be a new proposal entirely.

Alternative solutions that might be considered for Reigate Priory are:

- the introduction of tiered sibling arrangements which give priority to siblings for whom the school is not their nearest only after all other children for whom it is the nearest school can be offered a place
- the introduction of priority based on the distance to a child's next nearest school, with priority being given to those whose next nearest school is furthest away

As with all changes these would have advantages and disadvantages, but the Local Authority would wish to consider all solutions to identify the most appropriate proposal for the area in the light of the historic pattern of admissions but also taking in to account other school place planning developments in the area which might themselves change the pattern of admissions.

Linda Kemeny
Cabinet Member for Children and Learning
26 February 2013

APPENDIX 3

ADULT SOCIAL CARE SELECT COMMITTEE

Item under consideration: SOCIAL CARE DEBT

Date Considered: 14 February 2013

At the meeting on 14 February 2013, the Committee considered a report on the level of social care debt and actions being taken to reduce it. The Council has a historic issue of large debt and the Committee has been monitoring this for some time.

Despite much work by the Service to reduce the debt – at its lowest at £3.9m in September 2011 – the Committee is very concerned that it has begun to rise again and continues to pose a problem. According to the report presented at Committee the unsecured debt (that which is not secured against property) has risen over the last year by £590k and secured debt has risen by £1.3m.

The Committee heard from officers that they were looking at the debt in a different way: on an account level. They reported that there were only 997 accounts associated with £10m in debt. By looking at the debt on an account level, the Service is finding that it can track accounts going forward and this may lead to an improved rate of debt collection.

The Committee remains very concerned about the level of debt but is optimistic about the new way in which it is being looked at. The Committee asked officers if additional resource would be beneficial in reviewing the debt and officers agreed that it would, so long as the resource were expert level to contribute to the review of debt as outlined above. Simply putting in place a person to attempt to collect debt would not be as beneficial as someone with the relevant and necessary expertise as advised by the current team.

Therefore the Select Committee recommends to the Cabinet:

The Committee recognises the continuing difficulties and the need to look at the debt in a new way; therefore it recommends to the Cabinet that additional resources be put in place for a fixed amount of time to aid the team and that this resource must be of reasonable expertise in order to produce improvements.

Sally Marks
Chairman, Adult Social Care Select Committee

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